

## **PAY AND REWARD POLICY**

### **1 INTRODUCTION**

Whilst the University expects its employees and staff to comply with this policy, it does not confer contractual rights or form part of any contract of employment and may be amended by the University or replaced at any time following appropriate consultation and negotiation with recognised trade unions. Breach of this policy may be addressed via the University's Disciplinary Policy and Procedure and Code of Conduct.

This policy will be reviewed by the Human Resources department on a 3-year basis or amended in response to changes in legislation and/or case law.

This policy provides the framework for decision making on pay and reward is managed at the University.

### **2 OWNERSHIP**

The Human Resources department owns and manages this policy on behalf of The University of Northampton.

### **3 ORGANISATIONAL SCOPE**

This Pay & Reward policy is a corporate policy and applies to all employees (and workers, as applicable) of The University of Northampton including any wholly owned subsidiaries, unless an alternative policy exists, subject to any qualifying conditions.

### **4 POLICY STATEMENT**

- 4.1 The University values the contribution its employees make toward its success. In order to remunerate its employees appropriately and fairly the University will operate a pay and reward system which is transparent, based on objective criteria and free from unlawful bias.

- 4.2 The pay and reward system will also support the strategic objectives of the University (by supporting flexible working patterns), enabling the University to recruit, retain and reward a high calibre of employees and enhance its reputation as an employer.
- 4.3 This policy incorporates all aspects of remuneration, not just pay.
- 4.4 The University is committed to the principle of equal opportunities in employment and believes that pay and conditions of employment should be awarded fairly and equitably for doing like work or work rated as equivalent, irrespective of gender, race, disability, age, nationality, religion, creed, political beliefs, sexual orientation, trade union membership, full or part-time working or other irrelevant distinction that may cause disadvantage or unfair discrimination.
- 4.5 To assist with determining equal pay for work of equal value the University has already implemented a job evaluation scheme and will continue to use the HERA (Higher Education Role Analysis) system.
- 4.6 In addition to equal pay, the University is committed to eradicating pay gaps and will take action to remove gender, disability and ethnicity gaps.
- 4.7 The University will carry out regular Pay Reviews to monitor the impact of pay and reward practices in relation to equal pay and pay gap reporting.<sup>1</sup>
- 4.8 The basic pay for the majority of employees is included in the Joint Negotiating Committee for Higher Education Staff (JNCHES) single pay spine and agreed nationally. Staff outside the JNCHES framework are covered by the Remuneration Policy for employees outside the JNCHES Framework Agreement.

## **5 DEFINITIONS**

**Pay** - 'the ordinary basic or minimum wage or salary and any other

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<sup>1</sup> Equal Pay Reviews to be carried out every 3 years and pay gap analysis annually

consideration, whether in cash or kind, which the worker receives directly or indirectly, in respect of his or her employment from his or her employer' (Article 119 of the Treaty of Rome);

**Like work** - work which is the same or broadly similar;

**Work rated as equivalent** - work which has achieved the same or a similar number of points under a job evaluation scheme;

**Work of equal value** - work which is of broadly equal value when compared under headings such as effort, skill and decisions.

**Gender pay gap** - the average difference between hourly pay for the two genders across the University workforce

**Ethnicity pay gap** – the average difference between ethnic groups – at UON reporting is based on the following • White • Asian or Asian British • Black, African, Caribbean or black British • Other ethnic group • Mixed or multiple ethnic group

**Disability pay gap** – the average difference between all staff who have declared a disability against those that have not declared a disability

## **6 ASSOCIATED DOCUMENTS**

The Employment Act 2002

The Equality Act 2010

National Minimum Wage and Living Wage

The Occupational Pensions Schemes (Equal Treatment) (Amendment) Regulations 2005

The University of Northampton Pay Framework Agreement

The University of Northampton Recruitment and Retention Supplements Policy

The University of Northampton Honoraria and Acting Up Allowances guidance

The University of Northampton Maternity Leave Policy and Procedure

The University of Northampton Adoption Leave Policy and Procedure  
 The University of Northampton Shared Parental and Adoption Leave Policy and Procedure  
 The University of Northampton Paternity Leave Policy and Procedure  
 The University of Northampton Role Grading Procedure (HERA)  
 The University of Northampton Flexi-time, TOIL and Overtime Procedure  
 The University of Northampton Absence Management Policy and Procedure  
 The University of Northampton Time Off and Special Leave Policy and Procedure  
 The University of Northampton Starting Salaries Procedure  
 The University of Northampton Bar Progression Guidance  
 The University of Northampton Flexible Working Policy and Procedure  
 The University of Northampton Recruitment and Retention Policy and Procedure  
 Remuneration Policy for employees outside the JNCHEs Framework Agreement

## **7 EQUALITY IMPACT ASSESSMENT**

An Equality Impact Assessment has been completed and accompanies this document.

## **8 VERSION CONTROL**

<b>Version Control</b>	V1	<b>Approval record</b>	
Author:	Claire Connelly HR	Approval:	TUL 10/01/2023 ULT – 16/01/2023
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Current status:	Draft	Approval of revision	

## Record of Amendments

Date	Version number	Details of Change	Approval
03/11/2022	V1	<p>Section 1 update to advise this policy provides the framework for Pay and Reward at the University</p> <p>Definitions extended to include pay gap reporting</p> <p>Policy Statement amended to add Staff outside JNCHEs</p> <p>Section 8 updated to reflect current associated documents</p>	