Retention Policy for Administrative, Library and Technical Staff

1. **Background**
   This proposal arises in the context of offers of employment from other institutions being made to key members of staff in the University, and the constraints on the University’s ability to respond, particularly in relation to salary counter offers.

2. **Purpose**
   This policy has been drafted to enable the University to respond to those situations where key staff have been offered employment in other organisations. This policy is not intended as a method of promotion, but as a mechanism to utilise the available salary scale of the staff member in question with flexibility appropriate to the circumstances of the particular case.

3. **Scope**
   This policy is applicable to Administrative, Technical and Library grades.

4. **The Retention Procedure for Administrative, Technical and Library Staff**
   Applications for consideration under the terms of this policy will be considered by the relevant review Committee for the grade in question. This procedure will only be invoked in exceptional circumstances, and must be sponsored by the relevant line manager.

   1. A prima facie case is a prerequisite for referral to the Committee. Application must be made to the Director of Human Resources who, in consultation with the COO/relevant Faculty Dean, will decide whether a prima facie case exists to merit convening a meeting of the Review Committee. (A prima facie case would be, for example skills scarcity; strategically important post/post holder etc).
2. If a prima facie case exists, a special meeting of the Review Committee may be convened to consider the application.

3. The Review Committee will consider all available information which it considers relevant, in order to assess (a) whether the application is merited, and (b) what recommendation is appropriate in circumstances where the application has merit.

4. In relation to the latter, the Review Committee will consider comparability with other University roles, and will consider external comparators, mindful of the fact that technical/administrative positions in University should not be benchmarked against the top quartile salaries for salary benchmarking.