

Starting Salary on Appointment to TU Dublin

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1. Introduction

- 1.1 This policy sets out the arrangements that apply in relation to starting salary on appointment to the Technological University Dublin (hereafter referred to as “TU Dublin” and/or “the University”).
- 1.2 The arrangements will apply on appointment to TU Dublin from 1 January 2019.
- 1.3 In all cases, starting salary on appointment is determined by the University.

2. Scope

- 2.1 This policy applies to all staff with the exception of Hourly-Paid Part-time staff.

3. Starting Salary

- 3.1 Subject to what is set out below, the normal expectation is that appointees will be admitted to the relevant salary scale at the minimum point of the salary scale.
- 3.2 Excluding academic and technical staff, in order to consider a starting salary higher than point (01) of a salary scale, an applicant must have been in receipt of current salary¹, in the last 12 months prior to appointment, at a salary higher than point (01) of the scale.
- 3.3 When considering starting salary on appointment to TU Dublin, two categories apply:
 - i) **Section A: *Where the appointee is self-employed or employed in an organisation other than a Technological University or Institute of Technology;***
 - ii) **Section B: *Where the appointee is currently employed in another Technological University or an Institute of Technology.***
- 3.4 Where an academic qualification and/or relevant experience is essential for appointment, only relevant experience post the date of the award and/or in addition the minimum experience required, will be considered towards incremental credit.
- 3.5 Appointees seeking a starting salary above the minimum point of the scale will be required to submit certified statements from previous employers confirming current salary, job title(s), dates of employment, and whether the employment was whole-time or part-time. If part-time, the number of hours delivered per week together with the hours of the whole-time equivalent will be required.

¹ Current salary being the certified/verified annual gross remuneration (including pension contributions) immediately prior to appointment, taking account of BIK and other perquisites as declared to the Revenue Commissioners.

Section A

- 3.6 In determining starting salary, incremental credit, up to a maximum of five increments (i.e. the sixth point of the scale), may be awarded where the appointee has relevant experience over and above the minimum required for appointment. No more than one increment may be awarded for each year of such experience.
- 3.7 In exceptional circumstances, where an appointee to a post has more than five years relevant experience over and above the minimum required for appointment and where the application of the above would result in less than *current salary* (as defined at footnote 1) being achieved, they may enter the scale at a point higher than the sixth point, at the discretion of the University. Similarly, no more than one increment may be awarded for each year of such experience.
- 3.8 In the case of appointments to academic posts the following will also apply:
- (i) Lecturing experience in an equivalent post (i.e. a post at the same grade or higher in a recognised third-level institution), credit shall be given for the full number of years' satisfactory service over and above the minimum required for appointment in a recognised third-level institution as a lecturer.
- (ii) In the case of other teaching experience, credit may be given depending on its relevance to the post in question.
- 3.9 In the case of Research appointments, where the post has been advertised across two adjacent grades e.g. Post-doctoral Researcher and Senior Post-doctoral Researcher, the criteria for appointment at each salary scale will be as set out in the Candidate Brief and no negotiation will be entered into until after the interview / selection stages. The recruiting Principle Investigator (PI) will determine the appropriate scale to which the candidate will be appointed on the basis of experience (i.e. where a suitable appointee meets the criteria for the higher salary scale, the appointment may be made at the higher level). Where the PI determines that the higher scale should be applied, approval is required.

Section B

- 3.10 Where appointed to a post in TU Dublin at the same grade, they will remain on the same point of the scale and shall retain their incremental date.
- 3.11 Where appointed to a post that is lower than their current grade, then the starting salary shall be the salary point which is equal to or immediately above the point currently held on the present grade or the maximum of the new scale – whichever is the lesser – and they shall retain their existing incremental date.
- 3.12 Where the minimum of the new salary scale is equal to existing pay, starting salary shall be the minimum plus one increment and they shall retain their existing incremental date, if any.
- 3.13 Where appointed to TU Dublin at a higher grade than their current position, starting salary in the higher grade shall be fixed in accordance with the following:-
- (i) If the appointee's salary plus reckonable allowances prior to taking up duty in the higher grade is lower than the minimum of the new scale, they are to be placed on that minimum, and is eligible for their first increment on the new scale after one year's satisfactory service.
- (ii) If the appointee's salary plus reckonable allowances prior to taking up duty in the higher grade is higher than the minimum of the new scale, they are to be placed at the salary point on the new scale which is equal to or immediately above their existing salary plus reckonable

allowances, s/he is to retain the incremental date which they had in the lower grade and, subject to satisfactory service, is to be awarded an increment on the new scale on their next incremental date.

(iii) If, prior to the date of taking up duty in the higher grade, the candidate has served for three years or more on the maximum of their existing scale, they are to be placed at the point on the new salary scale which is equal to or immediately above their existing salary and allowances, they are to be given an immediate increment with effect from the date of taking up duty in the higher grade, they is to retain the incremental date which they had in the lower grade and, subject to satisfactory service, to be awarded a further increment on their next incremental date.

- 3.14 Where, after a person has been newly appointed and their salary has been determined in accordance with 3.1 and 3.2 to 3.13 above, the salary or salary scale applicable to either the appointee's former office or new office, or both, is revised with effect from a date which is earlier than the date of the new appointment, the commencing salary shall, subject to 3.15 below, be re-determined in accordance with these rules and by reference to the revised salaries or salary scales.
- 3.15 Where, in a case to which 3.14 above applies, the salaries or salary scales of both the appointee's former office and their new office are revised with effect from different dates not more than 6 months apart, but only one of the revisions is made effective from a date which is earlier than the date of the new appointment or promotion, the commencing salary shall, subject to 3.16 below be re-determined as if both revisions had been effective on the date of new appointment or promotion.
- 3.16 Nothing in 3.13, 3.14 or 3.15 above shall be applied so as to enable the candidate to have a starting salary in excess of the maximum salary for the post to which they are newly appointed.

4. QUERIES

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