

1.0 Background

Grade 10 forms the most senior grade within the nationally agreed single pay spine and currently contains two incremental points; spinal points 50 and 51.

In June 2019 the Senior Leadership Team (SLT) approved for roles evaluated at Grade 10; an additional three discretionary 'contribution points', above the single pay spine, in recognition of those at the top of grade demonstrating continued, exceptional performance and determined as part of the appraisal process.

2.0 Process

- 2.1 Individuals to continue to identify and document their SMART objectives for the calendar year as part of the annual appraisal process utilising the appropriate appraisal system dependent upon whether the individual participates with the ADA or PDR review process.
- 2.2 Following the appraisal review (by the end of February) the individual, upon reaching the top of grade, may be considered for an additional contribution point in such circumstances whereby the evaluation of performance is determined as 'exceptional' by the appraiser. 'Exceptional' being defined as; exceeding expectations of objectives/ targets having made a significant and unique individual contribution in advancing the departmental/school plan in support of the University's wider strategic plan.
- 2.3 The achievement of an additional contribution point should be identified as part of the annual appraisal process and recommended by the appraiser/line manager using the 'Grade 10 Contribution Point – Recommendation Business Case' and approved by the Head of Area before being sent to the HR Department. It is anticipated that this process will be built into the appraisal system/s in future years.
- 2.4 In circumstances by which contribution points are awarded and supporting evidence received by the HR Department prior to payroll deadlines, salaries will typically be adjusted from the 1st April annually where applicable.

3.0 Guiding Principles

- 3.1 The achievement of a contribution point will not necessarily be achieved on an annual basis and this is as expected with the majority of individuals anticipated to 'meet expectations' during the appraisal round.
- 3.2 The University would not anticipate recommendations to accelerate individuals through the contribution points be it by moving more than one point at any one time or by being reviewed to receive a contribution point more than once annually.

4.0 Effective and Evaluation Date

To be implemented from 1st August 2019 in line with the new financial year and Single Pay Spine updates as identified by national pay negotiations.

The process will be evaluated annually during July/August to ensure effectiveness and that the contribution point levels compliment the single pay spine and do not overlap with any revisions following the national review. Please note however, these timescales may alter should national negotiations extend past the expected implementation date.

Prepared by:

June 2019