

HR Services

Employee Handbook

Salary Scales and Methodology of Operation



1. Salary Scales

See [UEL's salary and grading structure](#).

2. London Allowance

See [UEL's salary and grading structure](#).

3. Placement on Scales

- (i) On first appointment to any scale, the incremental point shall be determined by UEL.
- (ii) Following a break in service, an academic staff member reappointed to the same grade at the University shall be entitled to placement in that grade at an incremental point at least equivalent to the point achieved prior to the break.
- (iii) A lecturer shall be entitled to an increase equivalent to at least one increment on promotion.

4. Incremental Progression

- (i) A lecturer, whether full-time or part-time, shall be entitled to one increment on 1st August following appointment and each year subsequently provided that she or he has six months or more service in post on that date, subject to the maximum of his or her scale and to satisfying appropriate criteria for progression.
- (ii) No increment shall be withheld in respect of any year of teaching service unless the service in that year has been declared unsatisfactory by UEL. In such a case payment of the increment in respect of that year shall be withheld only during the following year unless UEL otherwise expressly determines.
- (iii) UEL is not precluded from counting a period or periods of secondment or unpaid leave from a post as 'service in post' where it considers that to be appropriate.
- (iv) A period of absence because of pregnancy or confinement shall count for incremental purposes subject to UEL's Maternity, Spouse or Partner and Adoption Policy.

5. Progression between grades

On reaching the top of the Lecturer Grade (F) a lecturer shall progress to the Senior Lecturer Grade (G) subject, exceptionally, to agreed University procedures for dealing with performance problems.

Lecturers who transfer to the Senior Lecturer Grade under these provisions shall be entitled to normal incremental progression on that Grade.

The preceding paragraph shall not prevent the University from promoting such a lecturer to Senior Lecturer before the lecturer would otherwise become eligible to proceed on to the Senior Lecturer scale.

6. The following rule applies to Lecturer/Senior Lecturer progression:

Once lecturers have progressed to Senior Lecturer they will continue to progress up the Senior Lecturer scale.

7. Responsibility Allowance

If a staff member is required to undertake additional responsibilities covering the key duties of a higher graded post for more than a month to cover a job vacancy or covering a colleague's duties whilst on extended sick leave, he or she will receive an allowance equivalent to the difference between their current salary and the appropriate point of the higher graded post. The responsibility allowance will be backdated to the beginning of the initial period when the additional responsibilities were undertaken. Such an allowance is pensionable and shall last for a specified period, normally with a maximum of twelve months.