

NDM regrading review and career development committee

The NDM has established a committee to review regrading requests from employees at G6 and above (academic-related). The committee will also have a role in proactively reviewing opportunities for the career progression of staff, as applicable to the regrading process.

The committee has no role in determining academic status.

Aim

The purpose and aim of the committee is to ensure consistency of grades across the department, in terms of expectations, duties and responsibilities. The intention is to provide maximum support to staff to enable the most appropriate and favourable outcome. It will also enable a consistent approach to job titles.

This approach aligns with our obligations under the divisional protocol process.

Process

1. On receipt of a regrading request, the Business Manager (BM)/Head of Function (HoF) must have a discussion with their DFO, in advance of submission to HR. It should be clear before any submission is made that there is either confirmed available funds to support the increased salary from the existing funding source(s) or a decision is reached about suitable alternatives.
2. Regrading applications should be sent from the BM/HoF to HR Operations. The line manager(s) and the BM/HoF must add their comments to the relevant section of the regrading form.
3. HR will collate requests for consideration by the NDM review committee.
4. The review committee will meet fortnightly to discuss requests and make a decision as to whether the request is supported or declined.
5. If approved, the HR Operations Manager (HROM) will notify HR Operations to proceed with submission for review by the University's reward team*. The relevant BM/HoF will be notified of the outcome of the first stage of review.
6. Where further information is required or the request has been rejected, feedback will be provided to the BM/HoF by either the HoHR/DFO or the HROM. If the committee is unable to reach a decision on the basis of the information initially provided, managers will be asked to provide further written clarification or to attend a future committee meeting.
7. The committee may refer a case to the Strategic Operations Committee (SOC) for additional input, if necessary.

**Where divisional protocol approval is required, this will be sought after the decision of the NDM committee is reached and before the regrading request is submitted to the Reward team.*

There is no appeal of the NDM committee's decision but an employee may invoke their right to have their post reviewed by Reward. If this is the case, the regrading documentation will be submitted by HR to Reward. This will also include feedback from the NDM committee (already provided to the employee).

The reward team have no control over decisions in respect of job titles and therefore the decision of the NDM committee on that matter is final.

Committee membership

Director of Finance and Operations (DFO) – Bron Marguerie de Rotrou

Director of Finance and Operations (DFO) – Ed Gibbs

Head of Finance (HOF) – Sam Branch

Head of HR (HoHR) – Elena Mc Philbin

HR Operations Manager (HROM) – Nina Gartside

Resourcing Specialist (RS)- Heledd Gwilym

Other senior staff from across staff categories may be asked to comment as appropriate, on a case-by-case basis.

Timeline

The NDM committee will meet once per fortnight. The meeting dates will be circulated to BMs/HoF. Requests must be received one week before the scheduled meeting to be considered in that month. Requests received after this point will be considered at the next available meeting.

Requests submitted online via PXD (by NDM HR) are usually reviewed by the central University reward team within 2-3 weeks.

Processing of outcomes

Approved regrades will be actioned in the next available payroll, with an effective date of the first of the month when submitted to **reward**. All regrades are subject to the “over and up one point” rule, except where the first point of the new scale already provides the equivalent of one incremental point increase. Consideration will be given to providing two incremental points where the change coincides with natural incremental progression on the previous grade, i.e. the employee would have benefited from incremental credit if the change in post/regrade occurred three months before the annual incremental date (01 October for academic-related staff).

Backdating of the difference in value between the new and old grade/point will only be applied for the period between when the fully completed and correct paperwork is received by HR and the outcome of the regrade is actioned on the payroll system. It will not be possible to backdate, for example, due to perceived or actual delays on the part of the employee, manager or Business Manager/HoF in completing and submitting the correct documentation to HR.

July 2022 (updated November 2022)

