

RCM PAY FRAMEWORK - March 2007

Agreement between the Royal College of Music and RCM UCU and RCM UNISON to implement the National Framework Agreement for Higher Education

A. Implementation Date

This agreement shall be implemented from 1st August 2006. Some elements such as the annual leave provisions will come into force on 1st August 2007.

B. RCM Pay Scale

i) The new pay scale

From 1st August 2006, the RCM will operate the 11 grade scale with 53 spinal points. The RCM Council will take into account any agreement reached at national level in relation to the annual Higher Education pay increase, and consider its application to the RCM scale. Posts will be allocated to the RCM scale through the use of the HERA job evaluation process.

From 1st August 2006, the RCM scale will be inclusive and no separate London Weighting (LW) component will be paid additionally.

ii) Assimilation to the new RCM pay scale

- The single spine rates for 2005/06, without London Weighting, were agreed by JNCHES in summer 2005.
- The RCM Pay Spine was arrived at by adding a notional London Weighting amount of £3,022 to the 2005/06 single spine rates.
- The Gross salary of each member of staff, including London Weighting as at 31 July 2006, was increased by their increment for 2006/07 where applicable.
- This figure was then mapped across to the nearest higher point on the RCM Pay Spine.
- The nationally agreed pay award of 3% for 2006/07 was then applied to each member of staff's new RCM Pay Spine salary, effective 1 August 2006.
- Assimilation works on the principle that existing staff salaries cannot be reduced (see sections iv and v).
- All roles in the RCM have been evaluated using the HERA process. The individual grading of these roles is contained in a confidential Appendix to this agreement.

iii) Incremental progression

Increments due to be received on the existing (i.e. prior to this agreement) pay scales on 1st September 2006 (academic staff) or 1st April 2007 (administrative staff) are brought forward and paid as part of the assimilation, effective from 1st August 2006.

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In future, all increments will be payable on 1st August each year, provided the member of staff has been in that post for at least 6 months.

All members of staff will progress automatically within their grade by annual increments excluding contribution points.

iv) Transfer to a grade within the new pay structure

Where the revised salary on the new pay spine is within the evaluated grade, the assimilation may be made to any point in the grade, including to a contribution point at the top of a grade. Where the assimilation is to a contribution point, no further automatic increments are paid. However, during the pay protection period, the post holder will need to demonstrate the continuing validity of their contribution award. Otherwise this will result in the salary dropping to the normal maximum point for that particular grade at the end of the pay protection period.

- **GREEN CIRCLES:**

The current salary is below the salary band of the new grade.

The post holder will be transferred onto the lowest point of the grade matching their score. Grades 6-10 contain lead-in points in line with the National Framework Agreement. These lead-in points will only be used in the first two years of the new pay structure, the lowest point ceasing to be used from 1st August 2007 and the second point ceasing to be used from 1st August 2008.

- **RED CIRCLES:**

The current salary is above the salary band of the new grade (see paragraph below).

v) Pay Protection.

The member of staff is not transferred onto the new scale but continues at their current salary **for four years**, with cost of living increases but no incremental progression.

At the end of four years, if nothing else has occurred, s/he will be transferred onto the highest point of the grade at which their role was evaluated.

If during this four-year protection period s/he has demonstrated that they have met the criteria for a contribution point, then they will be assimilated onto the appropriate contribution point in that grade. If s/he is redeployed or regraded to a different grade during the pay protection period, the pay protection will end.

During the pay protection period, every effort will be made to pursue either or both of the following options for those members of staff whose posts are red circled:

- Developing the post.** If feasible and agreed between the member of staff and their line manager, the responsibilities of the post may be increased and the post re-evaluated. If the re-evaluated post moves to a higher grade, then that grade will be applied from the date at which the new duties are deemed to have started.
- Redeployment.** Where a post at a higher grade becomes available, the member of staff may apply to move to that post. A red-circled member of staff will be offered career management

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advice and encouraged to make use of RCM staff training and development courses to improve his/her options for re-deployment at a higher grade.

As job vacancies arise within the College's staffing structure, consideration will be given to ring-fencing appropriate posts for internal candidates only, particularly where these offer opportunities for the re-deployment of red-circled staff.

vi) Appeals process

A member of staff may lodge an appeal against their evaluated grade in the new staffing structure. To lodge an appeal, the member of staff should first write to the Director of Resources, Richard Steele, by Friday May 11th 2007.

The full process is included in Appendix C.

vii) Re-evaluation or grade review

A review of grading based on the HERA job evaluation process may occur when the member of staff, supported by his/her line manager, believes there has been a significant change in the duties of their post. The Head of Human Resources will arrange the review and report the result.

A member of staff who wishes a re-evaluation of their role but does not have the support of their line manager should see the Head of Human Resources in the first instance. Re-evaluation of roles will not be undertaken within 6 months of a previous re-evaluation.

viii) Contribution points

The RCM pay scale includes contribution points, as recommended by the National Framework Agreement. It has been agreed that further discussions will take place between the Directorate, RCM UCU and RCM UNISON to develop principles for the use of such salary points from 1st August 2007.

ix) Market supplements

It has been agreed that further discussions will take place between the College, RCM UCU and RCM UNISON on drawing up principles related to the use and time span of market supplements.

x) Progression

The Director will be leading a working party over the next 3-6 months to consider possible areas of progression for academic and administrative staff. This working party is expected to report on its findings by July 2007.

At the end of the discussions on contribution points, market supplements and progression, a final report will be issued and circulated to all members of staff.

C. Terms and conditions

i) Leave entitlement

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- Staff on grade 7 and below – FTE 30 days per year
- Staff on grade 8 and above – FTE 35 days per year

In addition, all members of staff receive bank holidays. Days between Christmas and New Year which are not classified as bank holidays must be included in a member of staff's leave allowance.

Any member of staff with an existing annual leave entitlement greater than the arrangements outlined above will retain their existing contractual leave entitlement during their employment at the College.

ii) Sick pay

Length of service	Entitlement
➤ Up to 4 months	1 month full pay
➤ 4 months – 1 year	1 month full + 2 half
➤ From 1yr – 2 yrs	3 months full + 3 half
➤ From 2 - 3 yrs	4 months full + 4 half
➤ Over 3 yrs	6 months full + 6 half

iii) Overtime

The College operates a 35 hour working week, Monday to Friday.

Overtime at the rate of 1.5 x the hourly rate will be paid to staff on grade 7 and below who work in excess of 35 hours in any one week, provided the contract of employment does not make provisions for shift or other methods of flexible working. Overtime at the rate of 2.0 x the hourly rate is applicable on a Sunday unless working on a Sunday is part of a member of staff's formal contractual working arrangements. Approval for all overtime must be given by the line manager in advance and in writing.

Time off in lieu, equivalent to the additional hours worked, may be available as an alternative where agreed by the line manager.

iv) Hours and working arrangements

In recognition of the fact that the College is open 7 days per week and for extended hours, it is agreed that there will be on going discussions on flexible working to balance the needs of the College and its students with reasonable working environment for members of staff, and to cover the issue of taking leave in term-time during teaching and examining weeks.

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APPENDIX C

Job Evaluation Review process

All members of staff should note the following points:

1. The Interview Record for all roles will have been signed off by the individual and their line manager before any scoring takes place. Therefore, appeals on the accuracy of the record are not admissible.
2. The Review process will use the job evaluation HERA scheme in any consideration of scoring outcomes related to grading.

A. NOTIFICATION – Informal process

- Stage 1: A member of staff is unhappy with their personal outcome
- Stage 2: The member of staff may discuss her/his result informally with a member of the HR Department, and is free to seek advice from their designated union representatives in RCM UCU or RCM UNISON if they are a union member
- Stage 3: If the member of staff wishes to appeal the evaluation of their role, then they can do so under the formal process.

B. APPEAL SUBMISSION – Formal process

- Stage 4: **A member of staff must appeal in writing by Friday 11th May 2007.** Every endeavour will be made to ensure the reviews are heard within a reasonable period of time (and not later than 31st July 2007).
- A member of staff may be accompanied or represented by a trade union representative or work colleague when the appeal is heard.
- Stage 5: After the Panel has taken the opportunity to ask questions of the member of staff, the role of the member of staff is re-scored by the Review Panel using the HERA process without the member of staff present.
- Stage 6: The member of staff is notified in writing of the Panel's decision within 10 working days.

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C. REVIEW PANEL – Constitution and remit

- 1) Constitution of the Panel (4 members):
 - A representative nominated by the Directorate
 - A member of the HR Department
 - A representative from RCM UCU or the academic staff
 - A representative from RCM UNISON or the administrative staff

- 2) The decision of the Review Panel will be a majority decision and the Panel will seek to reach a consensus if the decision is not unanimous. The decision of the Review Panel is final and subject to no further appeal.

AGREEMENT BETWEEN the Royal College of Music and RCM UCU and RCM UNISON

Signed on 21 March 2007 by Dr Colin Lawson (Director, RCM), David Wright (Chair, RCM UCU) and Andrew Page (Chair, RCM UNISON)