

Equal Pay Policy



ABERDEEN COLLEGE®



HR49

Equal Pay Policy

Review Date: December 2012

Equal Pay Policy

Introduction

Aberdeen College is committed to the principle of equal pay for like work and for work of equal value for all its employees and understands that equal pay between men and women is a legal right under both UK and European law.

Equal Pay Statement

The College supports the principle of equality of opportunity for all staff. It recognises the importance of, and is committed to, providing a fair, objective and transparent pay system which is free from gender bias. As good business practice and in the interests of equity and fairness the College is committed to taking action to ensure that it provides equal pay for men and women for like work and work of equal value.

Relevant Legislation

The relevant legislation concerning equal pay is: Equal Pay Act 1970, Sex Discrimination Act 1975, Equal Pay (Amendment) Regulations 1983, Pensions Act 1995, Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007 and the Equality Act 2010. The rights under this legislation apply to all employees of the College whether full or part-time, on temporary, fixed-term or permanent contracts.

Definitions

For the purposes of this Policy and in accordance with relevant legislation, *pay* is defined as;

“The ordinary basic or minimum wage or salary and any other consideration, whether in cash or in kind, which the worker receives directly or indirectly, in respect of his or her employment from his or her employer” (Article 141 of the Treaty of Rome).

Pay, therefore, includes pensions, discretionary bonuses and contractual sick pay as well as any other additional benefits.

Like work is defined as work which is the same or broadly similar;

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Work rated as equivalent is defined as work which has achieved the same or a similar number of points from a job evaluation exercise;

Work of equal value is defined as work which is of broadly equal value when compared under headings such as effort, skill and decisions.

Objectives

The College's objectives relating to equal pay are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay;
- Take appropriate remedial action;
- Review other College policies to ensure consistency with equal pay principles.

To achieve these objectives the College will:

- Implement regular equal pay reviews for all staff (including staff on maternity or sick leave);
- Carry out job evaluation and regular equal pay audits (which may be undertaken either by College HR staff or external consultants);
- Provide training and guidance for staff involved in determining pay;
- Inform staff of how these practices work and how their own pay is determined;
- Respond to grievances on equal pay as a priority;
- Monitor pay statistics regularly and gather other relevant information to assess the impact of this Policy.
- Ensure that any differential in pay is due to a "material factor" such as length of service, skills and qualifications, performance and levels of responsibility.

Annual Equal Opportunities Report

The College will publish an annual report that will include the actions the College has taken to:

- promote and achieve equality of opportunity for men and women;

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- eliminate unlawful discrimination and harassment.

The College will also review and publish a report on its Equal Pay Statement and will review its Equal Pay Policy on a three yearly basis.

Responsibilities

Responsibility for this Policy and for ensuring that the College's policies and practices comply with equal pay legislation rests with the Vice Principal (HR).

Job evaluation will be undertaken by the HR Managers and the Vice Principal (HR) will commission, from time to time, external job evaluation to ensure that the College practice continues to comply with equal pay principles.

Decisions on initial placing of new staff on incremental salary scales will be taken by one of the HR Managers.

Pay and terms and conditions of service of all employees covered by collective agreements will be negotiated between the College and recognised trade unions and staff representatives through the two Local Joint Negotiating Committees established for this purpose and chaired by the Principal of the College or a Vice Principal or other member of the senior management team in the Principal's absence.

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