

Starting Salary on Appointment to TU Dublin

HR Policy Document Record	
Reference Number	HRP010
Policy Owner	Human Resources
Approval Body	
Creation Date	January 2019
Revision Date(s)	March 2019; November 2019
Notes	<p>22 March 2019: Clarification at 3.2 and 3.5. Inclusion of footnote 1</p> <p>20 November:– new 1.3, 1.4; section 3: new heading; clarification/rewording 3.1 – 3.4; renumbering section A; clarification/rewording 3.5 and 3.6; renumbering section B; throughout the policy - ‘appointee’ replaced with candidate; ‘appointed’ replaced with recommended for appointment; clarification/rewording of footnote 1</p>

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 Subject to what is set out below, the normal expectation is that appointees will commence employment at the minimum point of the salary scale.
- 1.4 Applications for a starting salary **on appointment** above the minimum point of the salary scale should be made by the candidate to Human Resources in advance of commencing employment.
- 1.5 In all cases, starting salary **on appointment** is determined by the University.

2. Scope

- 2.1 This policy applies to Professional, Management and Support staff and Research staff. Arrangements for starting salary on appointment for academic staff are set out in [CL IT1/05](#) and for technical staff are contained in [CL 0013/2006](#).

3. Arrangements

- 3.1 In order for the University to consider a starting salary higher than the minimum point of the salary scale, the candidate must have been employed on a current salary¹ higher than the minimum point of the scale. Where the candidate has been in receipt of salary for less than 12 months prior to appointment by reason only of statutory protective leave, and/or has worked less than full-time in that period for the same reason, their current salary will be calculated on a pro-rata basis.

Example A: if the candidate has been in receipt of salary for 5 of 12 months by reason only of statutory protective leave, current salary will be based on their earnings for the 12 months immediately prior to commencing statutory protective leave.

Example B: if the candidate has been in receipt of salary for 2 days work per week as they are on protective leave for the balance of their normal 5 day full-time working week, their current salary will be calculated as $\text{current salary} \div 5 \times 2$.

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

For candidates who are on statutory protective leave in the 12 months immediately prior to appointment and/or have worked less than full-time in that period for the same reason, current salary will be the certified/verified annual gross remuneration (including pension contributions) immediately prior to appointment calculated on a pro-rata basis.

- 3.2 When considering starting salary on appointment to TU Dublin, two categories apply:
- i) **Section A: *Where the candidate is self-employed or employed in an organisation other than a Technological University or Institute of Technology;***
 - ii) **Section B: *Where the candidate is currently employed in another Technological University or an Institute of Technology.***
- 3.3 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 for the post as set out in the Candidate Brief, will be considered when determining the applicant's starting salary on appointment.
- 3.4 Candidates seeking a starting salary above the minimum point of the salary scale will be required to submit certified statements from previous employers confirming current salary (refer to 3.1 and footnote 1), job title(s), dates of employment, and whether the employment was full-time-time or part-time. If part-time, the number of hours delivered per week together with the hours of the full-time equivalent will be required.

Section A

- 3.5 In determining starting salary, the University may award up to a maximum of five points on the salary scale (i.e. the sixth point), where the candidate has relevant experience over and above the minimum required for appointment. No more than one point on the salary scale may be awarded for each year of such experience. The determination will be made based on the evidence provided by the candidate at the time (refer to 3.4).
- 3.6 Where the candidate has more than five years relevant experience over and above the minimum required for appointment **and** where this would result in less than *current salary* (refer to 3.1 and footnote 1), the University may award up to the maximum point of the salary scale. No more than one point on the salary scale may be awarded for each year of such experience. The determination will be made based on the evidence provided by the candidate at the time (refer to 3.4).
- 3.7 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 candidate 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

- 3.8 Where recommended for appointment to a post at the same grade, the candidate will remain on the same point of the scale and shall retain their incremental date.
- 3.9 Where recommended for appointment to a post that is lower than the current grade, 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 the candidate shall retain their existing incremental date.
- 3.10 Where the minimum of the new salary scale is equal to existing pay, starting salary shall be the minimum plus one point and the candidate shall retain their existing incremental date, if any.

- 3.11 Where recommended for appointment at a higher grade than the candidate's current position, starting salary on appointment to TU Dublin in the higher grade shall be fixed in accordance with the following:-
- (i) If the candidate'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 candidate'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 they will 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.

4. QUERIES

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