



STARTING SALARY POLICY

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1. About this policy

1.1. The purpose of this policy is to outline the approach to starting salaries undertaken by St George's, University of London.

1.2. This policy applies to all roles within St George's, University of London, with the exception of the Principal. The principles set out in this policy relate to both internally and externally funded posts. The level of funding in a grant will not be viewed as justification for placing a candidate at a higher incremental point on the designated grade.

2. Standard salary on appointment

2.1. To ensure equity and consistency in approach to starting salaries, new employees should normally be appointed to the minimum of the pay grade for the job they are recruited to, ie on the first incremental point of the designated grade.

2.2. For existing employees who successfully apply for a new job in St George's, University of London at the same pay grade as they are currently on, they will transfer to the new job on their existing salary.

2.3. In support of St George's, University of London's commitment to the principle of equal pay for work of equal value, all salary offers should be made within the standard incremental points of the grade at which the role has been evaluated.

2.4. Starting salaries will usually be discussed with the individual by HR, after consultation with the relevant recruiting manager.

2.5. St George's, University of London is committed to paying the London Living Wage as a minimum.

3. Non-standard salary on appointment

3.1. St George's, University of London recognises that there may be some instances where the minimum salary on appointment is not appropriate and a decision to offer a salary beyond the first point of the designated grade would be appropriate.

3.2. Any decision to offer a non-standard starting salary should be made in consultation with HR and would take into account such factors as:

- market pressures and pay relativities for the role;
- the knowledge and skills of the individual;
- the relevant experience of the individual;
- the salaries of other St George's, University of London staff who hold the same or similar jobs.

3.3. Before any decision is made to offer a higher starting salary, consideration should be given to any potential anomalies/inequalities that could arise as a result. For example, inconsistencies with the pay of current staff carrying out a similar roles, or the risk of appointing two or more people to the same (or very similar) roles but at different points on the grade's salary scale.

3.4. Recruiting managers have discretion to offer up to an additional two spine points on appointment, ie up to the third spine point of the relevant grade.

3.5. Approval must be sought from Resourcing Review Committee (RRC) for starting salaries above the third incremental point of the relevant grade. This approval may be sought prior to the role being advertised or at the time of appointment. For roles within the Professorial and Senior Administration grade, Remuneration Committee approval may be required.

3.6. Application of this policy will be reviewed annually by RRC.

4. Promotion

4.1. The principle of appointment to the minimum salary of a salary scale will also apply to promotion. However, where an individual is already paid above the minimum of the higher grade, for example is currently paid within the discretionary range of their existing grade, they will remain on their existing salary.