



Pay Protection Policy

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1. Purpose

The University aims to identify the need for change and to manage that change, taking in to account University objectives and the well-being of the employees.

The purpose of this policy is to provide protection of benefits during a period of:

- Restructure / organisational change
- Following a job evaluation exercise
- Staff Transfer (TUPE)
- Revising of roles

This policy will not apply in the event of downgrading or transfer which is a result of the employee's competence, following disciplinary action or where the move is at the personal request of the employee.

Pay protection applies when downgrading due to organisational change is involved or where as a result of job evaluation, and employees post is graded at a lower level than they are currently remunerated on.

2. Scope

University Registry.

3. Definition of Basic Pay

Basic pay is defined as annual contractual basic pay excluding any additional allowances for example:

- First aid payments
- Departmental trainer allowance
- Flexible working
- Weekend enhancement

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For staff returning from Maternity, Secondment or any other special leave reasons

Example (details prior to Cost of living):

Basic salary £ 22,765 (£1,897.08 per month)

Salary protected to

Pay Protection Policy

Owner	Last Reviewed	Next Review
Human Resources	April 2009	April 2010

