

IDS Incremental Progression Policy

This policy sets out the Institute's arrangements for incremental progression for all employees.

Part A addresses employees in grades 1-8, part B addresses employees in grade 9 and above.

Part A: Grades 1-8

Subject to satisfactory performance, automatic incremental progression occurs on 1 October each year in accordance with the following guidelines and terms and conditions of service

New employee

Employees who join IDS between 1 October and 31 March are (subject to satisfactory performance) entitled to receive an annual increment on the following 1 October (unless they are already at the top of their salary grade).

*Example: Employee commenced on 1 February 2013
Next increment due on 1 October 2013*

Employees who join IDS between 1 April and 30 September are not be entitled to receive an annual increment in that year.

*Example: Employee commenced on 1 June 2013
Next increment due on 1 October 2014*

Established employee

Subject to satisfactory performance, an annual increment will be payable on 1 October each year until the top of the Salary Grade is reached.

Accelerated or discretionary incremental progression

In specific circumstances, an individual can be awarded one or more increments in addition to those described above. When this is within the part of the salary band with automatic increments it is called an accelerated increment. When an individual has reached the top of the automatic salary band, for all grades except grades 1 and 6, there are a number of discretionary salary points available. Awards of these incremental points are called discretionary increments.

Procedure

Requests for accelerated or discretionary increments may be considered at set times each year, in January, May and September, normally for implementation on the first of the month following agreement. Line Managers / Team Leaders should submit requests

using the dedicated form (available from the Human Resources team) to the Director of Human Resources together with a copy of the employee's job description.

The outcome for any request will be communicated during the month after the request is received.

Accelerated Increments

Accelerated increments can be awarded to individuals who have not reached the top of the automatic salary band, in the following circumstances:

- The duties of the post have changed significantly but not substantially enough to justify re-grading. This should be a permanent and measurable increase in responsibility.
- An employee has been appointed at a lower salary point on the grade than equivalent comparators and is later considered to be operating at the equivalent level as comparators on the same grade.

Discretionary Increments

Discretionary increments can be awarded to individuals who have reached the top of the automatic salary band or are already on a discretionary point in the salary band, in cases where performance is exceptional.

The following headings are provided to act as useful guidance to exceptional performance when considering or presenting a submission for a discretionary increment. They are by no means exhaustive:

- Consistent high performance/high quality of work (over and above that normally expected – comparing to the job description) over a period of time (normally at least a year).
- Consistent performance of work of the same quality and level as an employee within IDS at a higher salary point on the same grade taking into account length of service (although this should not be used to correct anomalies).
- Performance of work to such a high standard that little supervision is required in circumstances where supervision would normally be expected.

Part B: Grade 9 and 10

Grades 9 and 10 do not have automatic increments. All incremental progression within these grades is discretionary in cases where performance is excellent over a 12 month period. For academic roles in grade 9 and 10, the job descriptions and professorial profiles provide clear guidance on the level at which a Fellow should be operating.

All grade 9 and 10 colleagues will be considered for salary progression once a year, in advance of the Remuneration Committee meeting. There should not be an expectation of incremental progression annually. The Director may make recommendations for these employees for the approval of the Remuneration Committee. Any increases will be implemented from the first of the following month.

Line managers will be invited to input into this consideration for those grade 9 and 10 colleagues who do not report directly to the Director.

Revision History

Issue Number	Date	Changes Made	Owner	Approved By
6	December 2014	Changes resulting from grade 9 and 10 review	Paula Karalus	UCU
5	June 2013	Addition of Incremental Progression Form	Human Resources	Head of HR
4	January 2012 for implementation 1 April 2013	Amended to reflect changes arising from the Incentives Review	Paula Rich	JJNC 29/02/12
3	Mar 2008	Minor amendments	Jo O'Reilly	Isobel Pearce
2	January 2006	Amended to include set times each year to consider additional increments.	Isobel Pearce	SMG
1	May 2002	First Issue	Personnel	Personnel