



Pay Upon Promotion Arrangements for Internal Staff

Introduction

In line with the Employment Equality Acts 1998 – 2015 and the Protection of the Employees (Fixed-Term Work) Act 2003, the University is committed to equality of treatment for all those who engage with its recruitment and selection processes.

This document sets out how the salary of staff in respect to pay upon promotion is normally applied.

Permanent Promotions


Where a staff member is promoted into a higher grade on a permanent basis, their pay upon promotion will be calculated by reference to the staff member's existing point of scale increased to the nearest point upwards on the higher scale plus one increment. ([Appendix 1](#))

Subject to the successful completion of probation, the staff member will be eligible to receive an incremental increase i.e. move to the next point on their scale in line with the University's incremental credit policy. The staff member will be eligible to receive an incremental increase every year thereafter (up to the maximum point of their scale) subject to satisfactory performance and Line Manager approval.

Temporary Promotions

Salaries for staff who are promoted on a temporary basis will also be calculated by reference to the staff member's existing point of scale increased to the nearest point upwards on the higher scale plus one increment ([Appendix 1](#)).

The staff member will continue to be treated for pay and incremental progression purposes on the higher grade during the period of the temporary promotion.



This ensures those promoted on a temporary basis receive a payment *equal to the increase in pay they would have received had they been promoted to the grade on a permanent basis*.

The following specific pay arrangements will also apply to temporary promotions:

- During the temporary promotion period, the staff member will continue to receive increments on their substantive grade for each year of experience gained at the higher level. This will ensure that they are not disadvantaged for incremental credit purposes if they revert to the substantive role at the end of the contract.
- Superannuation contributions will be deducted on the full higher salary during the period of the temporary promotion

At the end of the temporary promotion period, , the staff member will revert to their substantive grade* unless they have been permanently appointed at the higher level in line with the normal University recruitment and selection procedures.

Further details regarding the procedures attached to temporary promotions is attached in [Appendix 2](#).

Further Information

Any queries regarding this policy should be directed to your HR Representative.

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* A return to the staff member's original role cannot be guaranteed given the organisational and structural changes that may happen from time to time at a University and departmental level.

Appendix 1

Example 1 - Permanent Promotion

Permanent internal staff member currently on point 4 of the Professional 2 salary scale (€34,538) is promoted to a role at the Professional 3 salary scale on a **permanent basis on 1st September 2023**.

Pay upon promotion:

Referencing the **staff member's existing point** (point 4 = €34,538) on the current salary scale (Professional 2):



Increased to the **nearest point upwards** (not below) on the new salary scale (Professional 3) = Point 1 of the Professional 3 Salary Scale = €37,780:



Plus one increment = **Point 2 of the Professional 3 Salary Scale = €38,803**

Example 2 - Temporary Promotion

Permanent internal staff member currently on point 4 of the Professional 2 salary scale (€34,538) is promoted to a role at the Professional 3 salary scale on a **temporary/fixed term basis** for 18 months on 1st September 2023.

Pay upon promotion:

Referencing the staff member's **existing point** (point 4 = €34,538) on the current salary scale (Professional 2):



Increased to the **nearest point upwards** (not below) on the new salary scale = Point 1 of the Professional 3 Salary Scale = €37,780:



Plus one increment = Point 2 of the Professional 3 Salary Scale = €38,803 effective 1st September 2023 at the time of appointment.



1st September 2024* the staff member will receive an **increment** at the higher grade, in this case to Point 3 of the Professional 3 Salary Scale = €39,831



At the **end of the temporary appointment** (1st March 2025) the staff member will revert to their **substantive post** at Point 5 of the Professional 2 salary scale = €35,405. This reflects the incremental credit on a staff member's substantive grade for each year of experience gained at the higher level. The incremental date will revert to the date attached to the original Professional 2 role.

Notes:

* Subject to satisfactory performance in line with the provisions of the [DCU Salary Increments Procedure](#)

** Please note that exact salaries are for illustrative purposes and may increase/decrease depending on collective agreements . Please refer to the [DCU Payroll - Pay scales](#) for accurate and up to date information.

Appendix 2

Associated Operating Procedures for Temporary Promotions

Regularisation / Permanent Promotion to the Higher Grade

In the event the staff member who is temporarily promoted is eventually regularised / permanently promoted to the higher grade before the end of the fixed term arrangement, their salary and incremental date will remain unchanged. This will ensure they are no worse or better off than they would have been had they been promoted to the grade on a permanent basis in the first instance.

Reverting back to original lower grade

In the event that a staff member who is temporarily promoted reverts to their original (lower) grade at the end of the temporary promotion, they will be placed on the point of scale they would be on, had they not been promoted in the first instance e.g. they will continue to receive incremental credit on their substantive grade.

Superannuation

Staff who are members of Public Service Single Pension Scheme will be able to reckon the contributions they made on the higher salary in the calculation of referable amounts. This is irrespective of whether they are regularised permanently or revert back to the original lower grade.

For staff who are members of the pre-existing scheme, their benefits will be calculated by reference to their actual pensionable pay as at their date of retirement.