

## Red Circling and Pay Protection: Policy and Procedure

Where the job evaluation outcome is to a grade lower than the current grade, staff in this position will be “red circled” and pay protection will apply.

The principles of pay protection are as follows:

- a) Protection of salary is on a ‘frozen increment’ basis but nationally agreed cost of living increases will continue to be applied. In other words, the incremental point at which staff are on at the time of evaluation will be the maximum incremental point during the period of red circling.
- b) A personal development plan (PDP) will be implemented in conjunction with the Dean/line manager to develop the capacity of the individual and the scope of the role to meet the requirements for a grade which equates to the current grade level of the postholder (i.e. grade prior to evaluation), where this is possible. It is agreed that responsibilities of the postholder in such circumstances will be increased as soon as possible and that all reasonable efforts will be made to assist the individual to develop the post to a level which equates to their current grade if this is what the individual wishes. Once it is agreed that the postholder is assuming responsibilities commensurate with their current grading, red circling will cease and the postholder will assume fully their current grade.
- c) The postholder may decide not to proceed with a PDP and in such cases the salary will reduce to the top non-crpf increment of the evaluated grade. Where a PDP is implemented, the individual member of staff will be expected to contribute fully and positively to the PDP process.
- d) The Dean will identify an appropriate person to work with the member of staff and assigned HR Officer in the development of a PDP. This will involve an initial meeting followed by 3 monthly reviews. At the 3 monthly review, if there is evidence of significant development of the post, a role evaluation may be requested to assess whether the higher grade has been attained. If this has not occurred after 3 years and 6 months, then a role evaluation will be carried out at that time.
- e) If the role evaluation of the post during or at the completion of the PDP identifies that the individual is performing at a level commensurate with his/her previous grade, incremental progression will be applied with effect from the date of re-evaluation.
- f) The PDP will take account of the potential for new duties and responsibilities to add to the role from elsewhere within the School or College. If during the period of the plan, additional opportunities become available, these will be actively considered by the Dean in conjunction with the individual. If training or other staff development is required, then this will be considered and incorporated into the PDP.
- g) If it is not deemed in the interest the School or College to develop the role further, the Personal Development Plan will centre on the career aspirations of the individual; with a view to seeking a role elsewhere in the University should an appropriate opportunity arise at a future date.
- h) Recruitment for new posts and vacancies which arise, especially within the School or College with staff on PDPs, will be scrutinised to ascertain if the post would be suitable for a member of staff on a PDP.

- i) A member of staff on a PDP which does not include further enhancement of their current role will not be denied access unreasonably by their Dean to staff development which will assist them to develop skills relevant to roles elsewhere.
- j) A group consisting of representatives of the campus unions and University management will be convened at 6 monthly intervals to review the progress and outcomes of staff who have been red circled, until the completion of the red circling process.
- k) Following agreement of a PDP, pay will be protected on a frozen basis (as detailed in (a)) during the period the PDP is in place. The PDP will be for a period of up to four years. This arrangement may in agreement with the relevant trade union end after three years (e.g. where the member of staff has shown little or no progress with personal development). The University in discussion with the relevant trade union reserves the right to increase the protection period in exceptional circumstances, e.g. where a member of staff may be very close to retirement.
- l) If, by the end of the protection period, the protected rate of pay remains higher than that for the top increment of the grade for the individual's role as most recently evaluated by role analysis, the role will be further re-evaluated and the salary will reduce to the top non-crps increment of the resultant grade. The individual in such circumstances will be eligible for consideration for the award of crps within this grade.