APPENDIX D

UNIVERSITY STANDARD PAY RATES

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
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

	identified in ESR1(shortly to be included on ESR1 appointment tab). Note: (1) For Grade F (Education & Research Posts) managers can appoint within the contributions range without further approval.	
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)	Starting Salary – Normally within Band 1 See: Guidance on starting salaries for Professors See: Professorial Band Profiles and statement of 'indicative activities and achievement'	
Established Chairs – recruited externally 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.	Following interview: PVC, Provost and Director of People Services to agree: May be appointed within Band 1 or 2, and exceptionally within Band 3 subject to assessment of experience and achievement against band criteria See: Guidance on starting salaries for Professors See: Professorial Band Profiles and statement of 'indicative activities and achievement'	

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	Prior to offer business case by PVC/Director and HRBP to Director of People Services using form P47 Email to: hr-payexceptions@exeter.ac.uk See: Market Supplement Policy for Grades B to H See: Market Supplement Policy for Professors See: University's relocation assistance scheme	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.
Pay changes/enhancements/incentives (Grades B to H) – Current Staff	Approval of the Assistant Director of HR (Policy & Reward) using form P47 Email to: hr-payexceptions@exeter.ac.uk	Approval of the Assistant Director of HR (Policy & Reward) using form P47
Pay changes (Professors)	Approval of the Director of People Services Email to: hr-payexceptions@exeter.ac.uk	Approval of the Director of People Services Email to: hr-payexceptions@exeter.ac.uk
Acting up allowances – Grades B to H	Manager in consultation with HRBP in accordance with Acting Up Policy See: Acting Up Allowances Policy	Approval of the Director of People Services using from P47 Email to: hr-payexceptions@exeter.ac.uk
Acting up allowances – Above Grade H	Approval of the Director of People Services using from P47 Email to: hr-payexceptions@exeter.ac.uk	Approval of the Director of People Services using from P47 Email to: hr-payexceptions@exeter.ac.uk

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).

Apprentices	All new appointments start on the first point of the apprenticeship salary scales of the relevant grade. Pay and Conditions Current staff undertaking apprenticeships will be paid the grade for their substantive positions. Both are subject to increments within the relevant salary scales. For further information : http://www.exeter.ac.uk/apprenticeships/ or please contact apprenticeships@exeter.ac.uk	

Casual Workers (non-teaching and non-Campus Services): Including Temp Bank Workers	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 2019/2020 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.	
Campus Services – Casual Workers	£10.42 per hour Inclusive of pro-rata statutory entitlement to 28 days paid annual leave and bank holidays, as payment in advance of period of leave.	
Campus Services – Casual Supervisor	£10.79 per hour (Casual worker + 3.5%) Inclusive of pro-rata statutory entitlement to 28 days paid annual leave and bank holidays, as payment in advance of period of leave.	
Casual Teaching Roles – Occasional Teacher A	Point 23 (Grade E) £17.21	Teaching, which typically covers: ➢ Postgraduate Teaching Assistants (from September 2014) ➢ Demonstrators, who deploy primarily subject-knowledge trouble-shooting in laboratories (e.g. demonstrating a piece of equipment) or marking student work to a given template, who are not required to

		provide student access outside of normal hours 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.
Casual Teaching Roles – Occasional Teacher B	Point 23 (Grade E) £34.42 (2 X £17.21 Includes proportionate time for preparation etc. (on a ratio of one hour preparation to one hour of teaching). Rate includes payment in advance for pro-rata holiday entitlement of 41 days.	Individuals with limited teaching experience, which typically covers formal lecturing, leading seminars and tutorials. 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.
Casual Teaching Roles = Occasional Teacher C	Point 27 (Grade E) £38.71	Individuals who are contributing at a level equivalent to the role profile for an Associate Lecturer (Education and Scholarship)

	Includes proportionate time for preparation etc. (on a ratio of one hour preparation to one hour of teaching). Rate includes payment in advance for pro-rata holiday entitlement of 41 days.	Associate Lecturer Profile 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.
Casual Teaching Roles = Occasional Teacher D	Point 32 (Grade F) £44.84 Includes proportionate time for preparation etc. (on a ratio of one hour preparation to one hour of teaching). Rate includes payment in advance for pro-rata holiday entitlement of 41 days.	Individuals who are contributing at a level equivalent to the role profile for a Lecturer (Education and Scholarship) Lecturer profile 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.
Examiners Fees	Annual Fee £150	External Examiners for Taught Postgraduate and Undergraduate programmes receive a basic

	Expenses claimed separately.	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	£10.42 per hour 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;
Postgraduate Teaching Assistants	Point 23 (Grade E) £17.21 per hour 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 (wef 1/4/18)	£10.42 per hour (inclusive of holiday pay)	

Senior Student Ambassadors (wef 1/4/18)	£10.79 per hour	
Student Campus Partnerships	Tier 1: £10.42 per hour (inclusive of holiday pay) Tier 2: £10.79 per hour (inclusive of holiday pay)	
Telephone Fund Raiser (Standard) (wef 1/4/18)	£10.42 (inclusive of holiday pay)	
Telephone Fund Raiser (Weekend)	£10.79 (inclusive of 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