

## **Human Resources: Reward Reviews for Technical Staff - Agreement 30**

### **University and AMICUS Joint Negotiating committee Agreement 30: Annual Review of Technical Staff**

#### **Introduction**

1. The Annual Review will normally begin in the Spring Term and it is expected that it will be completed by the end of the Summer Term, provided that the University's financial position for the following year is known by then.
2. The Review will consider (a) whether any jobs should be regraded in the light of approved changes in job content since the previous review, (b) whether one, two or more additional increments should be awarded for above average work performance, (c) whether discretionary increments or bonuses should be awarded for above average work performance or in the light of the need to motivate or retain technical staff, and (d) whether any Trainee Technicians should be promoted. Regrading, awards and promotions will normally take effect from 1 October following, though in exceptional circumstances they may take effect earlier.
3. All members of the Technical Staff will be informed of this Review and the approximate date by which the Review is expected to be completed, and will be invited to make any representations they may wish about their own position to the person responsible for Technical Staff in their Unit.
4. Each School or Unit will carry out their own reviews of all technical posts within their areas. These reviews will be conducted by the person responsible for Technical Staff in that School / Unit. All recommendations will be sent to the Personnel Section of the The Personnel Department Division.
5. The Personnel Department will arrange for all recommendations for regrading and promotion of trainee technicians to be considered by a Monitoring Panel, set up by the Technical Staff Sub-Committee, consisting of four members: (a) two Laboratory Directors or Heads of Units nominees; (b) two Building & Resources Managers or equivalent, the combination of those drawn from (a) and (b) to include one representative from each of the schools of CPES, BIOLS and EIT who shall not normally serve for longer than two years in succession; and (c) a member of The Personnel Department as Secretary. The examination of any individual recommendation or set of recommendations for regrading will be undertaken by a sub-group consisting of either one Laboratory Director/Head of Unit's nominee and two Building & Resources Managers, or two Laboratory Directors/Head of Unit's nominee and one Building & Resources Manager from the Panel, none of whom will come from the School making the submission, together with the Secretary. The sub-group's findings will be reported back to the Monitoring Panel, who will make the subsequent recommendations. The Monitoring Panel will be empowered to examine not only those posts which have been recommended for upgrading, but also any other posts whose grading might be affected by a proposal, and where necessary it may recommend that a post be down-graded. The Monitoring Panel will also consider requests for regrading which are not supported by the School or Unit if the member of the technical staff who has not been supported so requests through the person responsible for technical staff in their School / Unit.
6. Job descriptions must be submitted on a standard form and signed by the post holder and the person responsible for technical staff to confirm that the information contained in the job description is an accurate description of the existing or future duties. Job content will be determined by the person responsible for technical staff, in consultation with the post holder, taking into account the needs of the School or Unit and the experience and abilities of the post holder. Members of AMICUS may, if they wish, seek guidance from an AMICUS representative about their job description before signing the job description form. In addition, they may be accompanied by a representative of AMICUS when discussing their job descriptions with the person responsible for technical staff in cases where there is disagreement. If a job description

submitted with a recommendation is felt by the Monitoring Panel to be incorrect, discussions will take place with the School or Unit, and the person responsible for technical staff will be responsible for providing a revised job description, in accordance with the above procedures.

7. The Monitoring Panel will submit its comments to the Support Staff Reward Committee and will also submit a report to the Technical Staff Sub-Committee, which the Sub-Committee will in turn forward to the Remuneration and Review Committee for approval, together with any comments it wishes to make.
8. Proposals for payment of additional, merit or discretionary increments and bonus payments will be considered by the Reward Review Committee in line with the Reward Review Procedure.

The Reward Review Committee will look at all merit/discretionary and bonus payment proposals for all support staff, this Committee will act as an overarching Committee for support staff awards its purpose being to ensure awards are made fairly and equitably in line with specific award criteria.

9. When the Remuneration and Review Committee has given its approval, The Personnel Department will send individual letters to those members of the technical staff whose gradings or salaries are to be changed as a result of the Review, and also to those members of staff who made unsuccessful representations to the person responsible for technical staff in their School / Unit, as appropriate. All letters will be issued on the same day, which will be the closing date of the Review. A list of all those regraded and promoted will be sent to the AMICUS Branch Secretary at the same time. There will be no right of appeal against the decision of the person responsible for technical staff about awarding additional increments within the salary scales or discretionary increments. There will be a right of appeal against any job regrading or lack of regrading.
10. An Appeals Panel will be set up to consider any appeals. Both the University and the AMICUS are anxious to ensure the independence of the panel and also to ensure that the decisions are taken on the merits of the case in accordance with the provisions of this Agreement and of the Manual on the Job Evaluation Grading Scheme. They will take these considerations into account in choosing their representatives on the panel. The panel will consist of eight representatives chosen by the University (who shall not include members of the Monitoring Panel) and eight representatives chosen by the AMICUS. In order to be eligible to hear an appeal, a representative must have attended a joint briefing session (though not necessarily in the current year).
11. Appeals will be heard by an Appeals Committee consisting of two members from each side of the panel, no member coming from the School or Unit to which the appellant belongs. Each appellant will have the right to object to one member chosen by the University and one member chosen by the AMICUS. The Committee will elect its own Chairperson, either from within the Committee, or a mutually acceptable non-voting Chairperson. The Chair will alternate after each appeal when the Chairperson is chosen from within the Committee. In neither case will the Chairperson have the casting vote. The duties of the Chairperson are:
  - a. to ensure that the appeal is properly conducted;
  - b. to call the appellant and make the appropriate introductions;
  - c. to call for evidence;
  - d. to summarise the proceedings to date and ask the appellant to withdraw;
  - e. to record the grading position and agreed statement on the appropriate form and forward it to the Joint Appeals Secretaries.
12. The University and the AMICUS will each appoint an Appeals Secretary. The Joint Appeals Secretary will be responsible for the appeals, will arrange and convene meetings of the Appeals Committee and will be available for consultation during the appeals. They will attend all appeals after the evidence has been heard to give advice on the interpretation of the Manual on the Job Evaluation Grading Scheme and on the procedures to be followed.
13. An AMICUS member of the Technical Staff who wishes to appeal must do so in writing to The Personnel Department within two weeks of the closing date of the Review. This period may be extended in cases of good reason, e.g. illness, holiday, etc. The Personnel Department will immediately notify the Joint Appeals Secretaries. The Job Description used in the appeal will be the same as that used in the earlier part of the Annual Review process. A copy will be sent by The Personnel Department to the Joint Appeals Secretaries. If the appellant or person

responsible for technical staff in their School / Unit wishes to submit written evidence to the Appeals Committee, this must be done through the Joint Secretaries. Evidence should bear directly on the need to establish the facts about the grading of the post and should not include comments about the standard of performance of the individual. Evidence should not be laid round the table except in exceptional circumstances.

14. The Appeals Committee will interview the appellant and the person responsible for technical staff in the appellant's School / Unit; and may ask for further evidence either written or oral. The Appeals Committee will hear evidence from a member of the Monitoring Panel. Financial considerations, apart from those relating to approval or non-approval, will not be taken as evidence. The appellant may be accompanied by a friend who may be an AMICUS representative and may name any witnesses whom he or she wishes to be called in support of his or her case. The person responsible for technical staff may also name any witnesses whom he or she wishes to call. The order of witnesses appearing will be at the discretion of the Appeals Committee. Only one witness will appear at any given time and, having given evidence, will then leave the room. A witness may, however, be re-called at the discretion of the Committee. The purpose of calling witnesses is to help establish the proper grading of a post, not to offer comments on the level of performance of the appellant. The appellant and the person responsible for technical staff will have the right (if they wish) to observe, without comment, the hearing of each other's statement of case and of any further evidence on the appeal and to receive a reason from the Committee for its decision from either of the Joint Appeals Secretaries. The reasons will be in the form of an agreed statement by the Appeals Committee on the Appeals Decision Form in duplicate to be retained in confidence by the Joint Appeals Secretaries. This information will be available as of right to the appellant and the person responsible for technical staff only.
15. Where the Appeals Committee is unable to agree on the grading of the post, even after lengthy consideration, using all the methods available in the Manual on the Job Evaluation Grading Scheme (e.g. benchmarks, factor plan) the Chairperson will ask each side whether they wish to exercise their right to an adjournment in order to obtain expert advice on interpretation of the National Agreement to resolve the difference or whether they wish to register non-agreement at that stage. Normally, there would be only one such adjournment and every case must end within a reasonable time in a decision of agreement or non-agreement. Non-agreement will be recorded on the Appeals Decision Form which will be sent to the Joint Appeals Secretaries.
16. When all the appeals have been heard, the Joint Appeals Secretaries will inform The Personnel Department of the agreed grade only or that there was non-agreement in the appeal. The Personnel Department will be responsible for ensuring that all appellants are informed in writing of the agreed grade of their appeals or that there was non-agreement.
17. On completion of each appeal, the Joint Appeals Secretaries will be responsible for the destruction of all copies of validated Job Description Forms issued to members of the Appeals Committee.
18. Proposals for regrading of existing posts made outside the Annual Review will be considered according to the procedures set out above. New posts with proposed gradings of A-D will be considered by The Personnel Department in accordance with the Job Evaluation Grading Scheme. Where the post does not equate to an existing benchmark a factor analysis will be carried out. New posts with proposed gradings of E or above will follow the same process but will be subject to the approval of the Monitoring Panel.

25 March 1976

*(amended April 1979, May 1980, February 1982, March 1983, March 1988, February 1991, February 1992, February 1993, February 1994, March 1995, February 1998, March 2003 (subject to formal approval))*