

APPENDIX D

UNIVERSITY STANDARD PAY RATES (wef 01/08/2023)

The University has defined pay rates for many roles across the University and managers **must** use these pay rates unless they have received approval in accordance with the exception arrangements set out in Delegations of Reward Procedure. A summary of the Delegation of Reward Procedure and the Standard Rates of Pay are set out below:

UNIVERSITY: DELEGATION REWARDS PROCEDURE (SUMMARY)

Managers should liaise with their HR Business Partner in any situation where they wish to make a business case for an exception to pay/reward (using form P47). This applies regardless of the route used to engage an individual (e.g. employment, temp bank/casual, agency, self-employed).

Note: Exceptions to pay should be agreed before any offers to new appointments

All queries or forms please email: hr-payexceptions@exeter.ac.uk or contact Andrew Johnson/Alison Rose.

| APPOINTMENT LEVEL | LEVEL OF MANAGEMENT AUTHORITY TO APPOINT | EXCEPTIONS APPROVAL REQUIREMENTS |
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| Internal appointment – same grade | Normally same scp | Approval of the Assistant Director of HR (Policy & Reward) using form P47 Email form to: hr-payexceptions@exeter.ac.uk |
| Internal appointment – higher grade | Normally bottom of grade or one scp higher if less than their current point, whichever is higher | Approval of the Assistant Director of HR (Policy & Reward) using form P47 Email form to: hr-payexceptions@exeter.ac.uk |
| Starting Salaries B to H – External | Normally at bottom of scale, but Colleges/Services can appoint within the full range for the grade (including contribution points) subject to HRA/HRBP ensuring that a written business case is completed and funding | Approval of the Assistant Director of HR (Policy & Reward) using form P47 Email form to: hr-payexceptions@exeter.ac.uk |

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| | <p>identified in ESR1(shortly to be included on ESR1 appointment tab).</p> <p>Note: (1) For Grade F (Education & Research Posts) managers can appoint within the contributions range without further approval.</p> | |
| Starting salaries – Professional Services (Above Band H) | Subject to HAY Review : Starting Salary to be agreed between PVC/Director and Director of People Services | Approval of the Director of People Services Email to: hr-payexceptions@exeter.ac.uk |
| First Chair Appointments (including internal appointments) | <p>Starting Salary – Normally within Band 1</p> <p>See: Guidance on starting salaries for Professors</p> <p>See: Professorial Band Profiles and statement of 'indicative activities and achievement'</p> | |
| <p>Established Chairs – recruited externally</p> <p>Note: Offers of budgets for laboratory/research space, research studentships and additional Lecturer/Research appointments should be agreed between the College PVC and Finance Services to ensure appropriate provision is made within College budgets.</p> | <p>Following interview: PVC, Provost and Director of People Services to agree:</p> <p>May be appointed within Band 1 or 2, and exceptionally within Band 3 subject to assessment of experience and achievement against band criteria</p> <p>See: Guidance on starting salaries for Professors</p> <p>See: Professorial Band Profiles and statement of 'indicative activities and achievement'</p> | |

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| <p>Other possible enhancements at recruitment stage e.g. Golden Hello, Market Supplement, Golden Handcuffs, Performance Pay, Relocation above 10% of salary/£8000 or extensions beyond tax free period – New Staff</p> | <p>Prior to offer business case by PVC/Director and HRBP to Director of People Services using form P47</p> <p>Email to: hr-payexceptions@exeter.ac.uk</p> <p>See: Market Supplement Policy for Grades B to H See: Market Supplement Policy for Professors See: University's relocation assistance scheme</p> | <p>All other enhancements, including extended relocation payment proposals must have approval of Director of People Services. The employee is liable for any taxation arising from enhancements.</p> |
| <p>Pay changes/enhancements/incentives (Grades B to H) – Current Staff</p> | <p>Approval of the Assistant Director of HR (Policy & Reward) using form P47</p> <p>Email to: hr-payexceptions@exeter.ac.uk</p> | <p>Approval of the Assistant Director of HR (Policy & Reward) using form P47</p> |
| <p>Pay changes (Professors)</p> | <p>Approval of the Director of People Services</p> <p>Email to: hr-payexceptions@exeter.ac.uk</p> | <p>Approval of the Director of People Services Email to: hr-payexceptions@exeter.ac.uk</p> |
| <p>Acting up allowances – Grades B to H</p> | <p>Manager in consultation with HRBP in accordance with Acting Up Policy</p> <p>See: Acting Up Allowances Policy</p> | <p>Approval of the Director of People Services using form P47 Email to: hr-payexceptions@exeter.ac.uk</p> |
| <p>Acting up allowances – Above Grade H</p> | <p>Approval of the Director of People Services using form P47 Email to: hr-payexceptions@exeter.ac.uk</p> | <p>Approval of the Director of People Services using form P47 Email to: hr-payexceptions@exeter.ac.uk</p> |

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| Above and Beyond – Grades B to H | PVC's/Directors may delegate authority to make awards under the University's Above & Beyond Recognition Scheme for Grades B to H. | |
| Above and Beyond – Above Grade H including Professorial positions | Decisions on increments for Professors and pay increases for above Grade H are taken by the Professorial and Senior Salaries Committee. | |

UNIVERSITY STANDARD RATES OF PAY

Please see below for the University Standard Rates of Pay and current approved exceptions to pay by role/area (not including cases relating to approved individual contracting arrangements).

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| Apprentices | <p>All new appointments start on the first point of the apprenticeship salary scales of the relevant grade.</p> <p>Pay and Conditions</p> <p>Current staff undertaking apprenticeships will be paid the grade for their substantive positions.</p> <p>Both are subject to increments within the relevant salary scales.</p> <p>For further information : http://www.exeter.ac.uk/apprenticeships/ or please contact apprenticeships@exeter.ac.uk</p> | |
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| <p>Casual Workers (non-teaching and non-Campus Services):</p> <p>Including Temp Bank Workers</p> | <p>Aligned to the University's grading structure and pay scales. Professional Services posts must be HERA graded to enable pay scale to be confirmed.</p> <p>University of Exeter: Pay Scales</p> <p>Depending on the number of hours worked per year, casual workers are entitled to a maximum of 28 days paid annual leave (these can include Bank Holidays). The holiday pay is included within the hourly rate.</p> | |
| <p>Campus Services – Casual Workers</p> | <p>£12.22 per hour (£10.90 Basic + £1.32 Holiday pay)</p> <p>Inclusive of pro-rata statutory entitlement to 28 days paid annual leave and bank holidays, as payment in advance of period of leave.</p> | |
| <p>Campus Services – Casual Supervisor</p> | <p>£12.64 per hour (£11.28 Basic + £1.36 Holiday pay) (Casual worker + 3.5%)</p> <p>Inclusive of pro-rata statutory entitlement to 28 days paid annual leave and bank holidays, as payment in advance of period of leave.</p> | |
| <p>Casual Teaching Roles – Occasional Teacher A</p> | <p>Point 23 (Grade E) £20.22 (£17.03 Basic + £3.19 Holiday pay)</p> | <p>Teaching, which typically covers:</p> <ul style="list-style-type: none"> ➤ Postgraduate Teaching Assistants (from September 2014) ➤ Demonstrators, who deploy primarily subject-knowledge trouble-shooting in laboratories (e.g. demonstrating a piece |

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| | | <p>of equipment) or marking student work to a given template, who are not required to provide student access outside of normal hours</p> <p>Occasional Teachers are expected to take responsibility for the delivery of part of whole modules, including any or all of the following: design and delivery of modules; setting and marking assignments and examinations; record keeping; student access; supervision of postgraduate students.</p> |
| <p>Casual Teaching Roles – Occasional Teacher B</p> | <p>Point 23 (Grade E) £40.45 (£34.07 Basic + £6.38 Holiday pay)</p> <p>Includes proportionate time for preparation etc. (on a ratio of one hour preparation to one hour of teaching).</p> <p>Rate includes payment in advance for pro-rata holiday entitlement of 41 days.</p> | <p>Individuals with limited teaching experience, which typically covers formal lecturing, leading seminars and tutorials.</p> <p>Occasional Teachers are expected to take responsibility for the delivery of part of whole modules, including any or all of the following: design and delivery of modules; setting and marking assignments and examinations; record keeping; student access; supervision of postgraduate students.</p> |

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| <p>Casual Teaching Roles = Occasional Teacher C</p> | <p>Point 27 (Grade E) £43.76 (£36.86 Basic + £6.90 Holiday pay)</p> <p>Includes proportionate time for preparation etc. (on a ratio of one hour preparation to one hour of teaching).</p> <p>Rate includes payment in advance for pro-rata holiday entitlement of 41 days.</p> | <p>Individuals who are contributing at a level equivalent to the role profile for an Associate Lecturer (Education and Scholarship)</p> <p>Associate Lecturer Profile</p> <p>Occasional Teachers are expected to take responsibility for the delivery of part of whole modules, including any or all of the following: design and delivery of modules; setting and marking assignments and examinations; record keeping; student access; supervision of postgraduate students.</p> |
| <p>Casual Teaching Roles = Occasional Teacher D</p> | <p>Point 32 (Grade F) £52.21 (£43.97 Basic + £8.23 Holiday pay)</p> <p>Includes proportionate time for preparation etc. (on a ratio of one hour preparation to one hour of teaching).</p> <p>Rate includes payment in advance for pro-rata holiday entitlement of 41 days.</p> | <p>Individuals who are contributing at a level equivalent to the role profile for a Lecturer (Education and Scholarship)</p> <p>Lecturer profile</p> <p>Occasional Teachers are expected to take responsibility for the delivery of part of whole modules, including any or all of the following: design and delivery of modules; setting and marking assignments and examinations; record</p> |

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| | | keeping; student access; supervision of postgraduate students. |
| Examiners Fees | Annual Fee £150 Expenses claimed separately. | External Examiners for Taught Postgraduate and Undergraduate programmes receive a basic annual fee of £150. Colleges then allocate an additional amount to external examiners based on the workload each has undertaken University Policy not to pay fees until the completed annual report has been received by Quality Review. |
| Open Day Student Marshall | £12.22 per hour (£10.90 Basic + (£1.32 Holiday pay) Inclusive of holiday pay | |
| Permanent and Fixed-Term Employees (excluding Clinical Academics) | Aligned to the University's grading structure and pay scales. Professional Services posts must be HERA graded to enable pay scale to be confirmed. University of Exeter: Pay Scales | |
| Clinical Academic Pay Scales | Clinical Academic Salary Scales | |
| Postgraduate Research Assistants | Grade E (Grade F if hold PhD qualification) | Postgraduate Research Assistants (PRAs), providing expert support to research projects and conference organization; |

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| Postgraduate Teaching Assistants | Point 23 (Grade E) £20.22 (£17.03 Basic + £3.19 Holiday pay) Rate includes payment in advance for pro-rata holiday entitlement of 41 days. | Providing support for teaching and learning, assessment and feedback, demonstrating (applying subject knowledge to assist undergraduates in problem solving), and 1:1 student support sessions. |
| Student Ambassadors | £12.22 per hour (£10.90 Basic + (£1.32 Holiday pay) | |
| Senior Student Ambassadors | £12.64 per hour (£11.28 Basic + £1.36 Holiday pay) | |
| Student Campus Partnerships | Tier 1: £12.33 per hour (£11.00 Basic + (£1.33 Holiday pay) | |
| Telephone Fund Raiser (Standard) | £12.33 per hour (£11.00 Basic + (£1.33 Holiday pay) | |
| Telephone Fund Raiser (Weekend) | £12.64 per hour (£11.28 Basic + £1.36 Holiday pay) | |

CURRENT EXCEPTIONS TO PAY BY ROLE/AREA

| COLLEGE/SERVICE | JOB ROLE/S | AGREED VARIATION/RATES | NOTES |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| TBC- None currently identified | TBC- None currently identified | TBC- None currently identified | TBC- None currently identified |