

16 MONTH OFFER

HOW TO CALCULATE YOUR ANNUAL PAY INCREASE

1 GENERAL

1. Payscale has been renumbered for the 2004 pay round. Instead of a pay scale starting at Minimum followed by Point 1, Point 2 etc up to the scale Maximum, the pay scales will start at Minimum 1 followed by Point 2, Point 3 etc. up to the scale Maximum.
2. Under the 16-month offer some pay scales will have their minima removed (see Pay Bulletin 4/04, Annex A point (c)). On those scales where the scale minimum will be removed, then Point 1 on the 2003 scale will become the new "Minimum 1" on the 2004 scale; Point 2 on the 2003 scale will become Point 2 on the 2004 scale and so on (with a 2% increase in the value of each point to take account of the increase in rates of pay).
3. On those scales where the minimum will be removed, staff appointed on or after 1 October 2003 on the minimum of these pay scales will move automatically to Minimum 1 with effect from 1 April 2004.
4. On those pay scales where the minimum will not be removed, the 2003 Minimum will become Minimum 1 of the 2004 pay scale; Point 1 on the 2003 scale will become Point 2 of the 2004 scale, Point 2 on the 2003 scale will become Point 3 on the 2004 scale and so on (with a 2% increase in the value of each point to take account of increase to rates of pay).
5. Examples of how to calculate your annual pay award are set out below. These examples assume that you were in post at your existing grade for more than 6 months at 31 March 2004.

If the minimum of your payscale has been removed (see Annex A point c of Pay Bulletin 04/04)

Step 1 Establish your current annual salary

Step 2 If you are below the maximum of the pay scale and your performance has been assessed as Box 3 or better, move up to the next fixed point.

In addition you will receive a £150 non-consolidated payment.

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

Box 1 £100

Box 2 £65

Example 1 Administrative Assistant Box 2 Performer

Pay scale minimum has been removed see para 2 above.

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	13,101
8	12,808
7	12,523
6	12,244
5	11,971
4	11,703
3	11,443
2	11,187
Min 1	10,816

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 - **£11,971**.

Difference between salary at 31 March and new salary is **£11,971 - £11,474 = £497**

i.e. 4.3%

Plus non-consolidated bonus **£65**

Plus non-consolidated payment **£150**

Example 2 Administrative Officer – Box 1 Performer

Pay scale minimum has been removed see para 2 above.

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	15,691
8	15,341
7	14,998
6	14,500
5	14,017
4	13,552
3	12,953
2	12,244
Min 1	11,572

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 - **£12,953**.

Difference between salary at 31 March and new salary is **£12,953 - £12,004 = £949**

i.e. 7.9%

Plus non-consolidated bonus **£100**

Plus non-consolidated payment **£150**

If the minimum of your payscale has not been removed (see Annex A point C of Pay Bulletin 04/04)

Step 1 Establish your current salary

Step 2 If you are below the maximum of the pay scale and your performance has been assessed as Box 3 or better, because of scale renumbering your one point progression will take you to a point which on the 2004 scale is 2 points above your existing 2003 point.

In addition you will receive a £150 non-consolidated payment.

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

Box 1 £100

Box 2 £65

Example 3 Professional and Technical Officer – Box 2 Performer

Pay scale minimum has not been removed (see para 4 above).

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	23,938
12	23,246
11	22,573
10	21,918
9	21,280
8	20,665
7	20,065
6	19,105
5	18,192
4	17,323
3	16,489
2	15,672
Min 1	14,859

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 7 on the 2004 PTO scale - **£20,065**.

Difference between salary at 31 March and new salary is **£20,065 - £18,730 = £1,335**
i.e. 7.1%

Plus non-consolidated bonus **£65**

Plus non-consolidated payment **£150**

Example 4 EOI Box 3 Performer

Pay scale minimum has not been removed (see para 4 above).

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	23,938
12	22,881
11	22,393
10	21,915
9	21,447
8	20,983
7	20,533
6	20,089
5	19,654
4	18,841
3	17,877
2	16,817
Min 1	15,822

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 10 on the 2004 EOI scale - **£21,915**.

Difference between salary at 31 March and new salary is **£21,915 - £21,026 = £889**

i.e. 4.2%

Plus non-consolidated payment

£150