

Advanced Contribution Supplement

1. BACKGROUND

- 1.1 In May 2013, the University agreed to implement two new forms of payment replacing Market Supplements (MS) as set out in section 5 of the Second Joint Report (University Reporter, [6302, 2012-13, p.423](#)).
- 1.2 Advanced Contribution Supplements (ACS) will replace MS awards for academic staff and may be awarded for recruitment or retention purposes.
- 1.3 In view of the difficulties experienced in defining the “market” in relation to academic posts, an ACS may be awarded as the primary means of supplementing the salary of an academic member of staff for retention or recruitment purposes.

2. INTRODUCTION

- 2.1 An ACS can be awarded on the expectation that an individual will reach a certain level of achievement (normally no more than five years ahead).
- 2.2 This document sets out the procedure for the consideration of applications for an ACS from 1 January 2014.

3. ELIGIBILITY AND CRITERIA

- 3.1 ACS applies to academic staff only, both for existing staff and potential new appointments.
- 3.2 An ACS may be applicable where there is relevant factual evidence to support the view that:
 - There is a significant risk that the individual’s services might otherwise be lost by the University;
 - The individual is reasonably expected to achieve the specified level of achievement (particularly promotion or research trajectory) within the period specified for the ACS;
 - Suitable pay levels cannot be accommodated within the relevant grade or band;
 - The individual brings unique skills, knowledge or other factors to the School/Faculty/Department/Division or University and is outstanding compared with other applicants or existing comparable University staff; and/or
 - The inability to recruit/retain the individual will have a significant impact on/risk to the School/Faculty/Department/Division or University’s ability to meet its strategic objectives.



3.3 For further information or advice please speak with the relevant HR Business Manager or HR Adviser in the first instance.

4. PROCEDURE

4.1 Application

4.1.1 Heads of Institution (or nominated deputies) or equivalent are responsible for initiating and preparing an application for those whom they wish to be considered for an ACS, in consultation with their HR Business Manager.

4.1.2 Applications should be submitted using the HR51 form available from your HR School Team. If the starting salary on recruitment is above the first three spine points for the grade, a completed HR4 form should also be submitted.

4.1.3 Applications should include:

- The duration of the ACS (normally no more than five years);
- Details of the existing remuneration package;
- A comprehensive statement of the expected level of achievement (and in particular research trajectory) expected by the end of the ACS period;
- A full curriculum vitae; and
- A statement of support from the Head of School or equivalent (or nominated deputy).

4.1.4 Institutions are expected to meet the full costs of an approved ACS from chest and non-chest sources available to them. The funding source should be stated on the application, however the default assumption will be that funding will follow that of the applicant's post.

4.2 Approval

4.2.1 The decision on whether to award an ACS and its level will be determined as follows:

- Applications for professorial staff are considered and approved by the relevant Head of the School in consultation with the Vice-Chancellor (or nominated deputy), the Academic Secretary and the Registry (as appropriate), following consultation with a member of the HR Division; and
- Applications for non-professorial academic staff are considered and approved by the relevant Head of School, the Registry, or other Head of a Non-School

Institution, or the Academic Secretary, as appropriate, in consultation with a member of the HR Division.

- 4.2.2 No indication of the outcome should be provided to the potential recipient until the award has been approved.

4.3 Recruitment

4.3.1 Immigration rules mean that it is only possible for an ACS to be paid from the start of employment to an individual who is sponsored under Tier 2 of the points based immigration system where details of the payment have been included in the advert for the role. The wording that must be used in adverts is as follows:

- For positions below grade 12 - “In exceptional circumstances, it may be possible to offer a supplement to the salary range stated for this role of up to X%/X amount for X period. Any such supplement would be awarded on the basis of a demonstrable history of outstanding achievement and an expected future level of contribution and is entirely at the discretion of the University.”; and
- For grade 12 only - “Competitive salary”.

4.3.2 The only exception to this is where the Resident Labour Market Test (RLMT) does not need to be met for a particular role. Guidance on when the RLMT is not applicable can be found on the HR Division’s [Immigration](#) web pages.

4.3.3 Please contact the [HR Compliance Team](#) for further advice.

4.4 Pay Progression

4.4.1 An ACS will be increased in line with national pay awards.

4.4.2 Individuals in receipt of an ACS may apply, or be nominated by their Institution, for contribution increments or a change in salary band/grade. Any contribution increments or band/grade changes awarded will be incorporated into the individual's base pay and the ACS reduced by a corresponding amount so that their overall pay remains the same. Individuals would not experience an increase in the overall pay they receive until their ACS had been fully absorbed into their underlying base pay.

4.4.3 Where an individual is in receipt of an ACS and Market Pay (MP) the ACS will be reduced first when contribution increments or band/grade changes are awarded.

4.5 Review and assessment

The review and assessment of whether the achievements expected under an ACS have been attained will be considered as follows:

4.5.1 An ACS awarded for *recruitment* purposes will be considered as part of the probationary arrangements for academic officers (Reporter 5941, 2003-04, p.206) or the Professorial Pay Review and Annual Reports Exercise (Reporter 6002, 2004-05 p. 745). It is not expected that an ACS awarded on recruitment will be removed, but the question of whether the person recruited had met the expectations defined on their recruitment will be part of the consideration of whether they had passed their probationary period.

4.5.2 An ACS awarded for *retention* purposes will be considered as part of the normal review and promotions process;

- In respect of professorial and equivalent staff this will be under the next Professorial Pay Review and Annual Reports Exercise (Reporter 6002, 2004-05 p. 745). Recommendations will be put forward by Heads of Institutions; and
- In respect of non-professorial academic staff this will be under the next Senior Academic Promotions (SAP) exercise. Recommendations will be put forward by Heads of Schools, in consultation with Heads of Institutions.

4.6 Expiry

4.6.1 On the expiry of an ACS, following consideration of the evidence submitted in support of the level of achievement reached by the individual (under the relevant exercise listed under 4.5), one of the following outcomes will be determined:

- The individual's base pay is increased by the level of the ACS or higher;
- The individual's base pay is increased to such a level below the ACS as is considered appropriate; or
- In exceptional cases, the individual reverts to their underlying level of base pay, subject to the addition of any increments awarded since the ACS was granted.

4.6.2 Should the expected level of achievement not be attained, it is not intended that the approving body should be empowered to extend an ACS given for retention, beyond five years¹. The individual will revert to their underlying base pay, or such higher level as may be considered as merited subject to the availability of contribution points.

¹ If the ACS is for a period of less than 5 years the approving body may extend the period up to the 5 year maximum.



- 4.6.3 Where an individual is sponsored by the University under Tier 2 or Tier 5 of the points-based immigration system and it is possible that an ACS is to be removed from him/her, this must be discussed with the HR Compliance Team in advance. This is to ensure that the removal is possible under current immigration rules and that any resulting salary change is reported to UK Visas and Immigration within required timescales.

4.7 Concerns

- 4.7.1 Employees who feel that they have been treated unreasonably under any section of the procedure can, in the first instance, raise the matter with their manager, Head of Institution, HR School Team or Trade Union.
- 4.7.2 Ultimately employees have the right to raise the matter through the relevant grievance procedure for their staff category.

5. TIMETABLE

- 5.1 Applications for an ACS can be made at any time of the year, however institutions should ensure timely applications and be mindful of the approval process.
- 5.2 The ACS process has superseded new MS awards for Academic staff with effect from 1 January 2014.

Version 2, March 2014