



NEWNHAM COLLEGE

C A M B R I D G E C B 3 9 D F

Name of Policy:	STAFF SALARY REVIEW POLICY
Date of Approval	March 2022
Approval Authority	Bursar
Date of last review	May 2024
Date of next review	May 2026
Administrator:	B Gafney; HR Manager

1. Policy and Scope

- 1.1. This policy provides a framework for the College to administer salary reviews for non-academic staff roles in a fair and consistent way.
- 1.2. This policy applies to any non-academic staff role where the role-holder is directly employed by the College, including those on fixed-term and temporary contracts and to those on Worker Agreements. This policy does not apply to academic roles or to certain non-academic roles that are reviewed by the Stipends & Benefits Committee.
- 1.3. This policy is not contractual, and the College may amend it at any time. Anyone found to be in breach of this policy, or abusing the spirit of this policy, may be liable to disciplinary action under the provisions of the Disciplinary and Dismissal policy.

2. Purpose and Aims

- 2.1. The College is committed to retaining and fairly rewarding its staff. It is also committed to the principle of equal pay for equal work and for ensuring that casual workers and those on fixed term contracts are not less favourably treated.
- 2.2. The aims of the policy are to:
 - To attract and retain the best staff;
 - To make the salary review process transparent and consistent;
 - To ensure salaries remain fair and competitive;
 - To use the Cambridge Colleges' annual Assistant Staff Salary Survey as part of the process when reviewing salaries.

3. Roles and Responsibilities

3.1. Head of Department (HOD) Responsibilities

- Ensure their staff understand the policy and process;
- Ensure the annual Workplace Discussions for staff are completed;
- Consult with their own line manager in the first instance, if they wish to review the salary for a role in their department;
- Not to make any promises to members of their team which they might not be able to keep.

3.2. Human Resources (HR) Manager's Responsibilities

The HR Manager, in conjunction with the Bursar, will:

- Review the Assistant Staff Salary Survey on an annual basis to identify those non-academic staff roles which have fallen below 90% of the median pay;
- Keep a record of the completion of annual Workplace Discussions for all non-academic roles;
- Support the HOD when preparing their salary review submissions.

3.3. The Bursar's Responsibilities

The Bursar will:

- consider and make recommendations to the Council regarding any major structural changes relating to salaries;
- decide on non-academic staff role gradings;
- monitor staff costs

4. Procedure for salary reviews

4.1. Where a HOD believes that a role has changed significantly or has fallen behind the market rate for the job enough to warrant a pay award, they will collate supporting evidence and submit it to the Bursar for consideration.

4.2. The HR Manager may support the HOD in making their submission and provide comparative data from such sources as other recent adverts in the same field and from the Assistant Staff Salary Survey.

4.3. A Staff Salary Review Form is provided (see appendix A below and/or HODs – Useful Forms on Share Point) which asks for the following to be submitted by the HOD:

- A copy of the current job description with date it was last reviewed;

- A copy of an up-to-date Workplace Discussion for the role-holder (i.e. completed either within 12 months of their last review or, if no review is currently on record, by the deadline for submission);
- Identification of the **key** proposed changes to the job description which support a salary increase.
- Examples of such changes include:
 - increased role responsibilities
 - new line-management responsibilities
 - increased role complexity
 - increased practical/cognitive skill.

4.4. Changes that would not warrant an increased salary are those that represent an increase in workload at the same level of responsibility or skill, or longevity in a particular role.

4.5. In consultation with the HR Manager, the HOD will identify the proposed salary increase. **This will not normally be more than 2 points** on the University's single salary spine.

4.6. Supporting documentation will then be sent to the HR Manager by the submission deadline announced by the HR Manager before the August that any approved increase may take place, for consideration by the Bursar and the Principal, supported by the HR Manager.

5. Consideration by the Bursar and the Principal

5.1. The Bursar and the Principal will make one of three decisions;

- a. Accept the proposed salary change
- b. Reject the proposed salary change
- c. Request more information for further consideration

5.2. Awarded salary increases will become effective from the next 1 August following approval and be confirmed in writing by the HR Manager.

5.3. Where these are not approved the HR manager will liaise with the relevant HOD and give reasons for this decision.

Appendix A



Staff Salary Review Form

This form is to be completed by Managers who wish to make a case for an increase in the salary for a role in their team. The Manager should use this form in conjunction with the College's Staff Salary Review Policy.

The HR Manager can assist with the completion of this form which needs to be submitted for consideration by the deadline announced by the HR Manager. Where an increase is agreed, any new salary will be effective from 1 August.

Title of the role for salary review:	
Department:	
Name of Manager:	

Current spine point for the role:	
Current full time equivalent (FTE) salary for the role:	£
Proposed spine point for the role: <i>(This must equate to no more than a 2-point increase)</i>	
Proposed FTE salary for the role: <i>(Please quote the current salary for the proposed spine point – i.e. before the annual pay award effective from 1 August)</i>	£
What does this increase equate to in percentage terms?	%
Number of employees in this role:	
Current FTE of employees in this role: <i>(This is different from the physical number of people doing this role; a full-timer plus someone on a 0.8 FTE contract = 1.8 FTE)</i>	

If a change to the job title is proposed please state it here:

Please attach a current job description (with the date it was written/last updated) for the role you are wanting to be reviewed.

The case

Please complete the following section in as much detail as possible. Providing evidence to back your case will be useful in the decision-making process. Such evidence might come from the range of salaries for this role used in the inter-collegiate assistant staff salary survey or by drawing comparisons with other roles in the department or College or with current salaries found in the external market.

In what way has the job description for this role changed?

*Please list the **key** reasons for the review of the post (i.e. increased levels of responsibility or oversight; change in purpose or position in department's structure; increased levels of qualification now required.)*

(NB the box will expand as you type in it)

What specific amendments are needed to the current job description to more accurately reflect the role?

*Please list the **key** changes to the current job description and show how these relate to the reasons listed above.*

Is there an impact on other roles in your department?

Please explain if the changes to this job description impact on any other roles in the department.

Are any other changes in terms and conditions proposed?

Please mention any other relevant facts, not already covered.

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Date _____

Please submit, with any supporting documentation, to the HR Manager by the submission deadline, for consideration by the Bursar and Principal.