

# Salary Protection Procedure

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## Entitlement

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## The application

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# Introduction

**This procedure sets out the salary protection arrangements for employees.**

## 1. Salary protection

- 1.1. Salary protection can arise following redeployment as a result of organisational restructuring (for more information see *Managing Organisational Restructure Procedure*).
- 1.2. Salary protection is not an entitlement where:
  - An employee voluntarily relinquishes responsibility commensurate with a higher grade
  - An employee is unable to continue in a higher grade owing to sickness or a medical condition.
- 1.3. In exceptional circumstances, for example any sickness or medical condition linked to a disability and covered by the Equality Act 2010 salary protection arrangements will be reviewed by the Director of HR.

## 2. The application of salary protection

- 2.1. Salary protection will apply on the basis of one year's protection for each completed year of continuous service within Kingston University up to a maximum of five years.
- 2.2. Nationally agreed pay awards (cost of living award) will be paid for the duration of the protection, however there will be no incremental progression during this period.
- 2.3. At the end of the protection period the employee will be placed on the maximum spine point of the new (lower) grade and will be eligible for all general pay increases of that grade.