



UK Research  
and Innovation

March 2024

HR Policy Update

# UKRI Pay and Reward Policy



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### Policy Statement

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UK Research and Innovation (UKRI) aims to provide effective, competitive compensation for all employees within the organisation, enabling recruitment and retention of the best talent available in order to assist UKRI in achieving its strategic objectives.

The purpose of this policy is to define the UKRI pay and reward framework. The guidance outlines all elements of pay and performance reward, pay bandings and additional reward mechanisms, within the limits of affordability and public sector pay policy.

This, and all HR policies, must be read and implemented in conjunction with the associated guidance documents, in addition to other UKRI policies that may be relevant. This document is available in alternative formats for accessibility purposes – please contact [HRpolicy@ukri.org](mailto:HRpolicy@ukri.org).

### Management Statement

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The Pay and Reward Policy has been agreed with the UKRI Trade Union Side. It complies with both statutory legislation and HM Revenue and Customs requirements.

This policy is owned by the HR Reward Team.

| Version | Revision Date | Summary of Changes                                       | Owner          |
|---------|---------------|--|----------------|
| 0.5     | Oct 2017      | First draft  |                |
| 0.6     | Nov 2017      | Update following Working Group Feedback. PWG             |                |
| 0.7     | Nov 2017      | Feedback from MH and PE.                                 |                |
| 0.8     | Dec 2017      | Redraft following internal pay meeting and feedback. PWG |                |
| 0.9     | Jan 2018      | Pay Working Group Feedback                               |                |
| 0.10    | Jan 2018      | Update following WG Feedback                             |                |
| 0.11    | Feb 2018      | Amendments following points of clarification             |                |
| 0.12    | Feb 2019      | Amendments following internal pay meeting. PWG           |                |
| 0.13    | Feb 2018      | Amendments following HJ feedback. PWG                    |                |
| 0.14    | Feb 2018      | Further amendments. PWG                                  |                |
| 0.15    | Mar 2018      | Further amendments following JNCC                        |                |
| 0.16    | Apr 2018      | Further amendments following March 2018 JNCC             |                |
| 1.0     | 1 May 2018    | Publication - Agreed April 2018 JNCC                     | HR Reward Team |
| 1.1     | Sep 2019      | Temporary withdrawal of Appendices D and R               | HR Reward Team |

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| Version | Revision Date | Summary of Changes  | Owner          |
|---------|---------------|---|----------------|
| 1.2     | July 2019     | <p>Update to rates following 2018 pay award.</p> <p>Addition of revised Appendix D – Starting pay.<br/>Permanent removal of Appendix R – Guidance for starting pay on appointment.</p> <p>Change of Appendix S to Appendix R.</p> <p>Addition of updated STFC Specialist Allowances following 2017 pay award.</p> <p>Revision of pay on promotion treatment of Specialist Allowances in the calculations.</p> <p>Addition of NERC allowances.</p>   | HR Reward Team |
| 1.3     | July 2020     | <p>Update to rates following 2019 pay award.</p> <p>Inclusion of pay arrangements for STFC postgraduate fast track scheme.</p> <p>Replacement of Innovate UK car allowances with RRA arrangements.</p> <p>Removal of Appendix P – replaced with JEGS Guidance on <a href="#">The Source</a>.</p> <p>Addition of criteria for NERC based allowances.</p>   | HR Reward Team |
| 1.4     | March 2021    | <p>Update to rates following 2020 pay award.</p> <p>Update to National Minimum Wage rates.</p> <p>Links to The Source corrected.</p>  | HR Reward Team |
| 1.5     | June 2022     | <p>New Appendix H inserted - Pay on level transfer.<br/>Appendices I to S re-lettered.</p> <p>New Appendix Q – Pensions auto enrolment.<br/>Appendix B 5.1: IUK ring-fence – removed Directors.<br/>Appendix D 1.11: Wording on starting pay aligned with agreed practice.<br/>Appendix F 1.1: Clarification that review promotions currently only apply to STFC.<br/>Appendix F 1.3: Pay on promotion – amended calculation wording to result in minimum 5% increase.<br/>Appendix Q: Non pay benefits guidance removed – signposted to The Source.<br/>Appendix R: STFC Apprentice Guidance – Additional clarifications, inclusion of Level 7 arrangements and removal of end of apprentice assessment details – link to The STFC Source for removed details.<br/>Update to Apprentice pay scales following 2021 increases.</p> | HR Reward Team |

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| Version | Revision Date | Summary of Changes  | Owner          |
|---------|---------------|---|----------------|
|         | June 2023     | <p>Format changed to the new HR policy style.</p> <p>All references to BEIS have been removed and replaced with DSIT.</p> <p>The UKRI main pay band rates have been updated following 2022 pay award.</p> <p>Information on the new UKRI STEM pay structure has been added.</p> <p>The Apprentice pay scales have been updated following 2022 pay award.</p> <p>Information has been added about changes to allowance rates following the 2022 pay award.</p> <p>Information on the new overtime arrangements has been added.</p> <p>Clarifying text has been added about on-call payments.</p> <p>All references to local HR team have been changed to designated HR team.</p> <p>Appendices have been re-ordered.</p> | HR Reward Team |
|         | March 24      | <p>The UKRI main pay band rates have been updated following 2023 pay award.</p> <p>The Apprentice pay scales have been updated following 2023 pay award.</p> <p>Information has been added about changes to allowance rates following the 2023 pay award.</p>   | HR Reward Team |

## 1. Principles

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- 1.1 Remuneration is reward for employment in the form of pay or salary, including allowances, benefits, bonuses, cash incentives, and monetary value of the non-cash incentives.
- 1.2 UKRI promotes equality, diversity and inclusion for all and aims to eliminate discrimination in the workplace. We support the principle and relevant legislation that all employees should receive equal pay for work of equal value. In order to achieve equal pay for employees doing work of equal value it is essential to operate a pay system which is transparent, based on objective criteria, and free from bias. Further information on the operational arrangements for equality, diversity and inclusion is set out in: [Appendix A – Equality](#).
- 1.3 This policy will be reviewed in response to business needs and any legislative change with agreement from Trade Unions. Trade Unions may also request that the guidance is reviewed.

## 2. Delegation

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2.1 UKRI, as a Non-Departmental Public Body, is subject to Civil Service pay guidance which is published each year prior to the annual pay review process. UKRI is also subject to any pay remit requirements issued by the Secretary of State for the Department for Science, Innovation

and Technology (DSIT) formerly BEIS. Changes may occur each year to this policy as in line with pay awards agreed with the UKRI Trade Unions and these government controls over public sector pay and reward.

## 3. Scope

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3.1 This policy applies to all employees on UKRI pay terms and conditions including scientific, research support, technical, management and administrative posts.

3.2. Certain groups have pay arrangements that are exceptions to the standard UKRI pay system as set out in [section 4](#). These groups are:

- UKRI Apprentices on apprentice pay scales
- STFC Graduate Scheme
- NERC Mariners
- NERC Pilots
- NERC Antarctic Employment Pool

For further details see:

[Appendix R - Exceptions to the standard UKRI pay system](#)

3.3 For the purposes of this policy the use of the word 'employee' covers all UKRI employees in bands A to H and those employed on UKRI terms on Apprentice, NERC Mariner, NERC Pilot and NERC AEP pay arrangements, including those employed on temporary or fixed term contracts.

3.4 This policy does not apply to Visiting Scientists, Retained Consultants, contingent workers or agency workers (however, agency workers with more than 12 weeks service will be entitled to pay arrangements equivalent to that of an employee at the same level).

3.5 Employees who transferred under statutory order into UKRI on 1 April 2018 will retain their legacy pay and reward terms and conditions. Please refer to individual Research Council intranet sites for further details of legacy pay and reward terms and conditions. There are a set of circumstances under which an employee who has transferred into UKRI will be required to accept the new UKRI terms and conditions on moving to a new role (excluding a change from current pension arrangements). On acceptance of a new role requiring a move to UKRI terms and conditions, this Pay and Reward policy will apply. See [circumstances under which UKRI Terms and Conditions & pay system will be applied](#).

If there is any doubt which applies, please seek advice from your designated HR team.

### 4. UKRI Pay System

#### UKRI Main Pay Structure

4.1 The main UKRI pay structure comprises eight bands (band A – band H). These bands are set with reference to the JEGS job evaluation scheme scores. Details of the bands, current salary range and the JEGS scores are set out in: [Appendix B – Pay Bands and JEGS Scores](#)

#### UKRI S1 and S2 Pay Structure

4.2 The UKRI S1 and S2 pay structure and pay ranges were introduced from 1 July 2022 for research delivery roles in scope of the agreed criteria which can be found in section B3 of [Appendix B – Pay Bands and JEGS Scores](#). These arrangements were introduced to address evidenced acute issues with recruitment and retention which were causing significant impacts on UKRI's efficiency, output, reputation and mission and where benchmarking demonstrated a large gap between the UKRI main pay scales and that of external markets.

4.3 Roles which are in scope of these arrangements are science, engineering, technical and computing based research delivery roles within the laboratories, centres and institutes of STFC, MRC and NERC (head office roles are not in scope). The criteria for in-scope STEM roles can be found in section B3 of [Appendix B – Pay Bands and JEGS Scores](#).

4.4 Roles that are in scope of these arrangements as judged by the criteria in section B3 of [Appendix B – Pay Bands and JEGS Scores](#), are assigned to role categories for the purpose of benchmarking and subsequent matching to either S1 or S2 pay scales. Details of these role categories can be found in [Appendix B – Pay Bands and JEGS Scores](#).

4.5 Additional UKRI pay ranges have been created: S1 and S2. S1 being the higher and S2 being the lower with both being higher than the main pay scale. Details of these pay ranges can be found in [Appendix B – Pay Bands and JEGS Scores](#).

4.6 The UKRI pay structures are reviewed annually in consultation and negotiation with recognised Trade Union representatives. Updates are communicated through a variety of means including updates on The Source, Wednesday Webinars and e-mails.

#### Starting Salaries and Salary Changes

4.7 Information on starting salaries and arrangements where an employee's salary might be amended during employment, are detailed in the following appendices:

[Appendix C – Starting Salaries](#)

[Appendix D – Annual Pay Review](#)

[Appendix E – Promotion to a New Band](#)

[Appendix F – Temporary Promotion](#)

[Appendix G – Pay on Level Transfer](#)

[Appendix H – Pay on Down-banding](#)

[Appendix I – Marked Time Pay](#)

[Appendix J – Pay on Secondment](#)

#### Allowances and Overtime

4.8 The UKRI pay system has a range of allowances and overtime arrangements. The details are set out in the following appendices:

[Appendix K – Allowances](#)

[Appendix L – Current List of Role Based Specialist Allowances](#)

[Appendix M – Overtime \(and travelling time\)](#)

[Appendix N – Shift Arrangements](#)

## 5. Pay Administration

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5.1 Additional information on payment dates, calculation of part-time pay, hourly pay, daily pay, overpayments and tax are set out in:

[Appendix O – Payments and Calculations](#)

[Appendix P – Pensions Auto-enrolment](#)

5.2 Further remuneration related guidance is set out in the following appendix:

[Appendix Q – Apprentices in STFC roles](#)

## 6. Exceptional Discretion

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6.1 In the detailed policy/guidance in the appendices, a number of paragraphs refer to exceptional circumstances where discretion is required. These exceptional circumstances should not become standard practice and should be minimised wherever possible. Where

discretion is required, decisions should be made in consultation with the senior HR Business Partner and in line with the [UKRI Delegated Authority framework](#) to ensure consistent application.



## Appendix A – Equality

### A1. Equality Principles

A1.1 UKRI is committed to the principles of equal pay for work of equal value and operates two job evaluation schemes: Job Evaluation and Grading Support (JEGS) and Job Evaluation for Senior Posts (JESP).

A1.2 These schemes enable UKRI to measure the relative value of all roles within the organisation within an overall framework that is consistent, transparent and fair for all employees.

A1.3 Evaluating or benchmarking posts against the JEGS/JESP job evaluation system determines the relative quality of jobs within UKRI, providing a rational basis for the design and maintenance of an equitable grading structure. Job evaluation assesses the demands of a job and determines the relativities between one role and another.

A1.4 Pay equality monitoring data will be reviewed annually.

A1.5 Job evaluation will be carried out in consultation with Trade Unions in line with UKRI Job Evaluation Guidance.

## Appendix B – Pay Bands and JEGS Scores

### B1. UKRI Main Pay Bands

B1.1 These rates are effective from 1 July 2023:

| UKRI Band | Min     | Standard Pay* | Max      |
|-----------|---------|---------------|----------|
| A         | £20,650 | £22,126       | £23,115  |
| B         | £23,328 | £24,154       | £26,946  |
| C         | £28,498 | £29,922       | £34,411  |
| D         | £34,905 | £37,173       | £42,749  |
| E         | £43,116 | £47,076       | £54,137  |
| F         | £54,043 | £60,049       | £69,056  |
| G         | £65,262 | £72,513       | £81,995  |
| H         | £80,001 | £88,890       | £102,222 |

\* UKRI standard pay points remain as a legacy pay point in the scales. They are used for pay on appointment approval levels (pay on appointment policy is normally at the pay band minimum).

### B2. UKRI S1 and S2 Pay Ranges

B2.1 The UKRI S2 and S1 pay scales are effective from 1 July 2023.

B2.2 The UKRI S2 pay scale is below:

| UKRI S2 band | Min     | Standard pay* | Max      |
|--------------|---------|---------------|----------|
| A            | £20,650 | £21,000       | £21,525  |
| B            | £25,596 | £26,876       | £29,715  |
| C            | £29,808 | £31,878       | £36,225  |
| D            | £39,375 | £43,313       | £49,245  |
| E            | £48,802 | £53,682       | £62,282  |
| F            | £59,461 | £65,407       | £75,972  |
| G            | £71,792 | £78,971       | £90,288  |
| H            | £88,094 | £96,903       | £104,291 |

\* UKRI standard pay points remain as a legacy pay point in the scales. They are used for pay on appointment approval levels (pay on appointment policy is normally at the pay band minimum)

B2.3 The UKRI S1 pay scale is below:

| UKRI S1 band | Min     | Standard Pay* | Max      |
|--------------|---------|---------------|----------|
| A            | £20,650 | £21,000       | £21,525  |
| B            | £26,784 | £28,644       | £31,080  |
| C            | £31,212 | £33,380       | £37,905  |
| D            | £42,840 | £47,124       | £53,445  |
| E            | £53,818 | £59,199       | £68,761  |
| F            | £62,178 | £68,395       | £79,420  |
| G            | £75,136 | £82,649       | £94,364  |
| H            | £88,094 | £96,903       | £104,291 |

\* UKRI standard pay points remain as a legacy pay point in the scales. They are used for pay on appointment approval levels (pay on appointment policy is normally at the pay band minimum).

### B3. Criteria for Roles In-scope of S1 and S2 Pay Arrangements

B3.1 UKRI Role Criteria is for use in determining in scope roles.

B3.2 Applicable to roles in UKRI bands H to A, MRC band 1 to 7 only

B3.3 Criteria for an in-scope role:

- Delivers the majority of the objectives and outputs towards the delivery of research output and;
- Requires use of knowledge, qualifications or equivalent relevant experience in the areas of Science, Technology, Engineering and/ or Mathematics to effectively deliver the objectives and outputs of the role.

This includes roles that:

- Directly deliver research output.
- Deliver the cutting-edge technology and scientific and technical infrastructure that enables delivery of research outputs.
- Have responsibility for management of delivery in research output, research-based technology and scientific and technical infrastructure.

B3.4 In scope roles additionally are found only in UKRI research facing activities located in the Centres, Units, Institutes and Laboratories of UKRI within the MRC, NERC and STFC.

B3.5 The requirement of a role for a level of scientific literacy is not sufficient in itself to be in scope.

B3.6 Also, it is the requirements of the role as set out in the criteria above rather than the qualification or equivalent relevant experience of the individual that defines whether or not the role is in scope.

For example, the following roles where an individual has a science, engineering, technology or mathematics degree/ qualification are not in scope:

Finance, HR, procurement, business development, communications, programmes management, grants, strategy and business

analysis, non-technical project management, risk and assurance management, non-research-based Health and Safety. The above list is indicative, not exhaustive.

B3.7 Additionally, roles within the UKRI DDaT department or computing roles that are focused on delivering business related computing services to UKRI are not in scope, as opposed to in scope specialist scientific computing roles which are directly contributing to research output.

#### **Additional guidance on the difference between Scientific Computing (in scope) and Business supporting digital/computing services roles (out of scope):**

##### **Out of scope UKRI Business supporting digital/ computing services roles include:**

Roles within the UKRI DDaT department or computing roles that are focused on delivering non-research related computing services to UKRI. Roles that deliver the business facing digital/computing services may include digital infrastructure, operations, cyber security, QAT, user support and hardware.

##### **In-scope Scientific Computing roles include:**

Computing roles that directly deliver research output and also the cutting-edge technology and infrastructure roles that support research activities in STFC, NERC and MRC laboratories, Centres and Institutes.

For example:

- providing scientific computing systems technical support such as system or research database administration to scientific computing systems or managing and being responsible for running scientific computing services for NERC/MRC/ STFC and/or external user communities.
- or managing the development of the programme or projects which lead to the development of scientific computing services for NERC/MRC/ STFC and/or external user communities.
- or providing key scientific domain expertise to the development of scientific software and related services used both within NERC/MRC/ STFC or externally by UK or international research communities.

### B4. In-scope Role Categories

B4.1 For UKRI roles that are in scope of the criteria for S1 and S2 pay arrangements as set out in B3 above, the following role categories are assigned to either S1 or S2 based upon pay benchmarking.

B4.2 The S2 role categories are listed below:

| Science                                | Scientific Computing                                     |
|--|--|
| Science – Astronomy                    | Computing – Computational science and engineering        |
| Science – Atmospheric                  | Computing – Data Steward (Data Wrangler)                 |
| Science – Bioinformatics               | Computing – Scientific Helpdesk/ Systems Support         |
| Science – Chemistry                    | Computing – Network Engineer                             |
| Science – Data Steward (Data Wrangler) | Computing – Networking                                   |
| Science – Ecology                      | Computing – Project Management                           |
| Science – Geology                      | Computing – Other  |
| Science – Hydrology                    |  |
| Science – Laser                        | <b>Technician:</b>                                       |
| Science – Life Science                 | Technician – Science                                     |
| Science – Life science – Group Leader  | Technician – Laboratory                                  |
| Science – Life Science – Post Doc      | Technician – Animal                                      |
| Science – Materials                    | Technician – Scientific Infrastructure Building Services |
| Science – Other                        | Technician – Scientific Infrastructure Maintenance       |
| Science – Physics                      | Technician – Life science                                |
| Science – Physics – Accelerator        | Technician – Other                                       |
| Science – Project Management           |  |
| Science – Research Facing H&S          | <b>Engineering:</b>                                      |
| Science – Space                        | Engineering – Scientific Infrastructure Building         |
| Science – Supercomputing               |  |
| Science – Technical Training           |  |
| Science – Science Support              |  |

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B4.3 The S1 role categories are listed below:

| Engineering                                   | Scientific Computing                   |
|---|--|
| Engineering – Aeronautical                    | Computing – Applications Operations    |
| Engineering – Applications                    | Computing – Data Architect             |
| Engineering – CAD                             | Computing – Data Science               |
| Engineering – Cryogenics                      | Computing – Data Security              |
| Engineering – Design                          | Computing – Database Administrator     |
| Engineering – Design Mechanical               | Computing – Infrastructure             |
| Engineering – Electrical                      | Computing – Infrastructure Architect   |
| Engineering – Electromechanical               | Computing – Network Architect          |
| Engineering – Electronic/ Control/ Instrument | Computing – Quantum Computing Hardware |
| Engineering – High Power RF                   | Computing – Software Engineer          |
| Engineering – Mechanical                      |  |
| Engineering – Microelectronic                 | <b>Technician:</b>                     |
| Engineering – Optics                          | Technician – Electrical                |
| Engineering – Other                           | Technician – Electronic                |
| Engineering – Process                         | Technician – Instrument                |
| Engineering – Project management              | Technician – Machining                 |
| Engineering – Quality                         | Technician – Mechanical                |
| Engineering – Satellite Testing               | Technician – Vacuum                    |
| Engineering – Systems                         |  |
| Engineering – Thermal                         |  |
| Engineering – Vacuum                          |  |

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## B5. Pay on Appointment

B5.1 The pay band minimum is the normal starting pay for those new to a band. Any pay on appointment above the standard pay point is by exception and requires a robust case to be made and approved by senior management.

## B6. Job Evaluation Grading System (JEGS)

B6.1 Roles are allocated a score using the job evaluation grading system (JEGS). This score results in assignment of a band to the role, which in turn, provides the salary range for the role. The JEGS scores associated with each band are shown right.

\* If an evaluation produces a score of more than 720 points then consideration should be given as to whether a JESP assessment would be more appropriate to determine whether the role falls with the spans of Senior Manager or band H.

[JEGS Process Guidance and supporting documentation can be found on The Source.](#)

| BAND | JEGS SCORE                   |
|------|------------------------------|
| H    | *721 + (or JESP score of 9+) |
| G    | 686 – 720                    |
| F    | 601 – 685                    |
| E    | 521 – 600                    |
| D    | 421 – 520                    |
| C    | 321 – 420                    |
| B    | 211 – 320                    |
| A    | 210 and less                 |

## Appendix C – Starting Salaries

### C1. Principles

C1.1 The expectation is that new starters will start on the minimum point of the relevant pay band for the post.

C1.2 The rest of this appendix outlines how, exceptionally, the principle of 1.1 could be overridden, outlining the criteria and processes that must be followed.

C1.3 Where specific recruitment or retention difficulties have arisen owing to market differentials the use of a Specialist Allowance (formerly RRA) for specialist technical or scarce skills should be considered in preference to appointing above the minimum point of the relevant pay band. See [Appendix K](#) and [Appendix L](#) for further guidance.

C1.4 It is recognised that there may be, under exceptional circumstances, a need for flexibility to pay above the minimum, particularly where the minimum of the pay band does not sufficiently recognise the increased benefit of the specialised experience that the new recruit might bring to the post and/or the scarcity of their skill set. Therefore, the flexibility should be used only in cases where the specialism that candidates are required to demonstrate for the role is sufficiently narrow to make securing the

most appropriate candidate(s) improbable at the minimum pay point or where the applicant base is so small that there is little or no likelihood of securing resource at the minimum pay point.

C1.5 Managers must consider the full financial implications and motivational effects on other employees of appointments made above the pay band minimum and justify the reasons for doing so in relation to the reasons outlined in 1.3 above. This justification must be recorded on a Starting Pay on Appointment form. The HR Business Partner must be consulted before an offer above minimum pay is made and this then is to be approved by a manager at band G or equivalent, or above.

C1.6 There will be very rare circumstances where the combination of starting pay flexibility up to Standard Pay (SP) and Specialist Allowance policy (set out in [Appendix L](#) and [Appendix M](#)) do not provide sufficient flexibility to appoint the desired candidate. In these rare circumstances there is flexibility to offer starting pay above SP subject to justifying the reasons in line with the guidance below and approval by a manager at band H or equivalent, or above, and lead HR Business Partner being given before an offer is made.

### C2 Exceptional cases for starting pay above Standard Pay

C2.1 Appointing new recruits above SP could be justified in some very exceptional cases, but great care is needed to avoid:

- a) unjustifiable pay anomalies with existing employees and
- b) creating scope for equal pay claims

C2.2 To justify an appointment above SP, it needs to be clearly demonstrated that the recruit has the requisite relevant experience at the band level i.e., the appointee would normally need to have extensive experience working at the level of the appropriate band.

C2.3 Given the potential corporate risk exposure to UKRI, approval by the lead HR Business Partner and line manager at band H or equivalent, or above is required for starting pay above SP.

C2.4 In summary, the requirements for appointing above SP are:

- Clear evidence to quantify the external market rate for the post and to support that it is significantly higher than SP for the appropriate band.

- A compelling case that the post is critical to UKRI's operations and/or has a critical impact on a business area and that there are no other feasible solutions including an individual or generic SA.
- Provision of salary data for comparable and/or closely related similar posts within UKRI.
- Confirmation that the individual has sufficient previous experience at the band to justify appointment above SP.
- Evidence of scarcity of skills or exceedingly limited applicant base.
- Consideration of all of the above and approval by the lead HR Business Partner and line manager at band H or equivalent, or above.

C2.5 Approval for starting pay above the minimum of the band must be documented using the UKRI New Appointment - Starting Pay form citing the justification for this approval. This form will be stored on the individual appointee's HR file.

## Appendix D – Annual Pay Review

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### D1. Principles

D1.1 UKRI's annual pay review date is 1st July.

D1.2 UKRI is a Non-Departmental Public Body (NDPB) and is therefore governed by public sector pay arrangements. This means that each year UKRI must submit an annual pay remit business case detailing proposed increases in remuneration for approval by our sponsor department: DSIT.

D1.3 All increases to basic salaries, pay scale increases and increases to allowances need to be approved by DSIT through the annual pay remit (excluding promotions).

D1.4 Prior to submission of the annual pay remit to DSIT, informal discussions are held with the Trade Union side.

D1.5 Following approval from DSIT, details of the proposed annual pay review are given to the Trade Union in the form of a formal pay offer and the details are negotiated between management and the Trade Union side.

D1.6 Eligible employees in post on 1 July will receive the full value of any annual pay award.

D1.7 New employees, who join UKRI after 1 July, but before implementation of any annual pay award, will stay on the same salary unless this is below the new band minimum in which case the salary will be increased to the band minimum effective from their start date.

### D2. Poor performance

D2.1 Those under formal unsatisfactory performance/attendance measures on the pay review date will not qualify for any annual

pay award. If, at a later date, performance improves to a commensurate level, managers will request that the increase be awarded from the date when the improvement is formally noted.

## Appendix E – Promotion to a New Band

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### E1. Principles

E1.1 Promotion to a new band will take place when an employee is successful in either gaining a role advertised at the band above or through an STFC review promotion. Promotion to a new band may also take place through a job evaluation process where the role has been evaluated at the higher band.

E1.2 On promotion to a new band, an employee will receive the greater of:

- A 10% consolidated pay increase on their current basic pay rate or
- Progress to the minimum pay point of the new band.

E1.3 In calculating pay on promotion, allowances are not normally considered. The only exceptions are Specialist Allowances (SA). Where a SA is not payable in the higher band, or is payable at a reduced level, this may be taken into account in applying the promotion increase, to ensure that the promotee does not suffer a reduction in overall pay. In this instance, pay on promotion will be the higher of either the salary calculated as detailed above or current basic salary plus the old SA plus 5%, less any new SA in the new band.

E1.4 Responsibility allowances are not counted in this calculation for pay on promotion.

E1.5 The pay appropriate to the higher band will normally come into effect on the date the duties of the higher band are taken up. Promotees should be released to take up their new duties as soon as possible and normally within six weeks at the most. If exceptionally this is not practicable, the increased salary on promotion will be payable six weeks from the date of notification of promotion.



## Appendix F – Pay on Temporary Promotion

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### F1. Principles

- F1.1 Employees on temporary promotion are entitled to the same terms and conditions as employees on substantive promotion. They are entitled to be considered for pay increases in both their temporary and substantive posts. This means that where a period of temporary promotion extends over the implementation of any pay award a performance assessment is required in respect of service at both band levels.
- F1.2 Employees promoted substantively to a pay band in which they currently hold temporary promotion will retain their existing higher band pay and will not receive a further increase for the substantive promotion.

- F1.3 An employee who gained a pay increase whilst on temporary promotion and then reverted to their substantive band, will, if re-promoted (either substantively or temporarily) be paid at least the salary they received previously and taking into account any pay awards, on temporary promotion.
- F1.4 The pay appropriate to the higher band will normally come into effect on the date the duties of the higher band are taken up. Promotees should be released to take up their new duties as soon as possible and normally within six weeks at the most. If exceptionally this is not practicable, the increased salary on promotion will be payable six weeks from the date of notification of promotion.

## Appendix G – Pay on Level Transfer

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### G1. Principles

- G1.1 Level transfer is defined as a move within UKRI to a role at the same band or equivalent band.
- G1.2 No change of salary will be made on a move to a new role on level transfer.
- G1.3 If the new role attracts a Specialist Allowance, then consideration of application of a Specialist Allowance may be made.
- G1.4 Any allowance applicable to the current role but not applicable to the new role will be removed on a level transfer move.

## Appendix H – Pay on Down-banding

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### H1. Principles

- H1.1 Down-banding is defined as the transfer from one band to a lower band by mutual agreement between management and an individual.
- H1.2 In cases of down-banding the aim is (as far as is practicable) to place the employee at the point they would have reached if they had:
- In the case of a previous promotion to the higher band, remained in the lower band; or
  - In the case of starting employment in the in the higher band, started and remained in the lower band.
- H1.3 Reversion is defined as the return to a lower band following a period of working in a higher band on temporary promotion terms. For reversion see [Appendix F – Pay on Temporary Promotion](#)
- H1.4 In cases of reversion the aim is to ensure that the individual is no worse off than if they had remained in the lower band. Where a period of temporary promotion extends over the implementation of any pay award then performance assessment is required in respect of service at both band levels.
- H1.5 Where down-banding is an alternative to redundancy then if existing pay is more favourable it may be retained on a personal mark-time basis (see [Appendix I - Marked time Pay](#)).

## Appendix I – Marked Time Pay

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### I1. Principles

- I1.1 Marking time arrangements may be considered where a reduction of pay results from a change of band or allowance arrangement. Reasons for using marking time arrangements where there is a reduction of pay may include: health management reasons; voluntary downgrading as an alternative to redundancy; as a result of reduced capability or; redeployment where a specific allowance no longer applies e.g. London Allowances when relocating outside of London. Marked time can relate to both basic pay and allowances.
- I1.2 The difference between the pay for the new role and the previous pay is paid as the marked-time element. It is hoped that the marked-time element will be eroded as a result of pay awards and any other pay adjustments over a three-year period.
- I1.3 If the marked-time element has not been completely eroded by this time the balance will be 'bought out' by means of a one-off, non-consolidated, taxable lump sum bonus equivalent to the value of the differential over twelve months.
- I1.4 In the case of down-banding, the employee will then normally revert to Standard Pay of the lower pay band and, if appropriate, allowances of that band.
- I1.5 Mark-time rates of pay may be increased by the application of retrospective increases in pay, provided that the effective date for payment was before the date of the change in the individual's circumstances. The mark-time element of pay is eroded by subsequent increases such as consolidated pay increases in the new pay band, band changes including restructuring, increases in specialist allowances and introduction of special pay rates, personal pay rates and other pay related allowances.

## Appendix J – Pay on Secondment

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- J1.1 On secondment there should be no detriment to the employee and any extra costs incurred should be met by either the existing organisation or the receiving organisation. Please refer to the UKRI [Transfers and Secondment policy](#) for further information.

## Appendix K – Allowances

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### K1. Responsibility allowances

K1.1 Differences in levels of responsibility held by employees are recognised by banding in the usual way. However, there may be cases where individuals have a clear and appreciable additional responsibility compared to other members of the same band. Where such a situation arises, payment of a responsibility Allowance may be considered on the clear understanding that it will cease when these extra responsibilities come to an end.

K1.2 A responsibility allowance of up to 10% of base salary may be used when an employee is acting-up to a more senior role or taking on significant additional duties on a temporary basis for more than 2 weeks. Such allowances are paid monthly, are pensionable and will be kept under regular review and reviewed at least annually.

### K2. Specialist Allowances Eligibility

K2.1 Specialist Allowances (SAs) (formally known as Recruitment and Retention Allowances or RRAs) may be paid where it is demonstrably difficult to attract and retain employees in a particular discipline or skill set, nationally or at a particular location where market rates significantly exceed those available through UKRI's pay rates. This may be where pay bands do not provide sufficient scope to recruit and/retain an individual or where appointment high up the pay band would limit future base pay movement and/or compromise base pay relativities.

K2.2 Role based SAs are approved for a group of employees in a particular skill/discipline area, with all within that group being eligible for a set or variable rate of the allowance. See Appendix L – Current List of Role Based Specialist Allowances for further information.

K2.3 Individual SAs may also be paid to an individual with unique or highly marketable skills to meet a specific recruitment and/or retention need. Cases for an individual SA need to be

submitted for approval in line with the agreed delegation framework.

K2.4 An individual SA may only be approved if the following requirements have been met:

1. Consideration has been given to the use of an existing role based SA or development of a new role based SA.
2. Clear evidence of a number of earlier failed recruitments for the same or similar post and/or hard evidence of a series of significant related retention problems (including evidence of external job offers and the associated pay and benefits)
3. Clear quantification of the external market rate for the post and evidence that it is significantly higher than Standard Pay for the appropriate band.
4. A convincing case that the post is critical to UKRI's operations and that there are no other feasible solutions.
5. Provision of salary data for comparable and/or closely related similar posts within UKRI.
6. Approval by the HR lead or within the HR lead's delegated authority.

K2.5 Care should be taken when awarding an individual SA to ensure that the pay structure is not distorted. For new starters, thought must also be given to whether the existing flexibility that allows employees to be appointed above band minima (see Equal Pay and Starting Salaries) is preferential to awarding a SA.

K2.6 SAs should be awarded as a set amount in pounds (normally rounded to at least the nearest £100) to recognise the pay differential required to achieve their purpose. SAs do not increase with annual salary increases.

K2.7 The Trade Unions will be consulted on the terms of role based SAs, whereas the introduction of an individual SA is a management responsibility. See [Appendix L – Current List of Role Based Specialist Allowances](#).

K2.8 Cases for the introduction of a new or amendment of a role based SA needs to be submitted to a forum of relevant senior managers in line with the agreed delegation framework for initial consideration; where persuaded of the merits of the case, HR will submit the case to Executive Board for endorsement prior to inclusion in the next available pay remit submission to DSIT or, depending on urgency/timescales, in a separate pay flexibility submission to DSIT. Trade Unions will be consulted through relevant channels throughout this process.

### K3. Specialist Allowances Management

K3.1 The UKRI HR team are responsible for reviewing the SAs in place on an annual basis to assess their ongoing need, for continuation or amendment of their rates.

K3.2 Where management propose to reduce or withdraw a role based SA, the Trade Unions will be consulted, and the affected employees will be given six months written notice of the change.

K3.3 SAs are not portable and will be discontinued when an individual changes job, unless the criteria which led to the original award still apply.

K3.4 When including details of an SA in a job posting or advertisement, it should appear as a separate line and should not be added to the annual salary.

K3.5 An appropriate level of payment will be set for each new SA, within an upper limit of £10,000 per annum.

K3.6 When an SA is awarded, the employee will be notified of the basis for the award and told that the award will be subject to regular review, which may result in it being reduced or withdrawn, with or without notice.

### K4. Location Allowances

K4.1 Location allowances are paid for posts that are contractually based at agreed locations as indicated right:

| Allowance   | Per Annum Rate from 1 July 2023 and still applicable |
|---|--|
| Inner London Allowance (payable for sites based within 5 miles from Charing Cross)                                  | £3,913 (pensionable)                                 |
| Intermediate London Allowance (payable for sites based outside of the inner but within 18 miles from Charing Cross) | £1,958 (pensionable)                                 |
| Central London Supplement (payable within 5 miles of Charing Cross)   | £1,472 (non-pensionable)                             |

### K5. First Aiders Allowance and Mental Health First Aiders Allowance

K5.1 Qualified first-aiders or mental first aiders who are acting as first aid representatives in UKRI are entitled to a standardised, non-pensionable and non-grossed up payment. With effect from 01 March 2021 and still applicable, the rate of this allowance will be £400 per annum which will be paid in monthly instalments. Where both qualifications are held, just one allowance is payable.

### K6. Incident Control Officer Allowance

K6.1 Swindon office: £198 per annum allowance.

K6.2 STFC Astronomy Technology Centre: £198 per annum allowance.

### K7. Registered Climbers Allowance

K7.1 1.7% of Standard Pay for Band C.

### K8. On-Call Allowances

K8.1 Employees receive up to four separate taxable and non-pensionable payments for on-call activity:

1. A daily on-call allowance for being “on-call.”
2. A disturbance call out payment for being contacted. An employee receives one payment for all the calls they receive within a two-hour time period.
3. Called out time for any time they spend working on the problem.
4. Travel expenses for any attendance at work.

K8.2 The on-call claims form must be used for all claims, including travel expenses, relating to on-call payments.

K8.3 On call allowance rates are set out in the below table, with effect from 1 July 2023 and still applicable.

| <b>UKRI On-Call Allowance – Payments are non-pensionable</b>   | <b>Rates</b> |
|--|--------------|
| On weekdays – to cover the whole period between leaving work and the normal time of starting work the next morning | £22.33       |
| On Saturdays and Sundays, public, bank and privilege holidays  | £44.65       |

**On-Call Allowance**

K8.4 On-call allowance is payable to employees (not normally above band F) who are required to be on-call outside of work for a period of 12 hours or more, normally in the expectation that they will come to site at short notice if required. Employees committed to be on-call must be contactable by phone at all times to remain able to fulfil their on-call commitment and be able to reach the establishment quickly if required by their role.

**Call-Out Payment**

K8.5 Irrespective of whether an employee is in receipt of On-Call Allowance, a payment will be made to those who are called outside of their working hours to resolve a problem. No more

than one payment will be made per a two-hour period; however, many calls are made in that period. An employee could receive more than one payment if the calls were more than two hours apart.

Examples:

- An employee was contacted at 13.15, 13:20 and 13:45. They receive one disturbance call out payment.
- An employee is contacted at 09:00 and 13:00. They receive two disturbance call out payments.

K8.6 Payment is additional to the on-call allowance above and is not normally paid to employees above band F.

K8.7 The call out payment rates:

| <b>Call Out Payment</b>   | <b>Rates</b> |
|---|--------------|
| Normal rate   | £22.33       |
| Rate between 12.00 midnight and 5.30 a.m. or at any time on Christmas day, Boxing Day or New Year’s Day | £33.49       |

**Called Out Time**

K8.8 Subject to managerial control, an employee in receipt of on-call allowance who is called out will additionally be paid called out time, for the actual time worked as follows:

- Bands B – D: 2 x actual hourly rate
- Bands E and above: 1.5 x actual hourly rate

K8.9 There is no minimum payment for Called Out Time

K8.10 Time off in lieu of Called Out Time worked may be taken instead of payment, but only at plain time.

### K9. Council Specific Allowances

#### STFC

K9.1 The below table shows the allowances for those affiliated to STFC on UKRI Terms and Conditions, with effect from 1 July 2023 and still applicable:

| Allowance                    | Current Rate   |
|------------------------------|--|
| DL Emergency Response Team   | Team members 3.7% of band C SP<br>Incident Control Officer 1.5% of band C SP<br>Deputy Incident Control Officers 0.75% of band C SP  |
| RAL Alarm Investigation Team | 3.7% of Standard Pay for band C  |
| Emergency Controller – RAL*  | £2,680 per annum (Linked to on call allowance)   |
| Snow clearing*               | £61.84 Per attendance outside normal working hours – payable for each separate occasion – No additional call-out payment is payable.   |
| Captive Time*                | £42.29 For each period of up to 24 hours – available to employees on UK T&Cs who visit telescope sites overseas and who are not allowed to descend from high altitude telescopes to ground level and who stay overnight at a mid-level facility. |

\* These allowances are normally increased each year in line with the average increase in the annual pay settlement.

#### Innovate UK

K9.2 Recruitment and retention allowances (RRA) are available for specific Innovate UK bands as follows:

| Band                       | RRA    |
|----------------------------|--------|
| Executive                  | £7,500 |
| Band 1 (Deputy Directors)  | £6,750 |
| Band 2 (Heads of Function) | £6,000 |

### NERC

K9.3 Allowances for those affiliated to NERC on UKRI Terms and Conditions are set out below. These are applicable to those working in NERC roles on UKRI Terms and Conditions – either as a result of moving to or being recruited on UKRI Terms and Conditions.

#### **NERC Seagoing allowances for land-based employees working at sea:**

K9.4 NERC operates a system of seagoing allowances, the rates for which are as detailed below. Note also that separate arrangements are in place for employees at BAS.

#### **Shipboard working allowance:**

K9.5 Members of employees receive a single daily payment for each 24 hours spent at sea. Conditions of payment are as follows:

- For the duration of the sea going duty employees will work as and when required, according to the daily roster.
- Employees should also be available for call-out (outside of the rostered hours), if required.

K9.6 The usual pattern is an average 12 hours working day.

K9.7 Employees are eligible for payment of the allowance on commencement of shipboard working when they formally join a vessel and are entitled to claim for each 24-hour period thereafter. Payment for part days should be made on a 1/24 basis for each hour worked.

K9.8 NERC Shipboard working allowance is classed as a pensionable allowance. A percentage of 40% of the amount payable is treated as 'pensionable' (and would be included in pensionable pay).

K9.9 The 'Shipboard working allowance' claim form is available from your designated HR team. Claims will be authorised by the budget holder on board, and by designated HR team. Authorised claims are payable with the next payroll run and are subject to tax and NI.

K9.10 An 'on passage' rate is payable to employees who are on board ship but are not required to work. During such periods, all employees will receive a single daily payment. Directors of Research Centres have discretion to negotiate and pay a higher 'on passage' rate to reflect any variations, e.g. where there is a requirement for some tasks and shipboard working to be carried out, but the individual is not rostered as part of the full shipboard working duty team. 'On passage' rate is only applicable to those with an entitlement to Shipboard Allowance.

#### **TOIL for shipboard working:**

K9.11 Employees who are required to work at sea on a public or privilege holiday should receive time off in lieu (TOIL) for each day worked. This is claimed on completion of the shipboard working duty.

K9.12 Employees may claim half a day's TOIL for each complete weekend worked at sea. Employees at BGS may claim one full day's TOIL for each weekend worked at sea. TOIL may be claimed by all employees at sea regardless of whether they are in receipt of a shipboard working allowance.

#### **On passage rate:**



**NERC Seagoing allowance rates for land-based employees working at sea**

K9.13 The NERC Seagoing allowance rates for land-based employees working at sea are as follows:

| <b>NERC Seagoing allowance rates for land-based employees working at sea</b> | <b>Current Rate</b>         |
|--|-----------------------------|
| BAS Polar and Ship Allowance   | £97 for each 24hr period    |
| Shipboard Working Allowance BGS (NERC band 4-9, UKRI band F to A)            | £155 for each 24hr period   |
| Shipboard Working Allowance BGS (NERC band 1-3, UKRI band G and above)       | £24.80 for each 24hr period |
| 'On passage' rate  | £18.16 per day              |

**NERC Night Duty Allowance:**

K9.14 Night Duty Allowance is payable as a percentage of the hourly plain time rate for staff employees who are required to work between the hours of 8pm and 6am. This compensates the individuals for the disturbance of working core hours during unsocial/night-time hours and is therefore payable where operational needs require them to work within these hours.

K9.15 Night Duty Allowance will be paid only for periods of effective duty either at the place of work, or, if appropriate, on call-out. Periods spent on-call will not attract payment of these allowances.

K9.16 Where the conditions for payment are satisfied, the allowance may be paid in addition to any payments for overtime. With effect from the go live date for Oracle Fusion (SHARP) the allowance will be calculated using an hourly rate based on a 37-hour divisor.

K9.17 Night Duty Allowance may not be included as a reckonable allowance for the purpose of calculating overtime.

K9.18 With effect from the go live date for Oracle Fusion (SHARP) this allowance will be non-reckonable for pension purposes.

K9.19 The rates for the NERC Night Duty Allowance are detailed below:

|                                 |  |
|---------------------------------|--|
| Night Duty Allowance (11pm–6am) | 33.3% of salary payable between 11pm – 6am |
| Night Duty Allowance (8pm–11pm) | 25% of salary payable between 8pm – 11pm   |

K9.20 The rates for other NERC Allowances are detailed below:

| <b>Additional NERC Based Allowance</b>   | <b>Current Rate</b>         |
|--|-----------------------------|
| Diving Allowance                         | £56.77 per day              |
| Standby: Weekdays                        | £17.13 for each 24hr period |
| Standby: Weekends and Privilege Holidays | £49.11 for each 24hr period |
| Standby: Public & Bank Holidays          | £61.52 for each 24hr period |
| Protective clothing allowance            | Contact your designated     |
| Uniform allowance                        | HR team for                 |
| Footwear Allowance                       | details                     |
| Base allowance (BAS and BGS)             |                             |
| Overseas honoraria (discretionary)       |                             |

**K.10 Shift Working**

K10.1 STFC Shift arrangements are referenced in [Appendix N](#)

K10.2 JBOS Shift arrangements in Swindon Office are set out in [Appendix N](#)

**K.11 Overseas allowances**

K11.1 Long term overseas allowances are set out in individual local council policies.



## Appendix L – Current List of Role Based Specialist Allowances

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L1.1 This appendix lists the current role based special allowances, the principles of role based specialist allowances can be found in [Appendix K – Allowances](#).

L1.2 Finance and Purchasing (bands C - F)

Qualified Accountants: up to £2500 per annum.

Employees who are Chartered Institute of Purchasing & Supply (CIPS): up to £2500 per annum.

Employees with a Certificate of Competence in Purchasing: up to £1500 p.a.

Applicable to posts that require the incumbent to be a member of one of the six CCAB accounting bodies (ACMA, ACCA, ACA, etc.) or the Chartered Institute of Purchasing & Supply (MCIPS) or hold equivalent professional qualifications and who meet the criteria set out below:

- Managing a group or unit, that makes a critical or strategic contribution to the administration of the Council's finances.
- Providing financial or contractual advice and forecasts for Council, EB and their various sub-committees or to individual Directors.
- Managing or making significant contributions to major development projects or substantial programmes of process improvement.

Assuming personal responsibility for the support, training and education of their own employees and for those whose work they influence.

### L2. STFC

L2.1 For those affiliated to STFC on UKRI Terms and Conditions

L2.2 It is a requirement that recipients of role based Micro-Electronics Specialist Allowances for those affiliated to STFC on UKRI Terms and Conditions substantially meet the criteria set out below, that these are genuine requirements of their post, and that these activities and responsibilities make up the substantial majority of their work.

### Micro-Electronics Engineers

L2.3 Bands D, E and F at RAL, up to £1000 and at least one of the following must be met:

- Pioneering and implementing new advanced design methodologies for leading edge micro-electronics systems comprising analogue, digital, wireless, or embedded subsystems.
- Specialist support and training in the use of advanced design tools and design flows for leading edge micro-electronic systems.
- Use of advanced design tools and design flows for the design of complex ASICs or comparable, state of the art programmable systems.

## Appendix M – Overtime (and travelling time)

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### M1. Overtime Principles

M1.1 The term overtime is used to describe hours worked by employees in excess of their contracted hours at the request of management.

M1.2 Employees may be asked to work additional hours, although this is not expected to be a regular occurrence. To help employees

to maintain a reasonable work life balance, overtime will normally be scheduled during the week, but some overtime may be necessary at weekends.

M1.3 In many cases additional hours worked would be considered as part of flexible working arrangements, see local policies for further information on flexible working. For some

employees additional hours worked over and above the normal pattern of attendance may be regarded as overtime with prior approval having been obtained. Any overtime worked will be accounted for separately from flexitime and you may be asked to record the time of additional hours worked.

M1.4 Overtime should not be considered as normal working practice and must remain by exception. The UKRI HR team will continue to monitor the use of overtime.

### M2 Eligibility

M2.1 Bands A to E, students and apprentices\* (\*subject to restrictions placed on the hours worked by young people under the Working Time Regulations 1998 and Young Workers Directive) are eligible for paid overtime when authorised by line manager in advance.

M2.2 Band F is only eligible for paid overtime with director approval.

M2.3 Bands G and H are not eligible for paid overtime.

### M3 Overtime rate

M3.1 Overtime is paid at 1.5 x hourly rate (no cap)

M3.2 This rate is applicable to all eligible UKRI employees even if they are on legacy pay terms and conditions from the point of go live of Oracle Fusion

M3.3 This calculation will be applied to all UKRI overtime calculation regardless of when the overtime has been worked.

### M4 Travelling time

M4.1 Travelling time is defined as time spent on official travel outside and additional to contracted hours and normal home to work journeys, i.e. other than regular rostered commitments.

M4.2 Travelling time should be taken as Time off in Lieu (TOIL) or in line with local flexible working arrangements.

M4.3 By agreement with line management, overtime may be granted where owing to business need it is impractical to take TOIL.

## Appendix N – Shift Arrangements

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### N1. STFC Shift Arrangements

N1.1 Details on STFC shift pay are set out in STFC CEM 12C – Shift Working (to be added once policy is updated)

### N2. JBOS Shift arrangements and allowance (SA)

#### General Eligibility

N2.1 Subject to the conditions set out in the rest of paragraph 3, JBOS employees except those with no conditioned hours (known as “self-managed hours” employees), are eligible for SA if they can be defined as shift workers under the terms below and are engaged on shift work.

#### Definition of a JBOS shift worker

N2.2 You are considered to be a JBOS shift worker if:

1. your working hours are worked in the form of shifts; and
2. you work to a shift roster as defined in

paragraph 2.5 below; and

3. your roster attendance pattern during the course of the shift cycle covers all shifts in the roster.

### N2.3 Exceptions

1. if your duties require regular attendance for at least 4.5 hours per shift between the hours of 8pm and 6am, you are regarded as a shift worker.
2. if you are not a member of a shift roster but your required normal attendance pattern varies to the extent that, if it were part of a shift roster involving more than one employee and would qualify for payment of SA, you are regarded as a shift worker. Such an individual will be known as a “singleton shift worker”.

N2.4 Management has discretion whether or not a particular case meets the criteria set out in 1 and 2 above.

### Definition of a shift roster

N2.5 A shift roster is a roster of shifts which either:

- covers a period of 24 hours; or
- alternates or overlaps and covers a period of not less than 12 hours in any period of 24 hours with at least 4 hours between the starting times of the earliest and latest shifts.

N2.6 A system of working will not be classed as shift working where the predetermined system is in operation for less than three months.

### Rate of payment

N2.7 You will be paid a flat rate in full for each week in which 5 or more shifts are worked, including roster shifts worked on a Saturday or Sunday. SA is not paid for any days for which salary is not paid. SA will not be paid for any period in lieu of notice. (2020 rate: £48.25 per week and still applicable) or if you are absent from JBOS shift work.

### General conditions

N2.8 Payment of SA ceases during periods when you are absent from shift work unless you are absent for one of the reasons qualifying for continued payment listed below and it is intended that you will return to regular shift duties at the end of the absence. In all other cases, absence from shift work will be dealt with under the provisions of paragraphs below covering transfer to non-shift duties.

N2.9 Absences qualifying for continued payment of SA You will continue to receive SA in the following situations:

- During all periods of annual leave, rest days, bank, public and privilege holidays (or any appropriate days taken in lieu) and periods of approved absence on internal and external training occurring during shift working.

- During the following temporary absences from shift working, subject to the maximum given below:

- i. temporary transfer to non-shift work at management's discretion
- ii. including non-shift work during temporary suspension of a shift roster
- iii. temporary absences on official business
- iv. official authorised training or further education occurring during shift working
- v. paid sick leave (certificated or self-certificated)
- vi. paid special leave
- vii. paid local absence authorised for trade union activities
- viii. paid maternity leave

N2.10 The total of temporary absences listed under (i) to (viii) above which can attract continuity of payment will be 60 days in any period of 12 months.

N2.11 In respect of an absence caused by a permanent transfer to non-shift work where the absence from shift work does not exceed 30 days (i.e. where an employee has returned to shift work within 30 days of being permanently transferred to non-shift work). Payment may need to be made retrospectively in these circumstances. Weekends occurring within a period of absence will count towards the total for that period, but weekends occurring at the beginning or end of a period of absence will not count towards the total for that period.

### Rate of payment during absence from shift work

N2.12 The rate of allowance you can be paid in all cases of absence above is that applicable if you had not been absent. If you are temporarily transferred to non-shift work on deputising terms, the allowance is calculated on the substantive salary and not on the deputising pay in issue during the temporary period of non-shift work. SA is not paid for any days for which salary is not paid.

### If management decides to transfer you to non-shift duties

N2.13 Wherever possible, you will receive four weeks' notice of a transfer to non-shift duties. Where it is given, payment of SA ceases immediately the transfer occurs. Where 4 weeks' notice cannot be given, you will continue to receive payment of SA after

transfer to non-shift duties for a period of four weeks less the period of notice actually given. The payment will be calculated on your rate and salary immediately prior to the transfer.

N2.14 If you request a transfer to non-shift duties if the transfer is agreed, your payment of SA ceases immediately the transfer takes place.

## Appendix O – Payments and Calculations

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### 01. Payment arrangements

01.1 Salaries are paid monthly in arrears. The normal method of paying salaries is by credit transfer directly to the employee's bank account. This is administered through UK SBS (or in the case of UKRI employees employed within Innovate UK by the HR payroll team).

01.2 Payment is made on the penultimate working day of the month and a payslip is available for employees to download through Oracle Self Service responsibility, with the exception of Innovate UK employees for whom local arrangements to access pay slips exist.

01.3 Innovate UK employees will be paid on the last working day of the month.

### 02. Calculating salary for part-time employees

02.1 Salaries for employees who work part-time are calculated on a pro-rata basis, depending on the full-time rate for the job and the number of hours that are worked. Pro-rata relates to the principle of breaking down a salary to the level proportionate to the time worked.

02.2 The formula is used as follows:

$\frac{\text{No of hours worked}}{37} \times \text{Salary} = \text{Pro-rata salary}$   
(full time hours, normally)

### 03. Calculating a day's pay

03.1 The following formula is used for all calculations of a day's pay:

$\frac{\text{Salary}}{261 \text{ days}} = \text{daily rate (FTE)}$

### 04. Calculating an hour's pay

04.1 The following formula is used:

$\frac{\text{FTE Salary}}{52} = \text{Weekly Pay}$

$\frac{\text{Weekly Pay}}{37} = \text{Hourly pay}$

### 05. Overpayments

05.1 Any overpayment of salary made to an employee will ordinarily be recovered from the next salary payment; this will be done in consultation with the employee. Where this will cause undue hardship on an employee, negotiations may take place to come to a suitable arrangement that both the employee and UKRI agree to.

05.2 Employees have a responsibility to check the monthly payslip issued to them, either in Oracle or any other HR portal, or a hard copy where these are issued, and bring over or underpayments to the attention of the UKRI HR team and the payroll administrator (UK SBS or Innovate UK) as soon as they are identified.

05.3 For payslips issued electronically, the employee should regularly save them for their personal and future use.

### 06. Tax

06.1 Any queries regarding an individual's tax situation including tax codes should be raised by the individual directly with HM Revenue and Customs.

## Appendix P – Pensions Auto enrolment

- P1.1 P1.1 Auto enrolment into the workplace pension is applicable from day one of employment.
- P1.2 Further Information on UKRI Pensions can be found on the UKRI intranet: [The Source](#)

## Appendix Q – Apprentice Pay Scales

### Q1. UKRI Apprentices Pay Scales

Q1.1 UKRI Apprentice pay scales currently apply to apprentices in STFC roles and to some apprentice roles in NERC. Salary increases to the points on the UKRI apprentice scale are made effective from 1 July. Apprentice schemes in other locations including Swindon Office currently use UKRI main pay scale arrangements.

Q1.2 Starting pay points for new appointees to UKRI who are starting an apprenticeship on apprentice pay scales are determined by final qualification (e.g. Level 6 = Point 6) and working back by one point level per year of the apprenticeship. These pay arrangements would not normally apply to existing employees who commence an apprenticeship at a point in time after commencing employment with UKRI unless the apprentice rate is more beneficial than their current salary.

Q1.3 For apprentices with a start date between 1st August and 31st October a move up to the next point will take place annually on September 1st the year following the apprentice commencing employment and each year thereafter.

Q1.4 For apprentices with a start date between 1st November and 31st July movement up to the next point will take place annually on the 1st of the month after the month in which employment commenced.

| UKRI Apprentice Scales | Effective from 01/07/22 | Effective from 01/07/23 |
|------------------------|-------------------------|-------------------------|
| Point 1                | £15,000                 | £18,000                 |
| Point 2                | £18,300                 | £20,200                 |
| Point 3                | £19,600                 | £21,700                 |
| Point 4                | £20,400                 | £23,200                 |
| Point 5                | £21,478                 | £24,100                 |
| Point 6                | £23,229                 | £25,059                 |

**Government National Living Wage and National Minimum Wage these minimum age-related rates apply after the first year of an apprenticeship to those aged 19 or over.**

**From 1 April 2023**

| Age   | Rate per hour | Hourly rate x 37 x 52 |
|-------|---------------|-----------------------|
| 23+   | £10.42        | £20,048               |
| 21-22 | £10.18        | £19,586               |

Examples of current apprenticeship first and final year rates:

| Apprenticeship Level | Example Qualifications        | Final Year |
|----------------------|-------------------------------|------------|
| Level 3              | BTech                         | Point 3    |
| Level 4/5            | HND/HNC/<br>foundation degree | Point 4    |
| Level 6              | BSc/ BEng Hons                | Point 6    |

| Apprenticeship                  | Duration | Final Qualification   | First Year | Final Year |
|---------------------------------|----------|-----------------------|------------|------------|
| IT                              | 2 Years  | BTech                 | Point 2    | Point 3    |
| Engineering                     | 4 years  | HND/HNC               | Point 1    | Point 4    |
| Plumbing and Heating            | 4 years  | HND/HNC               | Point 1    | Point 4    |
| Project Management              | 2 years  | HND/Foundation Degree | Point 3    | Point 4    |
| Computing Degree Apprenticeship | 4 years  | BSc/BEng Hons         | Point 3    | Point 6    |

## Q2. STFC Arrangements on Completing an Apprenticeship

Q2.1 The performance and competency of the apprentice is reviewed towards the end of the apprenticeship to determine competence to move to a permanent role within STFC.

Q2.2 The Trade Union Side will be consulted on any changes to the review process and criteria.

Q2.3 Different STFC apprenticeship schemes have different end-of-programme processes to determine competence to move to a permanent role within STFC. Further information can be found on The STFC Apprenticeship Source pages: [STFC Apprenticeship Scheme \(sharepoint.com\)](#)

## Appendix R – Exceptions to the Standard UKRI Pay System

R1.1 The majority of roles are included within the standard pay arrangements set out in the UKRI pay system. However, in the case of certain roles alternative arrangements may apply. Details of these exceptions are set out below and further details on the pay arrangements for these roles can be found in local council policies.

R1.2 Pay consultation or negotiation will be arranged locally, where appropriate, for those roles that are listed below as exceptions to the UKRI pay system.

### R2. Students

R2.1 The pay arrangements for students are shown below:

| Type of Placement                                  | Pay                          |
|--|------------------------------|
| Undergraduate Sandwich or Year in Industry Student | Minimum of band B            |
| Post A level Year in Industry Student              | Minimum of band A            |
| Vacation Student                                   | Minimum of band A or band B* |

\* Normally band A minimum unless a case can be made for Band B Minimum e.g. previous relevant work experience of 6 months or more or a graduate level qualification which results in a higher level of work undertaken.

### R3. Apprentices

R3.1 An apprenticeship is a job with training. Being an apprentice means that you have a job that includes gaining recognised qualifications and essential skills whilst you are working and earning a wage. For UKRI purposes, there are two fundamental types of apprenticeships, those already in UKRI employment gaining further qualifications for career purposes and those that are explicitly employed on an apprenticeship to learn alongside their new employment.

R3.2 Pay guidance for apprentices new into STFC roles is set out in [Appendix Q - Guidance for Apprentices in STFC roles.](#)

R3.3 Those apprentices that are new employees into the other parts of UKRI will normally be placed on the main pay bands, typically but not limited to band A.

R3.4 Existing employees will maintain their current band and pay levels, unless otherwise stated in possible apprentice schemes or recruitment adverts.

### R4. STFC and Innovate UK Graduates on the Graduate Scheme

R4.1 The pay arrangements for Graduates on the Graduate Scheme and postgraduates on the STFC fast track training for Computational Scientists and Scientific Computing conversion scheme are shown below:

| Graduate and STFC Fast Track Scheme Starting Salary   | Band C Standard Pay (SP) of the pay scale relevant to the role |
|---|--|
| Increase on first anniversary of starting (in addition to any annual pay award)   | £2,000   |
| <b>STFC fast track scheme for Computational Scientists and Scientific Computing Conversion</b> subject to a panel review assessment usually within 12 months of starting. Re-banding to band D effective from the date of panel review. | Band D Minimum of the pay scale relevant to the role           |
| <b>Graduate Scheme</b> subject to assessment for re-banding to band D, effective from the date of second anniversary of starting.   |  |



### **R5. Specific Innovate UK roles**

R5.1 Innovate UK needs to recruit to certain posts directly from industry and business in the private sector. In order to attract and retain employees with such business facing skills access to the current Innovate UK pay framework is available for:

- Innovation Leads
- Senior Innovation Leads
- Deputy Directors and Heads of Function (Business Innovation Programme areas, Development and Innovation Finance)
- Programme/Portfolio Managers (Business Innovation Programme areas, Competitions, Development and Innovation Finance)
- Communication and engagement roles interfacing directly with business

### **R6. NERC Mariners, Pilots and Antarctic employees**

R6.1 Separate pay frameworks exist for:

- Marine employees at the British Antarctic Survey (BAS)
- Pilots at the British Antarctic Survey (BAS)
- Antarctic Employment Pool employees at British Antarctic Survey (BAS)

### **R7. MRC Institutes and Units**

R7.1 Separate pay frameworks exist for the MRC Institutes and Units.

### **R8. Directors and senior employees on personal contracts (band X and Y)**

R8.1 Pay of Directors and senior employees employed on personal contracts is separate from the main band A to H pay structure. The UKRI Nominations and Remuneration Committee is responsible for pay arrangements of Directors and senior employees.





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