

CANTERBURY CHRIST CHURCH UNIVERSITY

PROTECTION OF SALARY AND CONDITIONS OF SERVICE FOR STAFF AFFECTED BY ORGANISATIONAL CHANGE

1. This policy applies to any member of staff employed by the University.
2. Where a member of staff to whom this section of the policy applies, as a consequence of structural or managerial change in the organisation, is required by management to move to a new post which attracts a lower basic salary or suffers a loss of earnings as a result of reduction in hours worked, the policy provides for:-
 - (a) Maintenance of basic salary level on a mark-time basis for a fixed period,
 - and
 - (b) Maintenance of certain other conditions of employment for the same period.

3. Salary Protection

- 3.1 A member of staff to whom this policy applies is entitled to have his/her salary in the former post maintained on a mark-time basis (i.e. a freezing of the salary point as at the date of the change), in accordance with the following table:-

Period of Continuous Employment	Protection Period
0 - 12 months	2 months
1 - 2 years	6 months
2 - 3 years	1 year
3 - 5 years	2 years
5+ years	3 years

A protected salary shall be at the individual's fixed pay point and no further incremental progression including contribution pay will be made during the period of the protection. The pay point will however be subject to the normal annual salary review process.

- 3.2 The salary for the new post will be offset against the individual's protected salary; if, for any pay period, the salary for the new post exceeds the individual's protected salary, the salary applicable to the new post will be paid for that particular pay period.
- 3.3 Any additional earnings (e.g. for overtime etc) derived from work in the new position will be remunerated at the rate appropriate to the new position.

- 3.4 The Vice Chancellor and Principal has discretion to extend the period of salary protection in circumstances where an individual is near retirement and where his/her pension would be adversely affected.

4 Conditions of Employment

In addition to protection of salary, staff affected by organisational change are also entitled to protection of certain conditions of employment; the period of notice and annual leave entitlement applicable to the former post will also be retained, for the full period of his/her salary protection. In all other respects the member of staff will acquire the conditions of the new position.

5. Conditions of Protection

- 5.1 Protection of salary and conditions on a marked-time basis under the terms of this policy are conditional upon the employee accepting any subsequent offer of or invitation to apply for a suitable alternative post which attracts a salary in excess of the salary applying to the new position.
- 5.2 **On expiry of the maintenance, the employee will be required to adopt the salary and conditions of the new post in full.**
- 5.3 Each subsequent change of post due to a structural or managerial change required by the organisation shall attract protection in its own right.

Agreed 1999

Updated May 2009