



Timelines for Implementation – Campus Trade Unions will ballot members in relation to the offer. The University has asked for those results to be communicated **by 22 July 2022** to enable implementation of the offer within salary paid at the end of August. A result after that date will delay implementation.

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 - II.** Eligibility for incremental progression
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A. Summary of Offer for O&F

The table below shows the total value of the offer over the three-year period. Individual colleagues will see varying levels of increase to their levels of pay within the offer and those variations are covered within this offer document (**appendix 3**) and the modeller that will accompany it.

	Year 1	Year 2	Year 3	3 Year Total
Total Offer Value	8.5%	5%	5.3%	18.8%
Pay Offer Value *1	7.6%	4.5%	4.4%	16.6%
Additional Element Offer Value *2	0.9%	0.5%	0.9%	2.2%

- **1 – The pay offer includes the annual rate of increase to spine points and the additional increments included within the offer*
- **2 – The additional elements of the offer are increased pension provision, increased annual leave provision and improvements to the rates of pay on Bank and University Holidays*

Each key element of the offer is summarised below:

- 1. Increases to spine points** - averaging 4% from 1 August 2022 (year 1) and 2.75% average from 1 August 2023 (year 2) and 2.75% average from 1 August 2024 (year 3)

The proposed salary scales that apply from 1 August 2022 for Levels 1-3 are shown in **appendix 1**, these include the 2022 spine point increases.

Application of the 2.75% average split as applied to individual spine points in years 2 and 3 will be discussed with campus trade unions.

2. O&F Roles to be moved in line with the APM/TS pay scales and to be treated the same in relation to incremental progression.

- **O&F1 (A, B, C, D & E)** will move to Level 1 of the APM/TS pay scales
- **O&F2 (A & B)** will move to Level 2 of the APM/TS pay scales
- **O&F3 (A & B)** will move to Level 3 of the APM/TS pay scales

O&F colleagues will be moved across on their current spine point and will then increment to the next upwards spine point (unless already at or above the standard maximum for the scale) on the scale within **appendix 1**, from 1 August 2022, if they satisfy eligibility as shown in **appendix 2**

3. Minimum spine points at levels 1, 2 and 3 to be increased – The full increases will apply from year 1 (1 August 2022) and are shown within the salary scales within **appendix 1**.

- **Level 1** minimum spine point will move from SP3 to SP8
- **Level 2** minimum spine point will move from SP9 to SP13
- **Level 3** minimum spine point will move from SP18 to SP20

Note: Any member of staff below the minimum spine point detailed above will move to the new minimum spine point of their salary level effective from 1 August 2022.

4. Maximum Spine Points at Levels 1, 2 and 3 to be Increased

Staff who do not receive an increment in year 1 (circa 3% of staff who are currently paid beyond the new increased standard maximum at Levels 1, 2 and 3) will receive a non-consolidated bonus as at 1 August 2022 equal to the value of an increment between their current spine point and the spine point above

- **Level 1** maximum spine point will move from SP6 to SP11
- **Level 2** maximum spine point will move from SP15 to SP18
- **Level 3** maximum spine point will move from S24 to SP27

* *Subject to eligibility for incremental progression as detailed in appendix 2*

5. Additional Annual leave

Current	Year 1	Year 2	Year 3
25 Days	26 Days	26 Days	27 Days

The University will increase the FTE annual leave allowance for to 26 days in year 1 and 27 days in year 3*

* Additional annual leave in years 1 and 3 are effective the start of the next leave year for the staff group (eg 1 October 2022 and 1 October 2024)

- All staff receive Bank and University Holidays, additional leave is pro rata for part-time colleagues

Area of Joint Working: To consider whether the University could further increase the annual leave provision for staff at Levels 1-3, to potentially achieve 30 days in future years, the University, Unison, Unite and local managers commit to undertake joint working to explore the changes in working practices required to satisfy all parties this could be a workable change to terms and conditions.

Note: staff at Levels 4-7 are required to reasonably work the hours required to deliver the role (including no accumulation of TOIL and cover for colleagues within normal working time).

6. CRSP Pension Increases to Employee and Employer Maximum Contribution Rates

The University offer a staged increase to the maximum rate of employee and employer contributions, as detailed below.

Year	Max Employee Contribution	Max matched Employer Contribution	Total Max Contribution
Current	5%	10%	15%
Year 1 (from 1 August 2022)	6%	12%	18%
Year 2 (from 1 August 2023)	7%	14%	21%
Year 3 (from 1 August 2024)	8%	16%	24%

7. Rates of Pay for Onsite Bank Holiday and University Holiday Working

Double time will be payable for all hours worked on Bank Holidays and University Holidays for all staff at Levels 1-3. This rate will apply equally to both full-time and part-time staff and for all hours worked on those days.

- 8. Disciplinary Policy** – A commitment for Unison and the University to work collaboratively to achieve a position which matches the number of formal steps that apply to staff within the O&F Job Family's Disciplinary Policy to the number of steps that apply to all other Job Families

In addition to the points detailed above, as part of the offer the University proposes to remove the following element:

9. Weekend Working (20% weekend uplift applicable for relevant O&F staff at Level 1)

Accepting the offer will mean staff who are currently eligible for a Weekend Working Allowance agree to have this provision bought out of their contract of employment.

Currently, only O&F Level 1 staff are eligible for this uplift with weekend uplifts not being common within or outside the sector. In addition, colleagues in other job families, who have similar weekend working expectations, are not eligible.

In return for acceptance of the proposal to remove weekend working as a contractual clause, each member of staff will receive a one-off payment equal to 33.3% (4 months) of the amount of weekend uplift they earned from the previous year (calculated from 1 August 2021 – 31 July 2022).

b. Commitment to Match or Exceed the Value of the National Offer over the Three-Year Period

The University commits that the value of the three-year deal for staff Levels 1–3 will at least match the value of the UCEA negotiated national offer over the same three-year period. The elements included within the comparison of the offers include the cost-of-living increase and the new and additional benefits of incremental progression. Specific details will be agreed with campus trade unions.

Appendix 1 – Proposed Salary Scales from 1 August 2022

			Point	Salary From 1 August 2021	Salary From 1 August 2022				Current O&F Scales not in use from 1 August 2022		Child Care Services Pay Scale													
			3	17338	18898	Spine points 3-7 not in use from 1 August 2022			O&F1-A	O&F1-B	<table border="1"> <tr><th colspan="2">Minimum</th></tr> <tr><td></td><td rowspan="2">CCS1</td></tr> <tr><th>Standard Max</th></tr> <tr><th>Supermax Range</th></tr> <tr><th colspan="2">Minimum</th></tr> <tr><td></td><td rowspan="2">CCS2</td></tr> <tr><th>Standard Max</th></tr> <tr><th>Supermax Range</th></tr> </table>		Minimum			CCS1	Standard Max	Supermax Range	Minimum			CCS2	Standard Max	Supermax Range
Minimum																								
	CCS1																							
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	CCS2																							
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			4	17596	19092																			
			5	17901	19333																			
			6	18212	19578																			
			7	18529	19863																			
			8	18852	20134	Level 1 Minimum	O&F1	APM1	TS1	O&F1-E														
			9	19209	20400																			
			10	19623	20761																			
			11	20092	21197	Level 1 Standard Max																		
			12	20600	21630	Level 1 Supermax				O&F2-A														
TS2	APM2	O&F2	Level 2 Minimum	13	21135	22149																		
				14	21686	22662																		
				15	22254	23144																		
				16	22847	23715																		
				17	23487	24285																		
			Level 2 Standard Max	18	24174	24948																		
			Level 2 Supermax Range	19	24871	25642																		
				20	25627	26396	Level 3 Minimum	O&F3	APM3	TS3	O&F2-B													
	21	26341	27131																					
	22	27116	27929																					
	23	27924	28762																					
	24	28756	29619																					
	25	29614	30502																					
	26	30497	31412																					
	27	31406	32348	Level 3 Standard Max																				
	28	32344	33314	Level 3 Supermax Range				O&F3-A																
	29	33309	34308																					
	30	34304	35333							O&F3-B														

Appendix 2 – Incremental Progression Eligibility

Eligibility Criteria: Staff will be eligible for the uplift/non-consolidated payment where they:

- have demonstrated satisfactory performance
- started employment before 1 May 2022 (subsequently 1 May 2023 and 1 May 2024 for years 2 and 3), and
- are in employment with the University on the payment date eg August or September pay date in the respective year

Appendix 3 – Impact Tables for APM, O&F & TS Colleagues at Levels 1-3

Cells highted Yellow Do Not Receive Incremental Progression but will receive a pro rata non consolidated bonus in the 2022/23 period equal in value to the % increase to the next Spine Point						
Level 1						
Current - from 1/8/2021		Proposed - from 1/8/2022				
Spine Point	Salary	Mapped SP	New	Consolidated Increase	Increase from VLW (£10)	Hourly rate
3	£17,338	8	£20,134	16.1%	6.8%	£10.68
4	£17,596	8	£20,134	14.4%	6.8%	£10.68
5	£17,901	8	£20,134	12.5%	6.8%	£10.68
6	£18,212	8	£20,134	10.6%	6.8%	£10.68
7	£18,529	8	£20,134	8.7%	6.8%	£10.68
8	£18,852	9	£20,400	8.2%	8.2%	£10.82
9	£19,209	10	£20,761	8.1%	8.1%	£11.01
10	£19,623	11	£21,197	8.0%	8.0%	£11.25
11	£20,092	11	£21,197	5.5%	5.5%	£11.25
12	£20,600	12	£21,630	5.0%	5.0%	£11.47

Note 1 – The non-consolidated bonus (for 2022/23) for staff on SP11 will be circa 2.1% and for those on SP12 circa 2.4%

There are circa 21 staff within those spine points.

Level 2					
Current - from 1/8/2021		Proposed - from 1/8/2022			
Spine Point	Salary	Mapped SP	New	Consolidated Increase	Hourly rate
9	£19,209	13	£22,149	15.3%	£11.75
10	£19,623	13	£22,149	12.9%	£11.75
11	£20,092	13	£22,149	10.2%	£11.75
12	£20,600	13	£22,149	7.5%	£11.75
13	£21,135	14	£22,662	7.2%	£12.02
14	£21,686	15	£23,144	6.7%	£12.28
15	£22,254	16	£23,715	6.6%	£12.58
16	£22,847	17	£24,285	6.3%	£12.88
17	£23,487	18	£24,948	6.2%	£13.24
18	£24,174	18	£24,948	3.2%	£13.24
19	£24,871	19	£25,642	3.1%	£13.60
20	£25,627	20	£26,396	3.0%	£14.00
21	£26,341	21	£27,131	3.0%	£14.39

Note 1 - Figures shown are The consolidated pay rise. O&F 2A (SP 10 & 11) staff currently receive an additional pro rata non consolidated top up to achieve an hourly rate of £10.68.

The % increase from £10.68 to the new minimum pay rate at Level 2 is 10%.

Note 2 - The pro rata non-consolidated bonus for staff at level 2 Supermax will be between 2.7% - 3%.

There are circa 30 Staff within these levels

Level 3					
Current - from 1/8/2021		Proposed - from 1/8/2022			
Spine Point	Salary	Mapped SP	New	Consolidated Increase	Hourly rate
18	24,174	20	£26,396	9.2%	£14.00
19	24,871	20	£26,396	6.1%	£14.00
20	25,627	21	£27,131	5.9%	£14.39
21	26,341	22	£27,929	6.0%	£14.82
22	27,116	23	£28,762	6.1%	£15.26
23	27,924	24	£29,619	6.1%	£15.71
24	28,756	25	£30,502	6.1%	£16.18
25	29,614	26	£31,412	6.1%	£16.66
26	30,497	27	£32,348	6.1%	£17.16
27	31,406	27	£32,348	3.0%	£17.16
28	32,344	28	£33,314	3.0%	£17.67
29	33309	29	£34,308	3.0%	£18.20
30	34304	30	£35,333	3.0%	£18.74

Note 1 - The pro rata non-consolidated bonus for staff at level 3 Supermax is 3% for all Spine Points.

There are circa 26 members of staff at those Spine Points