

Pay Progression Guidance

Starting salary for secondments should be determined in line with the [Guidance on Establishing Starting Salary](#), with reference to the relevant Internal Secondment Guidance or Short-term International Assignment Guidance.

On returning to their original post, the individual will return to their original salary band. Any PDPR ratings (including equivalents from external organisations) awarded during the secondment are applied to the original salary point to determine the returning salary.

In practice, this would be applied in the following ways depending on the secondees' starting point and PDPR ratings.

Example 1: A member of staff at the standard max, seconded to the same level

A member of staff on Level 3, salary point 24, takes a two year secondment to another Level 3 role. They begin their secondment on point 24. They get a rating 2 in their first year on secondment, leaving them on point 24 with a non-consolidated bonus, then a rating 1 in their second year, taking them to point 25. On returning to their substantive post, the single increment from the second year is applied to their original salary, resulting in point 25.

Example 2: A member of staff below the standard max, seconded up a level

A member of staff on Level 4, salary point 32, takes a two year secondment to a Level 5 role at an overseas campus. They begin their secondment on point 36, plus relevant mobility payments. They are reviewed under their home campus procedure, and get a rating 2 in their first year on secondment, taking them to point 37, then a rating 1 in their second year, taking them to point 39. On returning to their substantive post, the single increment from the first year and two increments from the second year are applied to their original salary, resulting in point 35.

Example 3: A member of staff at the standard max, seconded up a level

A member of staff on Level 5, salary point 43, takes a two year secondment to a Level 6 role. They begin their secondment on point 45. They get a rating 2 in their first year on secondment, taking them to point 46, and a rating 2 in their second year, taking them to point 47. On returning to their substantive post, the rating 2 does not give an increment above the standard max, resulting in a returning salary on point 43.

Example 4: A member of staff below the standard max, seconded externally

A member of staff on Level 6, salary point 47, takes a two year secondment into industry. They are reviewed by the company's appraisal system, and receive good performance feedback the first year and exceptional feedback the second year. On returning to their substantive post, they are awarded one increment for each PDPR rating missed (regardless of ratings given externally), resulting in a returning salary on point 49.

Summary of examples

	Example 1	Example 2	Example 3	Example 4
Original salary point	24	32	43	47
Secondment salary point	24	36	45	external
Increments gained throughout secondment	1	3	2	external
Salary point at end of secondment	25	39	47	external
Increments applied to returning salary	1	3	0	2
Salary point on return to original post	25	35	43	49