

Title	Transitional Pay & Grading Policy from 1 April 2009 to 31 March 2010
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Version	Date	Description
0.1	June 2006	Policy approved for new pay deal
2.0	January 08	Policy updated with style guide, OD, IS control table and equality impact assessment
3.0	July 08	Policy approved for new pay deal 2007/08 and 2008/09
3.1	March 10	Policy amended for new pay deal 2009/2010 and approved by Management board
3.2	May 10	Endorsed by Works Council
4.0	July 10	Approved by HR Committee

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Following the 2009-10 pay agreement, a transitional pay arrangement was put in place for employees below step 6 which would allow those affected to progress through to step 6 before transferring the new pay structure.

1. Job families

Individual jobs are positioned within six employment job families:

1. Director – Grade B
2. Head/Senior Specialist – Grades D to C
3. Specialist/Head – Grades F to E
4. Advisory/Manager – Grades G to H
5. Technical Administrative Support – Grade I
6. Administrative Support – Grade J

The position of the Chief Executive will be subject to separate pay and grading arrangements.

2. Grades and job level points range

There are 10 pay zones in total: A to J, which are linked to 30% job level intervals. Within a pay zone are grouped jobs whose levels are broadly similar and therefore paid according to the same pay scale.

3. Pay scales

As transitional arrangements in implementing HEFCW's new pay and grading structure from 1 April 2009, the April 2009 pay scales below will operate for one year commencing on 1 April 2009 for those employees opting to remain on the transitional pay structure until they reach step 6. The scales will be subject to annual revalorisation thereafter as agreed by WAG. Those employees will automatically move over to the new pay structure the year after they have reached step 6.

Pay scales – 1 April 2009 - 31 March 2010

Pay zone	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
B	£78,353	£82,863	£87,372	£91,884	£96,393	£100,903	28.8%
C	£55,795	£59,023	£62,253	£65,481	£68,710	£71,939	28.9%
D	£49,147	£51,978	£54,808	£57,638	£60,469	£63,298	28.8%
E	£39,833	£42,119	£44,406	£46,694	£48,981	£51,269	28.7%
F	£32,277	£34,126	£35,974	£37,821	£39,669	£41,517	28.6%
G	£26,136	£27,634	£29,135	£30,635	£32,135	£33,633	28.7%
H	£21,149	£22,373	£23,598	£24,821	£26,045	£27,269	28.9%
I	£15,762	£16,674	£17,585	£18,498	£19,409	£20,321	28.9%
J	£12,739	£13,473	£14,207	£14,942	£15,675	£16,407	28.8%
% difference between steps:		5.8%	5.4%	5.2%	4.9%	4.7%	

4. Review of pay scales

An adjustment to pay scales of 1.5% has been made for the period 1 April 2009 to 31 March 2010.

5. Individual progression through the pay scales and links to the Management of Performance and Development Scheme (MOPD)

No employee will be positioned lower than the minimum of the job level related pay scale.

Future progression within the pay scale is determined by an employee's overall assessment within the Management of Performance and Development Scheme. The progression will take place in April 2009 and will normally be by one incremental step within the pay scale with the exceptions noted under the relevant categories below.

Box two : 'Requirements of the post met in part'

A box two rating will allow progression up to step four within the pay scale.

Employees who at 31 March 2009 are on step four or five of their pay zone will remain on the same step on the April 2009 pay scales.

Where an employee's salary exceeds the transitional pay zone as a result of marking time, progression will be to the nearest higher salary on the pay scales within the pay zone.

Salaries exceeding the top of the pay scales will continue to mark time.

Box three and box four: 'Requirements of the post fully met' and 'Requirements exceeded in one or more substantial areas'

A box three or four rating will allow progression up to step six within the pay zone.

Where an employee's salary exceeds the transitional pay zone as a result of marking time, progression will be to the next appropriate step on the pay scales within the pay zone.

Salaries exceeding the top of the pay scales will continue to mark time.

Box five: 'Exceptional'

Exceptional performers will progress to the next appropriate step on the pay scales, as described for a box three or four rating and receive an additional non-consolidated, pensionable, progression step, which will be payable as a one off payment at the pay implementation date. This will be equal to a progression step based upon the pay scales for the subsequent pay year following the award. For example, if an employee was on step four and is moving to step five, they will be paid the difference between step five and step six as a performance award on the subsequent pay scales. This one off payment will be paid during April in respect of the previous year's performance award.

Box one: 'Unacceptable'

Employees whose performance is rated box one: unacceptable, will not progress within the pay scales and their salary will remain unchanged. Following a prompt annual performance review, they will be subject to a challenging personal improvement programme and their performance will be reviewed every four months until the rating improves.

Where an employee receives a box two rating, or better, following the four monthly review, the appropriate rules, as detailed within the MoPD Guidelines will be applied from the date following that review.

6. New starters

Under the transitional arrangements new starters who commenced between 1 April 2009 and 31 March 2010 will have the option to remain on the transitional pay scales until the year after they reach step six.

If a new starter chooses to move to the new pay structure, they will move to the nearest new step above their starting salary.

Employees who joined in the period 1 Dec 2008 to 31 March 2009 will remain on their appointed salary step until 31 March 2010 based on the 2009-10 pay scales. There will be no eligibility for a step movement but they will move to the new salary for their current step on the 2009-10 pay scales on 1 April 2009. Progression through the pay scales in 2010 will then be based on their overall performance assessment for the period ending 31 March 2010.

Employees joining in the period 1 August 2008 to 30 November 2008 will be entitled to progress within the April 2009 pay scales, subject to satisfactory completion of their probationary period and overall performance assessment.

Where the probation period is extended for a further period, as described in the Probation policy, the employee's salary will not be reviewed.

Once the extended probation period has been completed successfully, consideration will be given to applying a box two rating, applied from the date after the extended probation period ends.

7. Movement into a lower grade position

If an employee moves into a lower grade position and their salary exceeds the top of the new pay scale, they will mark time until the top of the pay scales falls in line.

Where an employee applies for a lower grade position in open competition they will automatically move to the new structure. Should their salary exceed the top of the pay scales, their salary will be adjusted to the maximum of the new pay scale, effective from the date of appointment. Where the salary falls within the new pay scale, their salary will remain unchanged and progression through the pay scales will be based on their overall performance assessment. They will move to the next point on the pay scale at the next incremental progression date (if applicable).

8. Promotions

Employees whose job has been re-sized upwards under the new structure will automatically move to the new structure, subject to their pay being no less than it would have been under the transitional structure.

9. Temporary and substantive promotion

For temporary and substantive promotions, the employee's salary will be calculated by using the principle of 'up one salary scale, back two progression steps'. Where employees are promoted two or three salary scales, they will move three or four progression steps on the transitional salary scale respectively. The figure that is then identified on the transitional scale will then be equated to the closest step on the new pay and grading policy by identifying the nearest new salary to the transitional salary which would be the salary that is the closest, either above or below, to the identified transitional salary.

Exceptions to the rule are:

- promotions from pay zones I & J to pay zones H or above – as above but with one additional step backwards (e.g. I to H back three steps);
- promotions into pay zone C – move back one step (if moving from D to C);
- promotions into pay zone B - back three steps.

The increase in pay is not consolidated or pensionable.

Employees who are promoted substantively following a period of temporary promotion in the same post will remain on the new pay structure and will receive the promotional step increase as if the promotion was effective from the date at which the temporary promotion took place.

The temporary promotion arrangement is not expected to last for more than six months without a formal review, and will not exceed 12 months unless authorisation is obtained from the Chief Executive. Where the employee is in receipt of an allowance and is absent for more than a total of four weeks within the 12 month rolling period of the allowance this payment will cease.

Arrangements for temporary promotion may include cover for long-term absence, maternity leave, cover for another employee's temporary promotion or during periods when the organisation is reviewing its resource requirements and does not wish to fill a vacant position immediately.

Payments for temporary promotion must be agreed in advance by the Chief Executive or Director of Finance & Corporate Services, line manager and HR. Where the temporary promotion exceeds 12 months, approval and authorisation must be sought from the Chief Executive.

Employees who are promoted substantively following a period of temporary promotion in the same post will automatically move to the new pay structure (using the same principles identified above) and will receive the promotional increase as if the promotion was effective from the date at which the temporary promotion took place.

Employees may receive an exceptional award in conjunction with a temporary promotion

allowance.

10. Additional responsibility allowance

Where an employee is asked to undertake additional duties (but not as a promotee) an additional non-consolidated, non-pensionable payment based on 10% of the annual salary, excluding allowances will be made. The additional responsibility must continue for one month minimum and will be reviewed after six months. Where the employee is in receipt of an allowance and is absent for more than a total of four weeks within the 12 month rolling period of the allowance this payment will cease.

Payments for additional responsibility have to be agreed in advance by the appropriate line manager, HR and Director of Finance & Corporate Services in order to ensure that there is a substantial and reasonably continuous additional workload. Payments will be authorised by the Director of Finance & Corporate Services.

This mechanism may also be used in cases where employees are not eligible for overtime payments but where an additional high volume of work is required over a defined period of not less than one month. In these circumstances, the line manager should consult with HR to establish whether such a payment is appropriate.

Employees may receive an exceptional award in conjunction with an additional responsibility allowance.

11. Payment for overtime

Employees whose jobs are positioned within pay zones H, I and J are eligible to receive overtime payments. Overtime should be the exception rather than the rule and should not be agreed for long periods. If workload demands extended overtime working then line management should review staffing levels and/or distribution of workload within their departments. The detailed provisions are as follows:

- all overtime must be authorised in advance by a line manager whose job falls within no lower than pay zone E and/or the budget holder;
- overtime and travel time cannot be authorised retrospectively;
- overtime is payable only where at least one hour is worked each day;
- overtime may not be aggregated but where it is continuously worked on a single occasion, additional payments above one hour will be made to the nearest lower quarter hour;
- a minimum break of half an hour should be taken when six additional hours have been worked;
- overtime payments will not be pensionable;
- overtime will be paid Monday to Friday at time + 50%;
- overtime will be paid at time + 100% outside of core working hours (7pm – 7am), at weekends and on Public Holidays;
- overtime on week days will not be paid until the full normal working week of 37 hours has been worked;
- travelling time is paid at plain time rate subject to employees having worked the full 37 hour week;
- travelling time outside of core working hours (7pm – 7am), at weekends and public holidays will be paid at time +100%;

- a line manager and employee may agree time off in lieu instead of payment. This will be on an hour for hour basis, this is an entitlement for weekdays only;
- time off in lieu may be taken instead of payment for weekend or public holiday working. This will be on an hour for hour basis, provided the line manager has agreed this arrangement in advance;
- overtime payments will be paid monthly in arrears;
- in exceptional circumstances, the Director of Finance & Corporate Services may authorise overtime payments for employees in pay zone G who are requested to work in the office on Saturday, Sunday or public holidays. Payment for overtime will only be made where the employee attends the office for a specific project such as the installation/maintenance of IT equipment; supervising building work or preparing specific documentation. Overtime will be paid at 'time' only.

12. Payment for additional hours for part time workers

Such payments are distinct and separate from overtime and apply only to part-time workers. The determination of additional payments is based on a calculation which establishes a personal hourly rate based on the job holder's current basic pay and normal hours. That hourly rate is then multiplied by the additional hours in order to establish the extra payment due.

Line managers in pay zones E and/or the budget holder and above must authorise the working of additional hours in advance and agree the total number of actual hours. Further processes apply as follows:

- additional hours are pensionable and paid monthly in arrears;
- additional hours are payable only where at least one hour is worked each day;
- additional hours may not be aggregated but where they are continuously worked on a single occasion, additional payments above one hour will be made to the nearest lower quarter hour;
- a minimum break half an hour should be taken when six additional hours have been worked;
- where a part-time worker aggregates 37 hours in any one calendar week they will receive overtime payments for authorised hours in excess of 37, Monday to Friday, and in accordance with the normal provisions outlined in the rules governing overtime payment;
- where a part-time worker is required to work on a weekend or public holiday they will receive payment at time +100% provided they have prior authorisation and fall within the pay zones H, I and J.

13. Payment for call-outs

Keyholders who are called out to attend the office outside normal working hours will be compensated by the payment of overtime. The following conditions will apply:

- an employee may claim for time spent travelling to and from the building and time spent at the building in response to the callout;
- for the purposes of an overtime callout claim, 'normal working hours' will be 7.00 am to 7.00 pm from Monday to Friday;
- the nature of the overtime will be such that prior authorisation cannot be obtained in advance;
- appointment as a keyholder will serve as authorisation to claim overtime for time spent on callouts;
- the normal procedure for claiming overtime should be followed;
- all keyholders in Pay Zones D–J will be eligible to claim overtime;
- all keyholders in Pay Zones D–J will be eligible to claim the standard mileage rate.

14. Calculation of pay

In accordance with calculating pay, the table below provides the basis for this.

Starters	*Annual salary/260
Leavers	*Annual salary/260
Increasing/decreasing hours	*Annual salary/260
Daily rate	Annual salary/260
O/T – hourly rate calculation	Annual salary/52/37
Paid annual leave to leavers	Daily rate calculation as above
Unpaid leave	Daily rate calculation as above
Monthly salary calculation	Annual salary/12
* Part-month changes	If every available working day is actually worked during the month, the salary adjustment will be based on 1/12 th

Annual salary will be defined as the salary in the letter of appointment to the post excluding temporary promotion or responsibility allowances.