

## **REWARD & REGRADING ROUND 2007 - Message for all SOAS Staff on academic-related, clerical and related and technical grades.**

Colleagues

As you will be aware, the School is just about to embark on the implementation of the national pay framework agreement and to undertake institution-wide Job Evaluation/Role Analysis based on the HERA (Higher Education Role Analysis) scheme. The target date for the completion of this work and the move to the new pay arrangements is 1<sup>st</sup> August 2007 and further information about this work can be found by following <http://mercury.soas.ac.uk/intranet/HR/FW/>.

As part of this implementation, Job Evaluation will in future determine the appropriate grades for particular roles within the organisation and the School has agreed with local UCU and UNISON representatives that any re-grades arising as a result of the HERA evaluation will be back-dated to 1<sup>st</sup> August 2006.

With this in mind, it has been agreed with UCU and UNISON that there should be no re-grading applications considered this year in advance of the outcomes of the job evaluation process and the move to the new pay arrangements.

However, it is recognised by all parties that there still needs to be some mechanism to reward academic-related, clerical related and technical members of staff for outstanding performance. It is therefore proposed to consider only applications for additional increments or one-off contribution-related bonus payments for these groups of staff for this year

Instructions for applications for such additional increments or honoraria may be found below.

Please also see the links (below) to School pay scales for Academic-Related, Clerical and Technical staff.

<http://mercury.soas.ac.uk/HR/forms/Academic,%20Academic%20Related%20and%20Research%20Staff%202006-07.pdf>

<http://mercury.soas.ac.uk/HR/forms/Clerical%20and%20Technical%20Staff%202006-07%20Scales.pdf>

(Please refer to page 2 of 3 on the academic and related scales, and pages 1 and 2 of the clerical and technical scales) Please note that the closing date for such applications is Friday 09 February 2007, with applications being considered by the sub-committee in mid to late-March (date to be confirmed).

I do not plan to send out hard copy versions of these documents as a matter of routine, but they can be accessed by following the link below to get into the HR Procedures page and then following the links at the bottom of the page for "Rewards 2007".

<http://mercury.soas.ac.uk/HR/procedures.htm>

Best wishes from all in Human Resources for a happy and restful Christmas break and prosperous New Year.

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DIRECTOR OF HUMAN RESOURCES  
SOAS, UNIVERSITY OF LONDON  
VERNON SQUARE CAMPUS

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

PERSONAL AND CONFIDENTIAL

Memorandum to: All Academic-Related, CRA & Technical Staff

Date: 20 December 2006

**REWARDS AND REGRADES 2007  
FOR ACADEMIC-RELATED, CLERICAL AND RELATED STAFF AND TECHNICAL  
STAFF**

Following discussions with local UCU and UNISON representatives, and in the light of the implementation of the pay framework agreement from 1<sup>st</sup> August 2007, it has been agreed that there should be no consideration of re-grading applications from Academic-Related, Clerical or Technical staff this year.

Instead, departmental heads may wish to consider the award of an additional increment or an honorarium (a one-off, contribution-related lump sum payment) to recognise merit and achievement.

**The Process - Submissions by the departmental head**

Staff have been informed by E-mail that the process is under way and is different this year.

The departmental head or appropriate line manager must see any member of staff who asks to do so to discuss how her or his work was carried out over the previous year.

If the departmental head considers that a member of staff has performed excellently and/or carried out an extremely heavy workload, then the Head of Department may

recommend an additional increment or an honorarium. This would be for work of high merit carried out since the last annual review.

If the departmental head considers that a member of staff does not merit submission for an additional increment or an honorarium, albeit the member of staff may be working hard and dealing with a heavy workload, she or he will not make a recommendation.

When considering a submission for an additional increment or an honorarium, the following should be borne in mind:

- dramatic progress since appointment;
- sustained high performance for at least 6 months over and above that normally expected;
- consistent performance at the same quality and level as staff at a higher salary point in the same grade;
- a temporary increase in responsibility.

### **No Submission**

If the departmental head decides not to make any submissions to the Reward Subcommittee this year she or he should send a brief memo to this effect to the Human Resources Department by Friday 09 February 2007.

### **Guidance on Submissions**

Please make submissions for each member of staff separately using the following format:

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### **ADDITIONAL INCREMENT OR HONORARIUM 2007 FOR ACADEMIC-RELATED, CLERICAL AND RELATED STAFF AND TECHNICAL STAFF**

Name:

Job Title:

Current Grade:

Department:

### **Submission for additional increment or honorarium.**

Below this the case for an additional increment or honorarium should be made. The case should normally include the following (together with any other information in support of the submission):

- . Identify the task(s) considered to be of high merit.
- . Describe the task(s) that have been identified.
- . State why this work is considered to be particularly meritorious commenting on the amount of work, the length of time it was carried out for, the manner in which it was carried out etc.

### **Deadlines for Submissions**

The deadline by which submissions by departmental head must reach the Human Resources Department is Friday 09 February 2007.

### **Additional Information**

The Panel may postpone making a decision and ask to see (or request a written response from) the member of staff and/or her or his departmental head to obtain further information.

### **Composition of the Reward Sub-Committee**

Staffing Committee will confirm the composition of the Rewards and Regrading Sub-committee.

The Human Resources Director will be in attendance, but is not a member of the sub-committee.

### **Effective date of implementation of decisions**

The effective date for all staff is 1 February 2007.

Peter Mitchell  
Human Resources Director  
20 December 2006