

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

GUIDANCE ON STARTING SALARIES

This Policy will be applied in a non-discriminatory way, in line with the School's Equality and Diversity policies.

POLICY STATEMENT

1. In support of the School's commitment to the principle of equal pay for work of equal value, all salary offers must be made within the standard incremental points of the grade at which the role has been evaluated.
2. To ensure equity and consistency in approach to starting salaries across the School, employees should normally be appointed on the first incremental point of the designated grade.
3. All starting salaries must be agreed and signed by a member of the Personnel Office and, in line with the School's Recruitment Procedures, offers of appointment and starting salary can only be made by the Personnel Office. Personnel Office staff will not set starting salaries without first consulting the relevant line manager or Head of Faculty.
4. This Policy will be applied in a non-discriminatory way, in line with the School's Equality and Diversity policies.

NON-STANDARD STARTING SALARY

5. In some cases, a decision to offer a salary beyond the first point of the designated grade would be appropriate.
6. The contribution points at the top of each grade may not be used for a starting salary in any circumstances.
7. Any decision to offer a non-standard starting salary would take into account such factors as:
 - the knowledge and skills of the individual;
 - the **relevant** experience of the individual;
 - the terms of any TUPE transfer;
 - the current salary of the individual, and
 - the salaries of other School staff who may hold the same or similar jobs.
8. Before any decision is made to offer an alternative point, consideration should be given, in discussion with Personnel Office staff, to any potential anomalies/inequalities that may arise; these may include inconsistencies with the pay of current staff carrying out the same or similar roles, or the risk of appointing two or more people to the same (or very similar) roles but at different points on the scale.
9. The reasons for offering a non-standard starting salary must be recorded on the Authorisation of Appointment form, and signed by the Chair or head of the interviewing panel, and by a member of Personnel Office staff. Where an appointment is made without a

recruitment process (mainly for named individuals on grants), the reasons must be recorded on an Authorisation of Starting Salary form, and signed by the PI or other designated individual, and a member of Personnel Office staff.

EXTERNALLY-FUNDED POSTS

10. The principles set out in this Guidance relate to both internally and externally funded posts. The level of funding in a grant will not be viewed as justification for placing a candidate at a higher incremental point on the designated grade.

This document can be made available in alternative formats (eg larger print). Please contact the Personnel Office.

HMJA
17.04.2010