



Polasáí agus Nósanna Imeachta/Policies and Procedures

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| Code | QA321 |
| Title | Remuneration & Payroll Policy |
| Policy Owner | Human Resources and Finance Offices. |
| Date | 1 st March 2022 |
| Approved By | Údarás na hOllscoile |

1.0 Purpose

To ensure application of best practice in management and administration of University Remuneration & Payroll while balancing considerations of budget, health, safety and welfare.

2.0 Description

The University seeks to ensure that its policy and procedures are objective and transparent.

In its remuneration and payroll policy, the University must comply with relevant legislation and regulations e.g. The University College Galway Act 1929, The Universities Act 1997, Employment Control Framework/Devolved Sanction Agreements, The Employment Equality Acts 1998-2018, The Equal Status Acts 2000- 2018, The Disability Act 2005, The Irish Human Rights and Equality Commission Act 2014 and Safety, Health and Welfare Regulations in so far as they apply to it.

Remuneration and payroll decisions will be based on procuring a value-for-money service, achieved through optimum recruitment, selection, and appointment procedures and practices, as outlined in the University's HR Policies & Procedures.

2.1 Authority & Scope

The University's Governing Authority (Údarás na hOllscoile) has overall responsibility for remuneration and payroll policies and in general, these functions are implemented by the Human Resources and Finance Offices. Limited authority and associated responsibility is delegated to authorised budget holders. This policy applies to all employees.

2.2 Procedures

2.2.1 Vacancies/New Posts

Applications to fill vacancies and/or new posts should be initiated by utilizing the Recruitment Initialization Form (RIF) or ARF/Post Advert & Post Proposal Forms (PPF's) for research staff. Fully completed forms should be sent to recruit@universityofgalway.ie. The recruitment team will then proceed to fill the post in line with the recruitment and selection process.

2.2.2 Rates of Remuneration

Salary scales are approved by the Minister along with any deviations with the exception of researcher scales which are as per IUA guideline salary scales.

The default position for all new appointments is the 1st point of the relevant salary scale. This will only be reviewed, and consideration given to appointment at a higher point of the scale where proof can be provided by the individual

to show they received higher salary earnings within the last 12 months. Periods of protected leave will be excluded however for the purposes of this determination. Overall, this position will be kept under review to ensure that the impact is non-discriminatory, fair and inclusive. A link to the policy will be attached to all job advertisements. The final decision on the point of scale will reside with the HR Department. Any requests outside of this will be examined on a case by case basis by HR. Personal rates may also be used in exceptional circumstances.

In terms of increment placings for academic staff recruited in open competition to posts in the University, refer to Appendix B which provides the relevant guidelines.

2.2.3 Academic Promotion and Retention

- (i) Academic promotion shall be to the lowest point on the scale to which an academic is promoted that is above the academic's salary prior to promotion.
- (ii) The salary at which retention shall be offered shall normally be at the first point on the scale above the salary offered by the other institution.

2.2.4 Administrative Promotion

Administrative promotion shall be to the lowest point on the scale to which an employee is promoted that is above the employee's salary prior to promotion.

2.2.5 Researcher Promotion

Researcher promotion shall be to the lowest point on the scale to which an employee is promoted that is above the employee's salary prior to promotion.

2.2.6 Departure from Standard/Approved levels of Remuneration

Any such departures can only be made where the University is satisfied that it is necessary to meet the objectives of its operations and is in accordance with section 25, subsection 5 of the Universities Act 1997.

2.2.7 Incremental Progression

Incremental progression will be in line with government policy.

All staff have a 12 month probationary period, during which time no increments are awarded. Thereafter:

Increments for academic and research staff is on their anniversary of appointment.

Increments for Professional Support and Technical staff is the earlier of January or July after completion of their probationary period.

Employees must be a minimum of 10 months on a point before an increment can be applied.

Agency staff – when joining University of Galway their increment date will be amended to January/July in line with other support staff.

It should be noted that moving from one post to another at the same grade is deemed a lateral move and no incremental progression will be applicable. The employee will retain their original incremental progression date.

2.2.8 Pay Awards/adjustments

Application of national pay (and similar) awards/adjustments must be authorised in the first instance by the relevant Government Department or Funding Agency and subsequently by the Bursar (or their nominee).

2.2.9 Additional Payments

In accordance with the One Person One Salary (OPOS) principle as recommended by the Review Body on Higher Remuneration in the Public Sector in 1972 and accepted by the Government, staff should not receive additional remuneration or compensation for carrying out work on behalf of the University. All University duties should be allocated within the workload allocation model for academic staff. The only exception to this relates to Lecturers above/ below the bar correcting exams.

Requirements to Effect an Occasional/Temporary Staff Payroll payment

Full particulars are provided at the University's Payroll Office website at: <http://www.universityofgalway.ie/payroll/payrollinformation/paidontimesheet/>

2.2.10 Overtime.

As a general rule:

Overtime should not arise on an ongoing, regular and rostered basis, since the occurrence of same is indicative of a need for additional resources at regular rates.

Overtime only arises where someone works over the full-time contracted hours for their grade.

In circumstances where it is unavoidable, overtime (which must be in budget) must be agreed in writing in advance by the relevant budget holder and may be subject to review by the Bursar and DHR.

Typically overtime is paid at either time and a half or double time.

Part time staff working extra hours that do not exceed the contracted hours associated with the full time post will be paid a flat rate.

2.2.11 Allowances

Allowances and their pension status may only be paid in accordance with Appendix A herewith.

2.2.12 Premium Pay

Premium pay is only paid for unsocial hours worked on a Sunday.

2.2.13 Examination Payments

Examination payments are only made to non-statutory lecturers (i.e. Lecturers above and below the bar)

2.2.14 Clinical Lecturer Payments

This is a legacy payment made to consultants who were appointed in GUH pre 2010 in recognition for teaching medical students. New entrants since 2010 are not entitled to this payment.

2.2.15 Royalty Payments

Refer to QA507IP – University of Galway Intellectual Property Policy.

2.2.16 Salary Overpayments/ Underpayments

It is the responsibility of the employee to review their payslips to ensure they are correctly remunerated.

In the event of an overpayment, the staff member must immediately report the issue to HR. All monies owed must be repaid as soon as possible. In line with Revenue guidelines, the recoupment must also be recovered on a gross pay basis (i.e., before any deductions such as income tax, Universal Social Charge (USC) and Pay Related Social Insurance (PRSI)). If any part of the overpayment remains outstanding for any reason, the University shall be entitled to apply the principles of Circular 07/2018: "[Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners](#)".

In the event of an underpayment, it is the responsibility of the University to correct in a timely manner.

2.2.17 Cessation of Employment (Resignation & Retirement)

Staff members who decide to cease their employment with the University before compulsory retirement age, must give a minimum of one month's notice (unless advised otherwise) by formally notifying specific personnel as follows:

Professional Support Staff – Line Manager and Human Resources

Academic Staff – Line Manager, Deputy President & Registrar

Research Staff – PI and Human Resources

The departing employee is responsible for reimbursing the University for any outstanding monies owed and repaying any salary overpayments if applicable.

Any outstanding annual leave will be paid to the employee on cessation of employment in line with the annual leave policy. Where the number of annual leave days exceeds 15, the line manager must provide a detailed reason as to why the balance is so high and why the employee could not take the annual leave prior to leaving the University
Retiring staff members must comply with University policy at: <http://www.universityofgalway.ie/human-resources/employmentcontractlifecyclemangement/retirement/>

2.2.18 Administration of Payroll

The processing of wages and salaries for staff and pensioners is conducted by the Payroll Office within the Financial Accounting Office. Payroll is administrated in line with the requirements of PAYE Modernisation and the relevant legislation.

All employees must be financially reimbursed. No other method of payments is permitted.

3.0 Responsibilities

| Name | Responsibility |
|-----------------------------------|--|
| Human Resources & Finance Offices | <ul style="list-style-type: none"> • Policy Owner |
| Employees ¹ | <ul style="list-style-type: none"> • Check your payslip after each payment to ensure that you have received the correct salary and allowances and that appropriate statutory and voluntary deductions have been made from your pay. • Notify payroll immediately upon noticing any discrepancies. • Repay any overpayments as quickly as possible. |
| Budget Holders | <ul style="list-style-type: none"> • Check your monthly management accounts to ensure that all employees are charged correctly to the appropriate cost centers. • Check your monthly management accounts to ensure that payroll costs are in line with budget. • Query any discrepancies as soon as you notice them. • Ensure that overtime costs are kept to a minimum and that all unavoidable overtime is approved by you in writing in advance and kept to an absolute minimum. • Ensure that post is approved, and sufficient budget exists prior to the Letter of Offer being issued. |
| HR | <ul style="list-style-type: none"> • Ensure that letter of Offer is issued only where there is an approved budget. • Establish the correct starting salary on recruitment or promotion. • Setup new employees on the Core HR and Payroll system • Assign employees to salary scales and points on scale in line with employment contracts. • Process leaves related salary adjustments. • Calculate entitlement rate for Temporary Rehabilitation Remuneration leave (TRR). • Agree overpayment repayment plan with employees. |
| Pensions | <ul style="list-style-type: none"> • Assign new employees to the appropriate pension scheme. |
| Research Accounts Office | <ul style="list-style-type: none"> • Set up Scholarship awardees on Core HR/Payroll System • Set up rate of pay and frequency of payment for Scholarships. • Check to ensure sufficient funding in the designated |

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|------------------------------|---|
| | account |
| Payroll | <ul style="list-style-type: none"> • Maintain salary scales and allowances on the Core HR & Payroll system. • Pay employees in accordance with agreed deadlines. • Implement statutory and voluntary deductions prior to payment of wages and salaries. • Implement leave-related salary adjustments. • Implement overpayment repayment plans. • Administer payroll in line with the requirements of PAYE Modernization and the relevant legislation. • Submit statutory and voluntary deduction returns to the relevant third parties each month. • Provision of information on Payroll website. • Provide the Director Financial Accounts with appropriate reports and completed checklists as required. |
| Director Financial Accounts | <ul style="list-style-type: none"> • Review control checklists for each pay run prior to payment. • Review net pay reasonableness for each pay run prior to payment. • Implement internal controls, as required to ensure that the University payroll section is operating in line with best practice and appropriately managing risks. • Provide assurance that pay costs within the University's financial statements are accurate and complete. |
| Director Management Accounts | <ul style="list-style-type: none"> • Provide timely management information to enable budget holders to monitor the completeness and accuracy of payroll costs charged against their budgetary areas. • Performance University wide checks of actual pay costs compared to budget and investigate any variances identified. |
| Bursar | <ul style="list-style-type: none"> • Has overall oversight of payment of employees including the operation of statutory and voluntary deductions. • Approve any amendments to salary scales and allowances as appropriate with reference to government circulars and Ministerial orders. • Co-owner of this policy with the HR Director. |
| HR Director | <ul style="list-style-type: none"> • Has overall oversight of the set-up of new employees including the assignment to salary scales and point on scale. • Co-owner of this policy with the Bursar |
| Údarás na hOllscoile | <ul style="list-style-type: none"> • Has overall responsibility for remuneration and payroll policies • Delegates day-to-day operations to the Bursar and HR Director. |

4.0 Related Documentation

Appendix A: Calculation of Various Allowances

Appendix B: Guidelines on incremental placings for members of academic staff recruited in open competition to posts in the University

¹ Employee is used throughout this document but it also refers to all those in receipt of a payment from the payroll section including pensioners in payment and scholarship awardees.

APPENDIX A FOR POLICY QA321
Calculation of Various Allowances

| | Nature of Allowance | Amount/Method of Calculation | Grade & Salary to which Allowance is applicable | Duration of Allowance Permanent ≥ 1 year, ≤ 1 year | Is allowance pensionable | CorePay PayCode |
|------------|--|--|---|---|---------------------------------|--------------------------|
| 1. | Service Pay Allowance | After 15 yrs. – 2.5% After 20 yrs. – 5% After 25 yrs. – 7.5% | Technical officer grade Scales: 17,8,9,10 (for staff appointed prior to 2006) | Permanent | Yes | 321 322 323 |
| 2. | Driver's Allowance | Library, Attendants, Porters, Operatives. Allowance is dependent on position | Depends on appointee | Permanent | Yes | 335 |
| 3. | Shift Allowance - Security - General Operative - Library | -16.67%: 5 days over 5 days Mon-Fri -20%: 5 days over 6 days Mon-Sat -25%: 5 days over 7 days inc. Sun -30% (case by case basis) | Depends on appointee | Case by case basis | Yes | 360 361 362 363 |
| 4. | Tool Allowance | €684 p.a. | Depends on appointee | Permanent | No | 337 |
| 5. | Radiological Protection | Only applicable when this activity does not form part of an employee's role. Requires Dean approval. | Depends on appointee | Generally 1-3 years | No | 306 |
| 6. | Head of School Allowance | €4,000 per annum | Non-professorial grade | For the term of their appointment | No | 307 |
| 7. | Secondment allowance | Personal to holder basis | Depends on appointee | Depends on engagement | No ² | 125 |
| 8. | Mobility Allowance | Personal to holder basis | Depends on appointee | Depends on engagement | No | 310 |
| 9. | Re-engagement Allowance | Only used in very limited circumstances for part time retention post retirement. | Determined a case by case basis | Depends on engagement | No | 328 329 |
| 10. | Technicians Extra Qualification Allowance | 10% of Salary | Scales 17,8,9,10 (for staff appointed prior to 2006) | Permanent | Yes | 320 |

Appendix B

Guidelines on incremental placings for members of academic staff recruited in open competition to posts in the University

Set out hereunder are the guidelines to be applied in the determination of incremental placing for members of academic staff recruited in open competition to posts in the University. The Academic Planning and Resource Committee will act on behalf of Údarás na hOllscoile in determining incremental placing.

The Director of Human Resources will review any appeal of salary prior to it being sent to Academic Planning and Resource Committee.

ESTABLISHED PROFESSORSHIP

1. Placement on the scale shall normally be at the first point.
2. A person appointed to an Established Professorship having previously held an appointment as a Personal Professor shall move to the point on the Established Professor scale immediately above their current salary.
3. A person, appointed to an Established Professorship having previously held an appointment as an Established Professor, or equivalent, may have the actual number of years' service as an Established Professor, or equivalent, taken into account in determining placement on the scale at a point above that provided for at 1 above, subject always to the maximum of the scale.

PROFESSORSHIP IN [Discipline]

1. Placement on the scale shall normally be at the first point.
2. A person, appointed to a Professorship In [Discipline] having previously held an appointment at an equivalent level, may have the actual number of years' service as a Professor In [Discipline], or equivalent, taken into account in determining placement on the scale at a point above that provided for at 1 above, subject always to the maximum of the scale.

SENIOR LECTURESHIP/ ASSOCIATE PROFESSOR

1. Placement on the scale shall normally be at the first point.
2. A person appointed to a Senior Lectureship having previously held an appointment as a Senior Lecturer, or equivalent, may have the actual number of years' service as a Senior Lecturer, or equivalent, taken into account in determining placement on the scale, subject always to the maximum of the scale.

LECTURER ABOVE THE BAR/ ASSISTANT PROFESSOR

1. Placement on the scale shall normally be at the first point above the bar.
2. A person appointed to a Lecturer above the bar having previously held an appointment as a Lecturer above the bar, or equivalent, may have the actual number of years' service as a Lecturer above the bar or equivalent, taken into account in determining placement on the scale at a point above that provided for in 1 above subject always to the maximum of the scale.

LECTURER BELOW THE BAR/ ASSISTANT PROFESSOR

1. Placement on the scale shall normally be at the first point.
2. Credit may be given for relevant recognised experience as follows:
 - a. Two-thirds of actual years spent in a relevant analogous post of lower than Lecturer below the bar status.
 - b. Two-thirds of actual years spent in relevant recognised research at Post-Doctoral level.
 - c. The full number of years service as a Lecturer below the bar including as a (fixed-term) Lecturer, or equivalent subject always to the maximum of the scale.

LECTURER/ ASSISTANT PROFESSOR (FIXED-TERM) APPOINTMENT

Credit shall be calculated as for the grade at which the post is being filled. For example, if a post is advertised as Lectureship below the Bar (Fixed-Term) the Guidelines on Incremental Placing for that grade will apply.

In addition to this written policy, a practice has always been followed where staff being promoted internally were placed on the nearest point above their current salary giving them not less than the value of an increment on the higher scale. This practice was followed in order to accommodate the fact that many of the pay scales overlapped each other, and it would not be possible to promote someone and force them to take a pay cut in order to start at the first point of the higher scale.