
**POLICY ON THE IMPLEMENTATION OF APPENDIX 1 AND 1A
TO NORTHERN IRELAND EMPLOYERS' FORUM
CIRCULAR 2008/03**

The following procedure applies in relation to applications for incremental credit under paragraph 4(3) of Appendix 1 and paragraph 4 of Appendix 1A to the NI Employers' Forum Circular No. 2008/03 ("the Pay Circular")

- 1 Whenever the College sends an offer of employment or an offer of employment in a new post to which the Pay Circular applies it shall state clearly in that letter:

You are entitled to apply for incremental credit where you have previous non-teaching experience which is of value to the performance of your duties and it is regarded as being of an equivalent standard to teaching. Such an application must be made on the appropriate application form within 6 months of you commencing your post. The form is available here [insert weblink] and upon request from Human Resources.

- 2 The Application Form for an award of incremental credit under paragraph 4(3) of Appendix 1 and paragraph 4 of Appendix 1A of the Pay Circular shall be in the format set out in Schedule A and submitted to Human Resources.
- 3 The following procedure for the award of incremental credit shall be followed in all cases where an Application Form is submitted within 6 months of the employee commencing their post ("the Application"):
 - a The Application shall be considered by the relevant Head of School.
 - b The Application shall be considered by reference to the criteria set out in Paragraph 4 of Appendix 1A of the Pay Circular which states:

Incremental Credit is awarded for other experience which the Governing Body of the Institution considers to be relevant to the lecturer in the performance of

his/her duties and which is regarded as being of an equivalent standard to teaching.

In assessing the award of credit for previous experience each case is given individual consideration taking into account such factors as:

- a status of employment*
- b the qualifications (if any) possessed at the time of employment*
- c the salary attached to the employment*
- d the relationship of the experience to work as a lecturer*
- e the extent of responsibility to the experience being claimed*
- f any other factors which are submitted by the lecture in support of the claim*

It is not necessary to fulfil all of the criteria 'a' to 'e' to be awarded an incremental credit.

- c The Head of School's decision to either award one or more incremental credits or to reject the Application shall be sent to the Applicant within 2 weeks of the College receiving the Application.
 - d The decision letter shall be in the format set out at Schedule B and shall inform the Applicant of their right to appeal against the decision to the Principal by submitting an appeal letter to Human Resources within 21 days of receiving the decision.
 - e Any appeal to the Principal shall be by way of a reconsideration of the Application and shall be considered within 21 days of receipt.
 - f The Principal's decision on appeal shall be sent to the applicant in writing and shall give reasons for either upholding or dismissing the appeal.
- 4 This Policy shall be made generally available to all employees and prospective employees by publishing it on the College internet page together with other policy documents related to recruitment and terms and conditions. It shall also be available

upon request from Human Resources. This policy is not intended to have contractual effect and does not form part of employees' terms and conditions of employment.

Schedule A

Application for incremental credit under paragraph 4(3) of Appendix 1 and paragraph 4 of Appendix 1A to the NI Employer's Forum Circular No. 2008/03 ("the Pay Circular")

The Pay Circular allows the College to award pay increments where you have previous non-teaching experience which is of value to the performance of your duties and it is regarded as being of an equivalent standard to teaching.

An application for such pay increments must be made on this form and submitted to Human Resources no later than 6 months from you commencing your post.

Under the Pay Circular your application will be considered in accordance with the following principles/criteria

Incremental Credit is awarded for other experience which the Governing Body of the Institution considers to be relevant to the lecturer in the performance of his/her duties and which is regarded as being of an equivalent standard to teaching.

In assessing the award of credit for previous experience each case is given individual consideration taking into account such factors as:

- a status of employment*
- b the qualifications (if any) possessed at the time of employment*
- c the salary attached to the employment*
- d the relationship of the experience to work as a lecturer*
- e the extent of responsibility to the experience being claimed*
- f any other factors which are submitted by the lecture in support of the claim*

It is not necessary to fulfil all of the criteria 'a' to 'e' to be awarded an incremental credit.

Name

Job title

Date on which position commenced

Date on which application for incremental credit submitted to HR

Please set out details of your previous non-teaching experience which is relevant to your role as a lecturer, with particular reference to the criteria set out above.

Please attach any documents which you wish to rely on in support of your application.

I am attaching the following documents:

- 1
- 2
- 3
- 4
- 5

Signed:

Dated:

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| |
|--|

Schedule B

[Date]

Thank you for your application for a pay increment under paragraph 4(3) of Appendix 1 and paragraph 4 of Appendix 1A to the NI Employers' Forum Circular No. 2008/03 ("the Pay Circular").

Your application was received on [insert date]

I have decided to award [1/2 incremental credit / no incremental credit] for your non-teaching experience.

In reaching this decision, I have taken the following matters into account.

[Insert reasons]

You may appeal against this decision within 21 days of receiving this letter. Your appeal will be considered by the Principal.

If you wish to appeal, you must write to Human Resources stating that you wish to appeal this decision. Your letter of appeal should explain why you think the decision is wrong and should set out any further information which you would like to have taken into account. Your appeal will be considered within 21 days.

Signed.....

[Relevant Head of School]