

UK Research and Innovation Pay and Reward Policy and Guidance

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Appendix P – deleted; Job evaluation guidance can be found on the Info Hub

[Appendix Q](#) – Non pay benefits guidance

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References:

1. [UKRI Circumstances under which UKRI Terms and Conditions & Pay System will be applied Guide](#)
2. UKRI Family Policy
3. [UKRI Sickness Absence Management Policy](#)
4. [UKRI Transfers and Secondment Policy](#)
5. UKRI Working Patterns Guidance

Pay and Reward Policy Statement

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 guidance 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.

1. Principles

- 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

2. Delegation

- 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 of Business, Energy and Industrial Strategy (BEIS). Changes may occur each year to this guidance as outlined by these government controls over public sector pay and reward.

3. Scope

- 3.1. This guidance applies to all new UKRI employees including scientific, research support, technical, management and administrative posts, with the exception of certain groups who have separate pay arrangements as set out in:
 - Appendix B - Exceptions to the standard UKRI pay system
- 3.2. Employees transferred under statutory order into UKRI on 1 April 2018 will retain their legacy pay and reward terms and conditions. Please see [Legacy Terms and Conditions](#) on the UKRI website and other organisation specific legacy policies for further details. 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 the [Guidance on the Circumstances under which UKRI Terms and Conditions & Pay System will be applied](#).

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

- 3.3. In addition, this guidance 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).

4. UKRI Pay System

4.1. UKRI Main Pay Structure

- 4.1.1. The main UKRI pay structure comprises 8 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 C](#) – Pay Bands and Pay Scales

- 4.1.2. The UKRI pay structure is reviewed annually in consultation and negotiation with recognised Trade Union representatives. Updates are communicated through Employee Notices.

4.2. Starting Salaries and Salary Changes

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

- [Appendix D](#) – Starting salaries
- [Appendix E](#) – Annual pay review
- [Appendix F](#) – Promotion to a new band
- [Appendix G](#) – Temporary promotion
- [Appendix H](#) – Pay on down-banding
- [Appendix I](#) – Marked time pay
- [Appendix J](#) – Pay on secondment

4.3. Allowances and Overtime

- 4.3.1. 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 Generic Special Allowances
- [Appendix M](#) - Overtime (and travelling time)

- [Appendix N](#) - Shift Pay

4.4. Pay Administration

4.4.1. 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

4.5. Further remuneration related guidance is set out in the following appendices;

- [Appendix Q](#) – Non Pay Benefits Guidance
- [Appendix R](#) - Guidance for Apprentices in STFC roles

5. Exceptional Discretion

5.1. In the detailed policy/ guidance in the appendices, a number of paragraphs make reference 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.

6. Policy Review

6.1. This policy will be reviewed in response to business need and any legislative change with agreement from Trade Unions. Trade Unions may also request that the guidance is reviewed.

7. Amendment History

Version	Date	Comments/Changes
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 2018/2019	Pay Working Group Feedback
0.10	Jan 2018	Update Following WG Feedback
0.11	Feb 2018/2019	Amendments following points of clarification
0.12	Feb 2019	Amendments following internal pay meeting. PWG
0.13	Feb 2018/2019	Amendments following HJ feedback. PWG
0.14	Feb 2018/2019	Further amendments. PWG
0.15	Mar 2018/2019	Further amendments following JNCC
0.16	Apr 2018/2019	Further amendments following March 2018 JNCC
1.0	1 May	Publication - Agreed at April 2018 JNCC
1.1	Sep 2019	Temporary withdrawal of Appendices D and R
1.2	July 2019	Update to rates following 2018 Pay Award Addition of revised Appendix D – Starting Pay, permanent removal of Appendix R – Guidance for starting pay on appointment. Change of Appendix S to Appendix R Addition of updated STFC Specialist Allowances following 2017 pay award. Revision of pay on promotion treatment of Specialist Allowances in the calculations Addition of NERC allowances

1.3	July 2020	Update to rates following 2019 Pay Award Inclusion of pay arrangements for STFC postgraduate fast track scheme Replacement of Innovate UK Car Allowances with RRA arrangements Removal of Appendix P – replaced with JEGS Guidance on the UKRI Info Hub Addition of criteria for NERC based allowances
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Appendix A – Equality

1. Equality Principles

- 1.1. 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).
- 1.2. 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.
- 1.3. 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.
- 1.4. Pay equality monitoring data will be reviewed annually.
- 1.5. Job evaluation will be carried out in consultation with Trade Unions in line with [UKRI Job Evaluation Guidance](#).

Appendix B - Exceptions to the standard UKRI pay system

1. Exceptions

- 1.1. 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.
- 1.2. Pay consultation or negotiation will be arranged locally, where appropriate, for those roles that are listed below as exceptions to the UKRI pay system.

2. Students

- 2.1. 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.

3. Apprentices

- 3.1. 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.
- 3.2. Pay guidance for apprentices new into STFC roles is set out in
 - [Appendix R](#) - Guidance for Apprentices in STFC roles.
- 3.3. 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.
- 3.4. Existing employees will maintain their current band and pay levels, unless otherwise stated in possible apprentice schemes or recruitment adverts.

4. STFC and Innovate UK Graduates on the Graduate Scheme

- 4.1. 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)
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Increase on first anniversary of starting (in addition to any annual pay award)	£2000
STFC fast track scheme for Computational Scientists and Scientific Computing Conversion subject to a panel review assessment usually within 12 months of starting. Re-banding to Band D effective from the date of panel review. Graduate Scheme subject to assessment for re-banding to Band D, effective from the date of second anniversary of starting.	Band D Min

5. Specific Innovate UK roles

5.1. 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
- Directors, 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

6. NERC Mariners, Pilots and Antarctic staff

6.1. Separate pay frameworks exist for:

- Marine staff at the British Antarctic Survey (BAS)
- Pilots at the British Antarctic Survey (BAS)
- All Antarctic employees at British Antarctic Survey (BAS)

7. MRC Institutes and Units

7.1. Separate pay frameworks exist for all MRC Institutes and Units.

8. Directors and senior staff on personal contracts

8.1. Pay of Directors and senior staff employed on personal contracts is separate from the main grade pay structure. The UKRI Nominations and Remuneration Committee is responsible for pay arrangements of Directors and senior staff.

Appendix C - Pay Bands

1. Pay bands and JEGS scores

1.1. UKRI Pay Bands effective from 1 July 2019 can be found below:

UKRI	Min	Standard Pay	Max
Band A	£15,897	£16,912	£18,603
Band B	£19,734	£21,450	£24,667
Band C	£25,198	£27,390	£31,499
Band D	£31,305	£34,028	£39,132
Band E	£38,969	£43,300	£49,794
Band F	£49,708	£55,231	£63,516
Band G	£60,026	£66,695	£75,417
Band H	£73,583	£81,759	£94,022

1.2. The pay band minimum is the normal starting pay for those new to a band.

1.3. 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 below. JEGS Process Guidance and supporting documentation can be found on the [UKRI Hub](#)

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 or less

*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

Appendix D - Starting salaries

1. Principles

- 1.1 The expectation is that new starters will start on the minimum point of the relevant pay band for the post.
- 1.2 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.
- 1.3 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 L for further guidance.
- 1.4 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.
- 1.5 Managers must consider the full financial implications and motivational effects on other staff 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 of above minimum pay is made and this then is to be approved by a manager at Band G or equivalent, or above.
- 1.6 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 Appendices K and L) do not provide sufficient flexibility to appoint the desired candidate. In these rare circumstances there is flexibility to offer starting pay above Standard Pay (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.

Exceptional cases for starting pay above Standard Pay:

- 1.6.1 Appointing new recruits above Standard Pay (SP) could be justified in some very exceptional cases but great care is needed to avoid a) unjustifiable pay anomalies with existing staff and b) creating scope for equal pay claims.
- 1.6.2 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.

1.6.3 Given the potential corporate risk exposure to UKRI, approval by the Lead HRBP & Line Manager at Band H or equivalent, or above is required for starting pay above SP.

- 1.6.4 In summary, the requirements for appointing above SP are:
- a. 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.
 - b. 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.
 - c. Provision of salary data for comparable and/or closely related similar posts within UKRI.
 - d. Confirmation that the individual has sufficient previous experience at the Band to justify appointment above SP.
 - e. Evidence of scarcity of skills or exceedingly limited applicant base.
 - f. Consideration of all of the above and approval by the Lead HRBP & Line Manager at Band H or equivalent, or above.

1.7 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.

Pay level	Status quo	Consultation	Approval
Pay at band minima	Default position	Resourcing team processes.	No authorisation required
Pay above band minima and up to Standard Pay	Exceptional and only where there is evidence of scarce skills and difficulty to attract or appoint	Recruiting manager consults with HR Business Partner using Starting Pay on Appointment form to record justification.	Approval from Manager at Band G or above and HRBP
Pay above Standard Pay	As above	Recruiting manager consults with HR Lead Business Partner using Starting Pay on Appointment form to record justification.	Approval from Manager at Band H or above and Lead HRBP Copied into UKRI Reward Team for monitoring

Appendix E - Annual pay review

1. Principles

- 1.1. UKRI's annual pay review date is 1st July.
- 1.2. 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 parent department, BEIS.
- 1.3. All increases to basic salaries, pay scale increases and increases to allowances need to be approved by BEIS through the annual pay remit (excluding promotions).
- 1.4. Prior to submission of the annual pay remit to BEIS, informal discussions are held with the Trade Union side
- 1.5. Following approval from BEIS, 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.
- 1.6. Eligible employees in post on 1 July will receive the full value of any annual pay award.
- 1.7. 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.

2. Poor performance

- 2.1. 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 F - Promotion to a new band

1. Principles

- 1.1. 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 a 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.
- 1.2. 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.
- 1.3. In calculating pay on promotion, allowances are not normally taken into account. 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 in 1.2 above or current basic salary plus 5% plus the old SA, less any new SA in the new band.
- 1.4. Responsibility Allowances are not counted in this calculation for pay on promotion.
- 1.5. 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 6 weeks at the most. If, exceptionally this is not practicable, the increased salary on promotion will be payable 6 weeks from the date of notification of promotion.

Appendix G – Pay on Temporary Promotion

1. Principles

- 1.1. 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 performance assessment is required in respect of service at both band levels.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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 6 weeks at the most. If, exceptionally this is not practicable, the increased salary on promotion will be payable 6 weeks from the date of notification of promotion.

Appendix H - Pay on down-banding

1. Principles

- 1.1. Down-banding is defined as the transfer from one Band to a lower Band by mutual agreement between management and an individual.
- 1.2. 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
- 1.3. 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 G – Pay on Temporary Promotion
- 1.4. 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.
- 1.5. 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

1. Principles

- 1.1. 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 or; as a result of reduced capability or; redeployment where a specific allowance no longer applies e.g. London Allowances where relocating outside of London. Marked time can relate to both basic pay and allowances.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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

- 1.1. 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 Secondments and Loans Policy for further information.

Appendix K – Allowances

1. Responsibility Allowances

- 1.1. 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.
- 1.2. 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.

2. Specialist Allowances Eligibility

- 2.1. 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.
- 2.2. Generic 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

- 2.3.
- 2.4. Appendix L – Current List of Generic Specialist Allowances for further information.
- 2.5. 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.
- 2.6. An individual SA may only be approved if the following requirements have been met:
 - 2.6.1. Consideration has been given to the use of an existing generic SA or development of a new generic SA
 - 2.6.2. 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)
 - 2.6.3. clear quantification of the external market rate for the post and evidence that it is significantly higher than Standard Pay for the appropriate Band
 - 2.6.4. a convincing case that the post is critical to UKRI's operations and that there are no other feasible solutions
 - 2.6.5. provision of salary data for comparable and/or closely related similar posts within UKRI
 - 2.6.6. approval by the HR Lead or within the HR Lead's delegated authority.
- 2.7. 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.
- 2.8. The Trade Unions will be consulted on the terms of generic SAs, whereas the introduction of an individual SA is a management responsibility. See:

- Appendix L – Current List of Generic Specialist Allowances

2.9. Cases for the introduction of a new or amendment of a generic 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 BEIS or, depending on urgency/timescales, in a separate pay flexibility submission to BEIS. Trade Unions will be consulted through relevant channels throughout this process.

3. Specialist Allowances Management

- 3.1. 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.
- 3.2. Where management propose to reduce or withdraw a generic SA, the Trade Unions will be consulted and the affected employees will be given 6 months written notice of the change.
- 3.3. SAs are not portable and will be discontinued when an individual changes job, unless the criteria which led to the original award still apply.
- 3.4. 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.
- 3.5. An appropriate level of payment will be set for each new SA, within an upper limit of £10,000 p.a.
- 3.6. 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.

4. Location Allowances

- 4.1. Location allowances are paid for posts that are contractually based at agreed locations as indicated below:

Allowance	Per Annum Rate from 1 July 2019
Inner London Allowance (payable for sites based within 5 miles from Charing Cross)	£3,654 (Pensionable)
Intermediate London Allowance (payable for sites based outside of the inner but within 18 miles from Charing Cross)	£1,828 (Pensionable)
Central London Supplement (payable within 5 miles of Charing Cross)	£1,375 (Non Pensionable)

5. First Aiders Allowance and Mental First Aiders Allowance

5.1. Qualified first-aiders or mental first aiders who are acting as first aid representatives in UKRI are entitled to an annual allowance of £300 per annum. This is paid monthly as a non-pensionable supplement. Where both qualifications are held, just one allowance is payable.

6. Incident Control Officer

6.1. Swindon office; £180 per annum allowance agreed each year among the Councils on the Swindon campus.

6.2. Astronomy Technology Centre; £180 per annum allowance agreed each year by STFC.

7. Registered Climbers

7.1. 1.7% of Standard Pay for Band C.

8. Council Specific Allowances

8.1. STFC

8.1.1. The below table shows the allowances for those affiliated to STFC on UKRI Terms and Conditions, with effect from 1 July 2019

Allowance	Current Rate	
DL Emergency Response Team	Team members Incident Control Officer Deputy Incident Control Officers	3.7% of Band C SP 1.5% of Band C SP 0.75% of Band C SP
RAL Alarm Investigation Team	3.7% of Standard Pay for Band C	
Emergency Controller – RAL*	£2,482.52 p.a. (Linked to on call allowance)	
Snow clearing*	£56.17 Per attendance outside normal working hours - payable for each separate occasion - No additional call-out payment is payable.	
Captive Time*	£38.41 For each period of up to 24 hours - available to staff 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 increased each year in line with the average increase in the annual pay settlement.*

8.2. Innovate UK

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

8.3. NERC

Allowances for those affiliated to NERC on UKRI Terms and Conditions are set out below.

8.3.1. NERC Seagoing allowances for land-based staff working at sea:

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

8.3.1.1. Shipboard working allowance:

Members of staff 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 staff will work as and when required, according to the daily roster. Staff should also be available for call-out (outside of the rostered hours), if required.
- The usual pattern is an average 12 hours working day
- Staff 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.
- 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).

8.3.1.2. The 'Shipboard working allowance' claim form is available from local HR/Admin sections. Claims will be authorised by the budget holder on board, and by local HR/Admin section. Authorised claims are payable with the next payroll run and are subject to tax and NI.

8.3.1.3. On passage rate:

An 'on passage' rate is payable to staff who are on board ship, but are not required to work. During such periods all staff 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.

8.3.1.4. TOIL for shipboard working:

- 8.3.1.4.1. Staff 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.
- 8.3.1.4.2. Staff may claim half a day's TOIL for each complete weekend worked at sea. Staff at BGS may claim one full day's TOIL for each weekend worked at sea. TOIL may be claimed by all staff at sea regardless of whether they are in receipt of a Shipboard Working Allowance

8.3.1.5. NERC Seagoing allowance rates for land-based staff working at sea

NERC Seagoing allowance rates for land-based staff working at sea	Current Rate
BAS Polar and Ship Allowance	£87.66 for each 24hr period
Shipboard Working Allowance BGS (NERC Band 4-9, UKRI Band F to A)	£140.81 for each 24hr period
Shipboard Working Allowance BGS (NERC Band 1-3, UKRI Band G and above)	£22.53 for each 24hr period
'On passage' rate	£16 per day

8.3.2. NERC Night Duty Allowance:

- 8.3.2.1. Night Duty Allowance is payable as a percentage of the hourly plain time rate for staff 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.
- 8.3.2.2. 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.
- 8.3.2.3. Where the conditions for payment are satisfied, the allowance may be paid in addition to any payments for overtime. Night Duty Allowance may not be included as a reckonable allowance for the purpose of calculating overtime.
- 8.3.2.4. Night Duty Allowance is reckonable for pension purposes.

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

8.3.3. Additional NERC based Allowances

Additional NERC Based Allowance	Current Rate
Diving Allowance	£51.56 per day
Standby: Weekdays	£15.56 for each 24hr period
Standby: Weekends and Privilege Holidays	£44.60 for each 24hr period
Standby: Public & Bank Holidays	£55.88 for each 24hr period
• Protective clothing allowance	Contact local HR for details

<ul style="list-style-type: none"> • Uniform allowance • Footwear Allowance • Base allowance (BAS and BGS) • Overseas honoraria (discretionary) 	
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8.4. On Call Allowances: Employees receive up to four separate taxable and non-pensionable payments for on-call activity:

- A daily **On-Call Allowance** for being “on-call”
- A disturbance **Call Out Payment** for being contacted (one payment per 2 hour period however many calls there are in the 2 hours)
- **Called Out Time** for any time they spend working on the problem
- **Travel Expenses** for any attendance at work

8.4.1. The on call claims form must be used for all claims, **including** travel expenses, relating to On-Call payments

8.4.2. On call allowance rates are set out in the below table, with effect from 1 July 2019.

UKRI On-Call Allowance (excluding NERC & MRC affiliated employees) Non-pensionable	Rates
On weekdays - to cover the whole period between leaving work and the normal time of starting work the next morning	£20.69
On Saturdays and Sundays, public, bank and privilege holidays	£41.37

UKRI On-Call Allowance (NERC & MRC affiliated employees only) Pensionable	Rates
Weekdays	£9.66
Weekends/Privilege Days	£27.46
Public/Bank Holidays	£34.58

8.4.3. **On-Call Allowance:** 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.

8.4.4. **Call-Out Payment:** 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.

8.4.5. Payment is additional to the on-call allowance above and is not normally paid to staff above Band F.

8.4.6. The call out payment rates:

Call Out Payment	Rates
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Normal Rate	£20.69
Rate between 12.00 midnight and 5.30 a.m. or at any time on Christmas Day, Boxing Day or New Year's Day	£31.03

8.4.7. Called Out Time: 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
- There is no minimum payment for Called Out Time

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

8.5. Shift Working

8.5.1. STFC Shift arrangements are referenced in Appendix N

8.5.2. JBOS Shift arrangements are set out in Appendix N:

8.6. Overseas allowances

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

Appendix L – Current List of Generic Specialist Allowances

1. This appendix lists the current generic based special allowances, the principles of generic specialist allowances can be found in Appendix K – Allowances.
 - 1.1. **BBSRC**
For those affiliated to BBSRC on UKRI Terms and Conditions
 - 1.1.1. **Audit and Assurance roles**, linked to qualification.(further details to be added)
 - 1.2. **Research England**
For those affiliated to RE on UKRI Terms and Conditions
 - 1.2.1. **Statistical Data Analysts**; This is a temporary non- consolidated allowance available to SAS data Analysts (band D, E and F) £1000 in first year, additional £2000 in second year and an additional £2000 in third year, paid in equal monthly instalments during payment period. In determining which year is relevant, the later of the date of appointment or 1 June 2017 is used. This allowance will be reviewed for all employees receiving this in May 2019. This allowance is not subject to the annual pay award and is non-consolidated.
 - 1.3. **MRC**: Bioinformatics allowance: £6500;
 - 1.3.1. The Bioinformatics Allowance is payable to employees in the Science Support and Technical Services Job Functions only who satisfy the following criteria below:
 - Bioinformaticians will work within a biological context.
 - Bioinformaticians are employees required to carry out research programmes involving the acquisition, analysis and visualisation of complex biological data.
 - Bioinformaticians will be required to apply a high level expertise in computing and/or mathematics, in addition to a detailed understanding of the biological context of the programme or vice versa. Their contribution will be to develop and implement novel and existing systems critical to delivering such research and to disseminate their findings to the community.
 - 1.3.2. Additional criteria, must have/be:
 - An IT qualification to at least degree level (or equivalent) involving programming and database management/development.
 - Operating as part of a research team or scientific programme (as opposed to general unit IT support or data management).
 - Role requires a fundamental understanding of research goals and close interaction with research scientists to develop specialist IT tools to achieve those goals.
 - 1.4. **STFC**
For those affiliated to STFC on UKRI Terms and Conditions

1.4.1. It is a requirement that recipients of the currently-agreed categories of generic 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 posts, and that these activities and responsibilities make up the substantial majority of their work.

1.4.2. **Micro-Electronics Engineers.** Bands D, E and F at RAL, up to £6000 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.
- The use of advanced design tools and design flows for the design of complex ASICs or comparable, state of the art programmable systems.

1.4.3. **Mechanical and Electrical Design/Project Engineers.** Bands D to F, Band E and F up to £5000, Band D up to £4000. Applicable to posts that require the incumbent to:

- Produce creative, sound and innovative ideas that progress technology through the promotion of advanced design, development, the introduction of new practices and techniques and the implementation of change; and
- Manage substantial projects including aspects such as estimating, budget setting, cost control, planning and major contract control.
- Assume personal responsibility in research, design, construction, manufacture, safety, environmental issues and in the training of engineers.

1.4.3.1. The requirements of the post are such that the contribution expected equates with qualification as a Chartered Engineer or equivalent experience.

1.4.4. **Accelerator Designers.** Bands C, D,E and F, Band F up to £5000, Band E up to £5000, Band D up to £4000, Band C up to £2000. Posts requiring:

- Use of advanced simulation tools for beam dynamics studies, magnet design, RF design and particle beam design.
- Design of specialist equipment requiring a detailed knowledge of accelerator principles and operation for example, diagnostics and ion sources.

1.4.5. **Support Engineers.** Bands C, D and E, at RAL and DL, up to £2000. Applicable to posts that require the incumbent to:

- Carry a high level of responsibility for the construction and/or operation of hazardous, critical or expensive plant and equipment.
- Have specialist knowledge of techniques, processes or equipment.
- Carry out research and development under limited supervision.
- Have some design capability.

1.4.6. **Qualified Technician.** RAL and DL, up to £2000

- Qualified by apprenticeship and working in a technician role at Band B or Band C.

1.4.7. **Building Services Engineers.** Bands D and E, Building Projects Group at RAL, up to £5000. Applicable to posts that require the incumbent to have:

- Chartered status or equivalent experience.

1.4.8. **Software Engineers.** Bands C, D, E and F at all sites. Band F up to £5,000 Band E up to £4,000, Band D up to £3,000, Band C up to £2,000. All amounts stated depend upon experience. Amounts can increase in increments of £1,000. Applicable to posts that require the incumbent at a level appropriate to the band to:

- Spend the majority of their time doing the following (or directing the work of staff who do while retaining a strong technical involvement themselves) in developing widely used quality software;
- Design, create and develop advanced software; and
- Assume personal responsibility and active involvement in the software development process for example and, as required by the role, requirements capture, analysis, design, implementation, testing, deployment, maintenance; and
- Assume active involvement in the training of, and/or knowledge exchange with, other software engineers, and
- Demonstrate appropriate knowledge, experience and use of good software engineering practices (code versioning, software repositories, bug tracking, testing), the introduction and adoption of new software engineering practices and techniques and the implementation of continuous improvement in the software lifecycle;

1.4.8.1. The requirements of the post are such that the contribution expected aligns with qualification as a Chartered Engineer or CIP status, or at Bands C and D progressing towards CIP professional status or equivalent experience and would in general NOT apply, for example, to a scientist who may be developing software for their own consumption/research.

1.4.9. **Scientific Computing Services.** Bands C, D, E and F at all sites. Band F up to £5,000, Band E up to £4,000, Band D up to £3,000, Band C up to £2,000. All amounts stated depend on experience. Amounts can increase in increments of £1,000. Post with the following job titles may fulfil the Scientific Computing Service Specialist Allowances criteria set out below:

- Scientific System Administrators
- Scientific Database Administrators
- Scientific Computing Hardware Technicians
- Computational Scientists
- Computational Data Scientists
- Scientific Service Managers
- Scientific Computing Technical Project Managers

- Scientific Programme Managers
- Scientific Data Security

1.4.9.1. Applicable to posts that require the incumbent at a level appropriate to the band to:

- Spend the majority of their time in a role whose primary purpose is doing the following (or directing the work of staff who do while retaining a strong technical involvement themselves):
 - providing scientific computing systems technical support such as system or database administration to scientific computing systems
 - or managing and being responsible for running scientific computing services for 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 STFC and/or external user communities.
 - or providing key scientific domain expertise to the development of scientific software and related services used both within STFC or externally by UK or international research communities.
- Assume personal responsibility and actively lead the involvement in all aspects of the development or delivery process; and
- Assume active involvement in the training of, and/or knowledge exchange with, others in their field, both within and outside of STFC; and
- Demonstrate appropriate knowledge, experience and use of best practice, the introduction and adoption of new practices and techniques and the implementation of continuous improvement;

1.4.9.2. The requirements of the post are such that the contribution expected aligns with being accredited by a professional organisation, or at Bands C and D working towards accreditation, or equivalent experience and would in general NOT apply, for example, to a scientist who may be developing or supporting computing systems or related services only for their own consumption/research.

1.4.10. RADIATION PROTECTION ADVISERS (Bands E - F)

Band E: up to £3,000 p.a.

Band F: up to £4,000 p.a.

1.4.10.1. Applicable to posts that require the incumbent to have qualified status or equivalent experience.

1.4.11. FINANCE & PURCHASING (Bands C - F)

- **Qualified Accountants:** up to £2500 p.a.
- **Staff who are Chartered Institute of Purchasing & Supply (CIPS):** up to £2500 p.a.
- **Staff with a Certificate of Competence in Purchasing:** up to £1500 p.a.

1.4.11.1. 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 staff and for those whose work they influence.

Appendix M - Overtime (and travelling time)

1. Overtime Principles

- 1.1. The term overtime is used to describe hours worked by employees in excess of their contracted hours at the request of management.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.

2. Eligibility

- 2.1. 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.
- 2.2. Band F is only eligible for paid overtime with director approval.
- 2.3. Bands G and H are not eligible for paid overtime.

3. Overtime rate

- 3.1. Overtime is paid at 1.5 x hourly rate (no cap)

4. Travelling Time

- 4.1. 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.
- 4.2. Travelling time should be taken as Time off in Lieu (TOIL) or in line with local flexible working arrangements (e.g. UKRI Working Patterns Guidance –for those based in Swindon, Bristol and London).
- 4.3. By agreement with line management, overtime may be granted where owing to business need it is impractical to take TOIL.

Appendix N – Shift Arrangements

1. STFC Shift Arrangements

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

2. JBOS Shift arrangements and allowance

JBOS Shift arrangements and allowance (SA)

2.1. General

The conditions normally applying to SA are as set out below. However, there is limited discretion for local management to make variations where this will help achieve more effective operation. Employees seeking specific variations should consult local management.

Changes in the pattern of working involving the starting, changing and stopping of shift working will be made at management's discretion, following consultation with the LJCC.

Employees under the age of 18 cannot be required to work between the hours of 8pm and 6am but may do so voluntarily.

2.2. Eligibility

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.

2.3. Definition of a JBOS shift worker

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

2.4. 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"

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

2.5. Definition of a shift roster

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

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

2.6. Rate of payment

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. (2019 rate: **£48.25** p.w.)

2.7. If you are absent from **JBOS** shift work

2.7.1. General conditions

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.

2.7.2. Absences qualifying for continued payment of SA

You will continue to receive SA in the following situations:

1. 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
2. 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, including non-shift work during temporary suspension of a shift roster
 - ii. temporary absences on official business
 - iii. official authorised training or further education occurring during shift working
 - iv. paid sick leave (certificated or self-certificated)
 - v. paid special leave
 - vi. paid local absence authorised for trade union activities
 - vii. paid maternity leave

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

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.

2.7.3. Rate of payment during absence from shift work

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.

2.7.4. If management decides to transfer you to non-shift duties

Wherever possible, you will receive 4 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 4 weeks less the period of notice actually given. The payment will be calculated on your rate and salary immediately prior to the transfer.

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 P - Payments and calculations

1. Payment arrangements

- 1.1. 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 staff employed within Innovate UK by the HR Team and an outsourced payroll provider).
- 1.2. 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 staff for whom local arrangements to access pay slips exist.
- 1.3. Innovate UK staff will be paid on the last working day of the month.

2. Calculating salary for part-time employees

- 2.1. 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.
- 2.2. The formula is used as follows:

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

3. Calculating a day's pay

- 3.1. The following formula is used for all calculations of a day's pay:

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

4. Calculating an hour's pay

- 4.1. The following formula is used:

$$\frac{\text{FTE Salary}}{52} = \text{Weekly Pay} \qquad \frac{\text{Weekly Pay}}{37} = \text{Hourly pay}$$

5. Overpayments

- 5.1. 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.
- 5.2. 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.
- 5.3. For payslips issued electronically, the employee should regularly save them for their personal and future use.

6. Tax

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

The following Appendices give guidance on a number of UKRI pay related items:

Appendix P – Job Evaluation Guidance – removed.

Job Evaluation Guidance on UKRI Info Hub can be found [here](#) (Working at UKRI/Pay and Reward/ Job Evaluation)

[UKRI JEGS Guidance \(PDF, 372KB\)](#)

[JAF \(Job Assessment Form\) \(Word, 74KB\)](#)

[UKRI Grading Guidance \(PDF, 196KB\)](#)

[UKRI JEGS Good Practice Guide \(PDF, 143KB\)](#)

Appendix Q – Non Pay Benefits Guidance

Principles

- 1.1. UKRI will provide non-pay benefits to employees. Some of these benefits may only be relevant for individuals in certain circumstances, whereas others will be relevant all year round.
- 1.2. These benefits are non-contractual and can be withdrawn at any point subject to Trade Union consultation.

2. Benefits:

- 2.1. A short description of the benefits available can be found below. More detail on the individual benefit and further guidance on how to access each benefit can be found on the [UKRI Info Hub](#).
- 2.2. **Employee Assistance Programme:** An employee assistance programme (EAP), with support available in a number of different ways, is a work-based intervention program designed to identify and assist employees in resolving personal problems (e.g., marital, financial or emotional problems; family issues; substance/alcohol abuse) that may be adversely affecting the employee's performance.
- 2.3. **Employee Discounts site:** Edenred gives employees access to over 2000 discounts and offers, including a range of discounted retail gift vouchers, gift cards and e-gift cards redeemable with hundreds of high street names both online and in-store. Discounts for leisure activities including holidays, theatre and cinema are also available. This scheme can be accessed through the Edenred mylifestyle portal from the month after joining UKRI.
- 2.4. **Health Screening:** Health screening is a way of enabling employees to take control of their health by empowering them with clear knowledge about their current health status. With this knowledge, information can be given to help them to help make informed lifestyle decisions, interventions or to seek further medical assistance.
- 2.5. **Season Ticket Loans:** The season ticket loan scheme allows employees to have an interest-free loan for the cost of a public transport annual season ticket, where the initial outlay can be significant. Repayments are made in instalments via monthly deductions from monthly salaries, typically over a period of 12 months.
- 2.6. **Rent Deposit Loans:** Employees are offered an interest free loan to pay for their deposit when moving into a privately rented home. Repayments are made in instalments via monthly deductions from monthly salaries, typically over a period of 12 months.
- 2.7. **My Family Care:** A benefit where the employer covers the cost of up to 6 sessions of Backup Care for an employee, for when they would otherwise be unable to fulfil their work commitments. These sessions can be used across Emergency Childcare, School Holiday Cover, or Backup Adult and Eldercare

- 2.8. **Cycle to Work Scheme:** UKRI loans cycles and cyclists' safety equipment to employees as a tax-free benefit for a set length of time. The employee can then choose to purchase the cycle at a significant reduced rate from purchase price.
- 2.9. **Eye care:** Reimbursement for the eyesight test. With possible reimbursement or partial contribution to the purchase of spectacles under certain circumstances.
- 2.10. **Flu Vaccinations:** An annual vaccination to protect employees from predicted strains of flu of the forthcoming winter. The vaccination stimulates the body's immune system to make antibodies to attack the flu virus.
- 2.11. **Childcare Voucher Scheme;** Childcare vouchers give families Tax and National Insurance savings of up to £933 per year per parent. The childcare voucher scheme closed to new applicants on 1st November 2018. The childcare voucher scheme will remain available to employees transferring into UKRI with a continuous start date prior to 1st November 2018 and, who have been receipt of childcare vouchers on October 2018 or who have taken a break from receiving childcare vouchers for less than one year. This scheme can be accessed through the Edenred mylifestyle portal.
- 2.12. **Tax-Free Childcare;** Tax-Free Childcare gives eligible families up to £2,000 free per child towards childcare costs. This is a government scheme that replaces childcare vouchers and can be accessed by employees via the HMRC website. Employees can choose to use either child care vouchers or tax-free child care but are not permitted by the Government to use both schemes at the same time.

Appendix R – Guidance for Apprentices in STFC roles

1. STFC role Apprentices Pay Scales

- 1.1. Any apprentice salary increases to the points on the apprentice scale are made effective from 1 September.
- 1.2. Starting pay points for new appointees to UKRI who are starting an STFC apprenticeship are determined by final qualification 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.

Apprentice Scales	Effective from 01/09/2018	1.7% increase Effective from 01/09/2019
Point 1	£11,255	£11,446
Point 2	£13,754	£13,988
Point 3	£15,769	£16,037
Point 4	£17,499	£17,796
Point 5	£19,403	£19,733
Point 6	£21,091	£21,450

Regulated Qualifications Framework Level	Example Qualifications	Final Year
Level 3	BTech	Point 3
Level 4/5	HND/HNC/foundation degree	Point 4
Level 6	BSc/ BEng Hons	Point 6

2. A move to the next point will take place on September 1st the year following the apprentice commencing employment and each year thereafter. The exception to this will be where the apprentice commenced employment on or after November 1st and before August 1st and is not on a scheme where the training starts at the beginning of the academic year. In this case, movement to the next point will take place on the 1st of the month after the month in which employment commenced.

National Minimum Wage - these minimum age related rates apply after the first year of an apprenticeship to those aged 19 or over.		
Age	Rate per hour from 01/04/2020	hourly rate x 37 x 52
25 +	£ 8.72	£ 16,777
21 - 24	£ 8.20	£ 15,777
18 - 20	£ 6.45	£ 12,410

2.1. Examples of current apprenticeship first and final year rates:

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 (RAL)	4 years	HND/HNC	Point 1	Point 4
Computing	2 years	HND/Foundation Degree	Point 3	Point 4
Computing	3 years	HND/Foundation Degree	Point 2	Point 4
Project Management (DL)	2 years	HND/Foundation Degree	Point 3	Point 4
Degree	5 years	BSc/ B Eng Hons	Point 2	Point 6
Degree	4 years	BSc/ B Eng Hons	Point 3	Point 6

3. STFC Arrangements on completing an apprenticeship (under review to reflect the variety of apprenticeship schemes now in place)

3.1. Performance and competency is reviewed at the end of the apprenticeship. The Trade Union Side will be consulted on any changes to the review process and criteria compared to the previous review. The outcomes of the review can be as follows:

- 3.1.1. The review determines that the UKRI scheme review criteria have been met: the apprentice will be offered a post at Band C at the minimum pay point.
- 3.1.2. The review determines that the UKRI scheme review criteria have not been met, but that the individual has the potential to meet the criteria within the next year: the apprentice will be offered a post at Band B at Standard Pay. In this case, an opportunity to be reviewed again will be given at the next apprenticeship review. The outcome of such a review will be that the apprentice either remains at their current pay band or, if they now meet the criteria, move to band C at minimum pay point.
- 3.1.3. The review determines that the UKRI scheme review criteria have not been met, and that the apprentice does not have the potential to meet them within the next year: in such a case, UKRI reserves the right not to make an offer of employment.