

12 MONTH OFFER

HOW TO CALCULATE YOUR ANNUAL PAY INCREASE

1 EXAMPLES

Examples of how to calculate your annual pay increase are set out below. These examples assume that you were in post and in your existing grade for more than 6 months at 31 March 2004.

Step 1 Establish your current annual salary

Step 2 If your performance has been assessed as Box 3 or better, move up to the next fixed point.

Subject to eligibility, if you are a Box 1 or Box 2 performer you will also receive a non consolidated bonus, as set out below:

Box 1 £410

Box 2 £180

Example 1 Administrative Assistant Box 2 Performer

2003 AA Payscale	
Point	£
Max	12,844
8	12,557
7	12,277
6	12,004
5	11,736
4	11,474
3	11,219
2	10,968
1	10,604
Min	10,251

2004 AA Payscale	
Point	£
Max	13,134
9	12,876
8	12,588
7	12,308
6	12,034
5	11,765
4	11,503
3	11,247
2	10,995
Min 1	10,652

An AA on Point 4 of the AA scale at 31 March 2004 with a Box 2 performance mark - **£11,474**

moves on progression to Point 5 on the 2004 AA scale - **£11,765**.

Difference between salary at 31 March and new salary is £11,765 - £11,474 = £291
i.e. 2.5%

Plus non-consolidated bonus **£180**

Example 2 Administrative Officer – Box 1 Performer

2003 AO Payscale	
Point	£
Max	15,383
8	15,040
7	14,704
6	14,216
5	13,742
4	13,286
3	12,699
2	12,004
1	11,345
Min	10,723

2004 AO Payscale	
Point	£
Max	15,730
9	15,421
8	15,078
7	14,741
6	14,252
5	13,776
4	13,319
3	12,731
2	12,034
Min 1	11,373

An AO on Point 2 of the AO scale at 31 March 2004 with a Box 1 performance mark - **£12,004**

moves on progression to Point 3 on the 2004 AO scale - **£12,731**.

Difference between salary at 31 March and new salary is £12,731 - £12,004 = £727
i.e. 6.1%

Plus non-consolidated bonus **£410**

Example 3 Professional and Technical Officer – Box 2 Performer

2003 PTO Payscale	
Point	£
Max	23,469
11	22,790
10	22,130
9	21,488
8	20,863
7	20,260
6	19,672
5	18,730
4	17,835
3	16,983
2	16,166
1	15,365
Min	14,568

2004 PTO Payscale	
Point	£
Max	23,998
12	23,528
11	22,847
10	22,185
9	21,542
8	20,915
7	20,311
6	19,721
5	18,777
4	17,880
3	17,025
2	16,206
Min 1	15,403

A PTO on Point 5 of the PTO scale at 31 March 2004 with a Box 2 performance mark - **£18,730**

moves on progression to Point 6 on the 2004 PTO scale - **£19,721**.

Difference between salary at 31 March and new salary is £19,721 - £18,730 = £991
i.e. 5.3%

Plus non-consolidated bonus **£180**

Example 4 EOI Box 3 Performer

2003 EOI Payscale	
Point	£
Max	23,151
11	22,432
10	21,954
9	21,485
8	21,026
7	20,572
6	20,130
5	19,695
4	19,269
3	18,472
2	17,526
1	16,487
Min	15,512

2004 EOI Payscale	
Point	£
Max	23,998
12	23,209
11	22,488
10	22,009
9	21,539
8	21,079
7	20,623
6	20,180
5	19,744
4	19,317
3	18,518
2	17,570
Min 1	16,528

An EOI on Point 8 of the EOI scale at 31 March 2004 with a Box 3 performance mark - **£21,026**
moves on progression to Point 9 on the 2004 EOI scale - **£21,539**.
Difference between salary at 31 March and new salary is **£21,539 - £21,026 = £513 i.e. 2.4%**