

Human Resources: Reward Reviews for Technical Staff - Agreement 30

University and AMICUS Joint Negotiating committee Agreement 30: Annual Review of Technical Staff

Introduction

1. The Annual Review will normally begin in the Spring Term and it is expected that it will be completed by the end of the Summer Term, provided that the University's financial position for

submitted with a recommendation is felt by the Monitoring Panel to be incorrect, discussions will take place with the School or Unit, and the person responsible for technical staff will be responsible for providing a revised job description, in accordance with the above procedures.

7. The Monitoring Panel will submit its comments to the Support Staff Reward Committee and will also submit a report to the Technical Staff Sub-Committee, which the Sub-Committee will in turn forward to the Remuneration and Review Committee for approval, together with any comments it wishes to make.
8. Proposals for payment of additional, merit or discretionary increments and bonus payments will be considered by the Reward Review Committee in line with the Reward Review Procedure.

The Reward Review Committee will look at all merit/discretionary and bonus payment proposals for all support staff, this Committee will act as an over arching Committee for support staff awards its purpose being to ensure awards are made fairly and equitably in line with specific award criteria.

9. When the Remuneration and Review Committee has given its approval, The Personnel Department will send individual letters to those members of the technical staff whose gradings or salaries are to be changed as a result of the Review, and also to those members of staff who made unsuccessful representations to the person responsible for technical staff in their School / Unit, as appropriate. All letters will be issued on the same day, which will be the closing date of the Review. A list of all those regraded and promoted will be sent to the AMICUS Branch Secretary at the same time. There will be no right of appeal against the decision of the person responsible for technical staff about awarding additional increments within the salary scales or discretionary increments. There will be a right of appeal against any job regrading or lack of regrading.
10. An Appeals Panel will be set up to consider any appeals. Both the University and the AMICUS are anxious to ensure the independence of the panel and also to ensure that the decisions are taken on the merits of the case in accordance with the provisions of this Agreement and of the Manual on the Job Evaluation Grading Scheme. They will take these considerations into account in choosing their representatives on the panel. The panel will consist of eight representatives chosen by the University (who shall not include members of the Monitoring Panel) and eight representatives chosen by the AMICUS. In order

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responsible for technical staff in their School / Unit wishes to submit written evidence to the Appeals Committee, this must be done through the Joint Secretaries. Evidence should bear directly on the need to establish the facts about the grading of the post and should not include comments about the standard of performance of the individual. Evidence should not be laid round the table except in exceptional circumstances.

14. The Appeals Committee will interview the appellant and the person responsible for technical staff in the appellant's School / Unit; and may ask for further evidence either written or oral. The