

# Pay Upon Promotion – Internal Staff

## Promotion of Permanent and Fixed Term Staff

Where a permanent or fixed term staff member is promoted to a higher grade which is permanent in nature, remuneration upon promotion will be calculated by reference to the staff member's existing point on the current salary increased to the nearest point upwards (not below) on the new salary scale plus one increment.

## Promotion of Permanent and Fixed Term Staff to a Fixed Term Role (eg. Acting Up)

Where a permanent staff member is promoted to a higher grade, which is fixed term in nature, remuneration will normally be calculated on the basis of the more favourable of the following:

- the difference between the existing point on the current salary scale and the 1st point of the higher salary scale OR
- a double increment calculated by reference to the staff member's existing point of the current salary scale and the previous/next point of the current salary scale x 2, depending on their point of scale.

Where a fixed term staff member is promoted to a higher level post which is fixed term in nature, remuneration will be calculated on the basis outlined above.

However, in the event that the existing fixed term contract expires before the end of the role into which the fixed term staff member is being promoted, remuneration will be calculated by reference to the existing point on scale increased to the nearest point upwards plus one increment on the higher scale.

*Note: The above policy normally applies in respect of promotions where a staff member has already received incremental credit in respect of their qualifications and experience upon their initial appointment to the University.*