

## Starting Salary on Promotion within TU Dublin

<b>HR policy document record</b>	
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Notes	Note on Page 3 re. Long Service Increments

## **1. INTRODUCTION**

- 1.1 This policy set outs the arrangements that apply in relation to starting salary on promotion within the Technological University Dublin (hereafter referred to as “TU Dublin” and/or “the University”).
- 1.2 This policy applies to staff promotions effective on or after 1 January 2019.

## **2. SCOPE**

- 2.1 This policy applies to all staff with the exception of Research and hourly-paid part-time staff.

## **3. ACADEMIC STAFF**

- 3.1 Where a lecturer is promoted to a higher grade, their commencing salary in the new grade shall be fixed in accordance with the following:
  - 3.1.1 If the lecturer’s salary plus reckonable allowances prior to taking up duty in the higher grade is lower than the minimum of the new scale, they are to be placed on that minimum, and are eligible for their first increment on the new scale after one year’s satisfactory service.
  - 3.1.2 If the lecturer’s salary plus reckonable allowances prior to taking up duty in the higher grade is higher than the minimum of the new scale, they are to be placed at the salary point on the new scale which is equal to or immediately above their existing salary plus reckonable allowances, they are to retain the increment date which they had in the lower grade, and subject to satisfactory service, are to be awarded an increment on the new scale on their next increment date.
  - 3.1.3 If, prior to the date of taking up duty in the higher grade, the lecturer has served for three years or more on the maximum\* of their existing scale, they are to be placed at the point on the new salary scale which is equal to or immediately above their existing salary plus reckonable allowances, they are to be given an immediate increment with effect from the date of taking up duty in the higher grade, they are to retain their increment date which they had in the lower grade, and subject to satisfactory service, is to be awarded an increment on the new scale on their next increment date.  
*\* Refer to Circular Letter IT 1/05 re Note of Understanding in relation to Lecturer 2 with LS1 or LS2*
  - 3.1.4 Where a lecturer is appointed to a post at the same grade, their salary shall be unaffected by this move and they shall retain their existing increment date.
  - 3.1.5 Where, after a lecturer has been promoted and their salary has been determined in accordance with section 3.1.1 to 3.1.4, the salary or salary scale applicable to either the staff members’ former post or new post, or both, is revised with effect from a date which is earlier than the date of promotion, the commencing salary shall, subject to 3.1.6 and 3.1.7 below, be re-determined in accordance with these rules and by reference to the revised salaries or salary scales.
  - 3.1.6 Where the salaries or salary scales of both the lecturer’s former post and their new post are revised with effect from different dates not more than 6 months apart, but only one of the revisions is made effective from a date which is earlier than the date of the new appointment or promotion, the commencing salary shall, subject to 3.1.7 below be re-determined as if both revisions had been effective on the date of promotion/appointment.
  - 3.1.7 Nothing in the rules above shall be applied so as to enable the lecturer to have a salary in excess of the maximum salary for the post to which they are promoted.

#### **4. PROFESSIONAL, MANAGEMENT AND SUPPORT STAFF**

- 4.1 Where a staff member is promoted to a higher grade, their commencing salary in the new grade shall be fixed in accordance with the following:
- 4.1.1 Where the same salary scale applies to the staff member's existing post and the post to which they are being newly appointed, they shall remain on the same point of the scale and retain their existing increment date.
- 4.1.2 Where the minimum of the new salary scale is greater than the existing pay by an amount greater than one increment on the new scale, the staff member shall enter the new scale at the minimum point of the salary scale. The new increment date will be the date the staff member is appointed to the new post.
- 4.1.3 Where the minimum point of the new salary scale is greater than existing pay by an amount equal to one increment on the new scale, the staff member shall enter the new scale at the minimum point of the salary scale and retain their existing increment date.
- 4.1.4 Where the minimum of the new salary scale is greater than existing pay by an amount less than one increment on the new scale, the staff member may enter the new scale at the minimum plus one increment. The new increment date will be the date the staff member is appointed to the new post.
- 4.1.5 Subject to 4.1.1, where the minimum of the new scale is less than existing pay, the staff member may enter the new scale at the point nearest but not below the existing pay plus one increment.
- 4.1.6 Subject to 4.1.1, where the minimum of the new salary scale is equal to existing pay, the staff member may enter the new scale at the point nearest but not below existing pay plus one increment and,
- (a) Where the point of entry on the new scale is equal to existing pay they may retain their existing increment date
- (b) In any other case, the new increment date will be the date the staff member is appointed to the new post.
- 4.1.7 Where a staff member to which 4.1.2 applies (only in cases only where the minimum of the new scale exceeds existing pay by an amount less than two increments on the new scale), or 4.1.3 or 4.1.4 or 4.1.5 applies has been on a fixed salary or on the maximum of their existing salary scale for at least three years at the date of appointment to the new / higher grade, they may enter the new scale in accordance with the appropriate rule above and with a further additional increment.

**Note:** *Entitlement to an LSI, in every circumstance, relates to the length of time spent on the final salary point, which is normally three years.*

<b>Summary Table – Starting Salary on Promotion in accordance with Section 4 above</b>			
	<b>Rule</b>	<b>Point on Scale</b>	<b>Increment Date</b>
4.1.1	Same salary scale applies	Existing point	Existing date
4.1.2	Minimum of new scale is greater than existing pay by an amount greater than one increment on new scale	Minimum point	New date
4.1.3	Minimum of new scale is greater than existing pay by an amount equal to one increment on new scale	Minimum point	Existing date
4.1.4	Minimum of new scale is greater than existing pay by an amount less than one increment on the new scale	Minimum + 1 increment	New date
4.1.5	Minimum of new scale is equal to existing pay	Minimum + 1 increment	Existing date
4.1.6	Minimum of new scale is less than existing pay  *Unless point of entry on new scale equals existing pay then retain existing increment date	Point nearest but not below existing pay + 1 increment	New date*
4.1.7	Where rules (4.1.2) – (4.1.6) above apply and the staff member has been on a fixed salary or the maximum of their scale for at least 3 years	Appropriate rule above + 1 increment	New date

## **5. GENERAL PRINCIPLES**

- 5.1 A staff member who is temporarily assigned to a post in a higher grade, will revert to their substantive grade when the temporary assignment ends.
- 5.2 Should a staff member currently on temporary assignment to a post in a higher grade, be promoted on a permanent wholetime basis to that same grade (not necessarily the same post), the normal rules for determining starting salary will apply and the staff member will be credited for time spent in the temporary assignment. Only time spent in the temporary assignment immediately preceding the promotion will be taken into account.

## **6. QUERIES**

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