



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 next review	March 2023
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.
- 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 principal 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 appraisals 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 (usually around March) to identify those non-academic staff roles which have fallen below 90% of the median pay;
- Keep a record of the completion of annual appraisals 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 and available in HODs – Useful Forms on Share Point) which asks for the following to be provided by the HOD:

- A copy of the current job description with date it was last reviewed;
- A copy of an up-to-date appraisal for the role-holder (i.e. completed within the last 12 months);

- 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 1 June 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.