

# SALARY REVIEW POLICY

## **POLICY STATEMENT:**

In 2013 a review was undertaken by the Association of Colleges on behalf of the Executive team and consultation with staff at East Kent College. Further to this the College moved to a fixed point remuneration scheme for all staff with a three point scale for lecturing. In 2017 this was also introduced for Assessing staff. In so doing, the Corporation has implemented what it considers to be a fairer and more transparent pay structure that is based on benchmarked salaries for similar roles in the sector.

In addition, the ability to award an annual consolidated Corporation-wide bonus, based on performance has been agreed. This policy will be reviewed and amended as necessary following due consultation and engagement with staff.

## **PROCEDURES:**

### **1. Evaluation scheme**

With the exception of certain positions\* which had already been determined as 'fixed point' through organisational restructures, the Corporation's evaluation scheme will be used to establish an overall point score for a post taking full account of the duties and responsibilities involved. This will in turn be compared to existing posts and ranked accordingly. The salary will then be determined taking into account the score, ranking and where appropriate, sector benchmarks.

Where job roles at any level within the organisation are subject to significant change, a comprehensive job evaluation process will be undertaken. This is done to ensure that the job continues to attract a fair and accurate salary and job accountabilities that are based on market forces.

\* Directors, Programme Directors, Heads of Area, Deputy Heads of area, some management positions and other roles determined to be outside the evaluation process as they are introduced

### **2. Lecturer and Assessor scales**

The lecturer scale will comprise of three points and the entry point for newly appointed staff will take account of; length of service, relevant industry expertise and sector benchmarks.

Progression through the scale will be on the basis of service: two years to progress from point one to two and a further two years to progress from point two to three. Service will only accrue for this purpose when no formal disciplinary or capability sanctions are in place.

### **3. Market benchmarking**

It is recognised that some posts may warrant a pay point outside of the evaluation process, due to market forces that may influence recruitment and retention of staff in some specialist/hard to fill roles. Please refer to the process for 'reviewing salary according to market pricing' for more information regarding this.

### **4. Annual Pay Award**

Employees should be aware that salary increases in this category are not automatic, but are based on the Corporation's view on its ability to afford an Annual Pay Award.

The Corporation will determine annual Pay Awards according to the cost of living rises.

### **5. Bonus**

**Owner: Director of Human Resources**

**Approving Body: Policy Committee**

**Stage of approval: Approved**

**Date of approval: November 2017**

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Dependent on affordability, the Corporation will contribute towards and distribute a funding allocation to be distributed equally to all staff (pro-rata for FTE) based on the previous year's performance as follows:

Funding Allocation:

20% of the annual operational surplus (as published in the Corporation Accounts) based upon the Corporation achieving its:

- a)16-19 learner number allocation
- b)16-19 long success rate target
- c)Adult (adult single budget) funding allocation
- d)Apprenticeship framework success rate target

For every indicator achieved 5% of the annual operational surplus will be placed in the overall allocation to be distributed

## **6. Executive Managers (Senior Postholders)**

The salaries of senior postholders will be reviewed on an annual basis by the Remuneration Committee of the Corporation.