

THE 2005 PAY AWARD FOR NICS STAFF UP TO AND INCLUDING GRADE 6 GENERAL QUESTION AND ANSWERS

This Question and Answer brief should be read in conjunction with the CSC that sets out the details of the 2005 pay award. It covers all non-industrial staff who were in the NICS on 1 April 2005, up to and including Grade 6. **The pay award refers to the reporting year 1 April 2004 to 31 March 2005 and is payable from the settlement date of 1 August 2005.** Click on the question to go to the answer.

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Q.1 What if I have not had my report yet?

Speak to your line manager immediately. The reports used to calculate awards are those for the report year ending 31 March 2005. If your report has not been returned, Departments cannot pay any increase that is due. [<back to questions>](#)

Q.2 When will I receive payment?

We aim to pay the award (which is applicable from 1 August) to the first tranche of staff in February, with the remainder receiving it by April. Please note though that payment can only be made if your report, which was due by the end of May, has been finalised. [<back to questions>](#)

Q.3 Are the increases pensionable?

Up to the pay scale maxima all increases will be fully consolidated and pensionable, Bonus payments for Box 1 and 2 performers are non-consolidated and do not reckon for pension purposes. [<back to questions>](#)

Q.4 Are new entrants during the reporting year eligible for the pay award?

As a newly appointed officer you will be eligible for a pay award (including Non-Consolidated Bonus if appropriate) only if you have been in post for a period of more than 6 months of the reporting year (i.e. appointed before 1 October 2004) and have a performance appraisal marking of Box 3 or better in the most recent report up to 31 March 2005.

Where an officer employed on a casual or fixed term basis is made permanent at any grade, their previous service should count as continuous service provided there is no break in service. A break in service is defined as a period of at least one week.

If you have been appointed on or after 1 October 2004 you will not be eligible for a full pay award (including NCB) and will remain on the same point receiving the benefit of any revalorisation of that point. For those scales where the scale minimum will be removed, if you started on the minimum of the 2004 pay scales you will move automatically to Minimum 1 with effect from 1 August 2005. However, if you started above the minimum for example on Point 3 on the 2004 scale it will become Point 2 on

the 2005 scale. You will receive the benefit of revalorisation. [<back to questions>](#)

Q.5 Why am I still on the minimum of the scale?

One of the concerns raised in recent years has been the level of starting pay and the only affordable way of addressing this is by removing the minimum point of the pay scales. We are aware that this means that some good performers will again remain on the minimum of their pay scale and that this will again generate some concern. However this is the only affordable way of addressing concerns about starting pay.

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Q.6 Why are you introducing an additional point at the pay scale max?

Concerns have also been raised in recent years about staff on the maximum of the pay scale receiving only a consolidated increase based on the amount of revalorisation of the scales. An additional point has been added to the majority of pay scales 2.48% above the current maximum. This means that if you are on the maximum you will receive a consolidated increase of 2.48% plus the revalorisation of the pay scales.

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Q.7 What about staff on Statutory Maternity Leave or Sick Leave Absence on Full or Half Rate of Pay?

For pay progression purposes where you were absent for part of the reporting year due to Statutory Maternity Leave or sick absence on full or half rate of pay you will be awarded an overall box marking based on performance for that part of the year when you were in attendance. The latest box mark earned in the grade may be used to inform the decision.

If you are on Statutory Maternity Leave or sick absence (except at pension rate) for part of the reporting year you will be eligible for the full pay award i.e. one point uplift and Box 1/Box 2 Non Consolidated Bonus (If applicable).

If you have been on sick absence for the full reporting period and there is no period of attendance on which performance can be assessed, the Department will assume a Box

3 performance marking, provided your immediately preceding report marking is Box 3 or better, and the pay award will be applied accordingly.

If your immediately preceding report marking is Box 4 or 5 then a Box 4 will be assumed and the arrangements for Box 4 will be applied i.e. revalorisation as appropriate of the existing point only. [<back to questions>](#)

Q.8 What about staff on career breaks?

If you have gone on a career break after 1 April 2002, you will return at the end of the career break period on an equivalent revalorised pay point but not necessarily the same numerically numbered pay point.

The arrangements for staff who started a career break before 1 April 2002 placed an officer returning from career break on a pay step equivalent to their position relative to the scale maximum at the start of the career break, whilst taking account of the general across the board increase to the maximum and not the additional steps which were applied to some salary maxima in pay settlements since 2000.

As at 1 April 2002 you will assimilate onto the new pay system as per the arrangements agreed as part of 2002 pay settlement. When you return from a career break you will return to this pay point taking account of any revalorisation as a result of intervening pay settlements since 2002. [<back to questions>](#)

Q.9 What about staff on Sick Absence at Pension Rate of Pay (PROP) and Unpaid Sick Absence?

If you have been on Pension Rate of Pay (PROP) or unpaid sick absence for 6 months or more of the reporting period in total, (i.e. for a total of 183 or more days), you will not be eligible for a one point uplift as the period of PROP will have covered the majority of the reporting year. You will remain on an equivalent revalorised pay point but not necessarily the same numerically numbered pay point.

You will not be eligible for a Non Consolidated Bonus related to box marking.

If you have been on Pension Rate of Pay for a period of less than 183 days of the

reporting period, you will be eligible to receive a one point pay uplift at 1 August (subject to satisfactory or better performance) as you were not on PROP for the majority of the reporting year. You will be eligible to receive a Non Consolidated Bonus related to box marking if appropriate. [<back to questions>](#)

Q10 What if I am on unpaid leave? (Including unpaid Maternity Leave following Statutory Maternity Leave)

If you have been on unpaid leave for 6 months or more of the reporting period in total, (i.e. for a total of 183 or more days), you will not be eligible for a one point uplift as the period of unpaid leave will have covered the majority of the reporting year. You will remain on the same pay point (with revalorisation as appropriate). You will not be eligible for a Non Consolidated Bonus related to box marking.

If you have been on unpaid leave for less than 183 days of the reporting period, you will be eligible to receive a one point pay uplift at 1 August (subject to satisfactory or better performance) as you were not on unpaid leave for the majority of the reporting year. You will be eligible to receive a Non Consolidated Bonus related to box marking. [<back to questions>](#)

Q11 What about staff on mark time?

If you are on mark-time pay your pay will be progressed eroding the mark time element. However, you will still be eligible for a Box 1/Box 2 Non Consolidated Bonus if you have an appropriate box marking. [<back to questions>](#)

Q.12 What about staff employed on a temporary contract?

As a temporary/casual member of staff you will have your existing salary increased to the new pay scale minimum of your grade. However as part of the 2005 pay award the majority of scales will have the minimum point removed. This means that if you are on Point 2 on the 2004 scale it will become the new Minimum 1 on the 2005 scale; Point 3 on the 2004 scale will become Point 2 on the 2005 scale and so on. [<back to questions>](#)

Q.13 What about staff who were promoted during the reporting year?

If you have 6 months service or less in the higher grade during the reporting year (i.e. an officer promoted on or after 1 October 2004), you will not be eligible for a pay uplift at the higher grade. The annual pay award will instead be based on the lower grade pay scale and box marking as you will have served in the lower grade for the majority of the reporting period.

Your lower grade pay point at the time of promotion should be established and, if a Box 3 or better performer, a one point uplift should be applied on the lower grade scale. Once the uplift has been applied and account taken of any revalorisation effective from 1 August your pay on promotion should then be recalculated using the pay on promotion terms applicable at the time of promotion and you will be moved across to the appropriate point on the new higher grade scale at 1 August.

The Box 1/Box 2 Non Consolidated Bonus should be based on your box mark at the lower grade as this will cover the majority of the year. [<back to questions>](#)

If you have more than 6 months service in the higher grade during the reporting year (i.e. promoted before 1 October 2004) and have a Box 3 or better appraisal marking in the higher grade, your performance award should be made on the higher grade pay scale as this is the grade in which you will have served the majority of the reporting period. You should move up one point on the higher grade pay scale.

The Non-Consolidated Bonus should be based on your Box mark at the higher grade as this will cover the majority of the reporting period [<back to questions>](#)

If you have been promoted after 1 April 2005, you will not be eligible for a pay uplift at the higher grade. The annual pay award will instead be based on the lower grade pay scale and box marking as you have served in the lower grade for the full reporting period.

Your lower grade pay point at the time of promotion should be established and, if a Box 3 or better performer, a one point uplift should be applied on the lower grade scale. Once the uplift has been applied and account taken of any revalorisation effective from 1 August your pay on promotion should then be recalculated using the pay on

promotion terms applicable at the time of promotion and moved across to the appropriate point on the new higher grade scale at 1 August.

The Box 1/Box 2 Non Consolidated Bonus should be based on your box mark at the lower grade as this will cover the majority of the year. [<back to questions>](#)

Q.14 What about staff who have worked overtime etc.?

As the pay award is being backdated to 1 August, deputising and overtime rates etc. will all be recalculated to take account of the increase, and arrears paid. [<back to questions>](#)

Q.15 What if I received a Box 4 or 5 marking?

If you have received a Box 4 or 5 performance appraisal marking you are not eligible for a one point progression uplift. You will therefore remain on your existing point, although you will be eligible to receive the benefit of any revalorisation of that point. However for those scales where the scale minimum will be removed, if you are on the minimum of the 2004 pay scales you will move automatically to Minimum 1 with effect from 1 August 2005. If you are above the minimum then Point 2 on the 2004 scale will become the new Minimum 1 on the 2005 scale; Point 3 on the 2004 scale will become Point 2 on the 2005 scale and so on.

Also see question 16 “Split Box Markings” for guidance on treatment of Box4/Box5 performance on transfer. [<back to questions>](#)

Q.16 What if I received split box marking during the reporting year?

If you have two different box markings in the same grade (e.g. if you have transferred to a new Department mid year), this should not normally impact on the pay uplift providing you remain a satisfactory or better performer.

In terms of the performance related Non Consolidated Bonus, you will receive a Non Consolidated Bonus based on the appraisal marking which covers the longest period of the reporting year. For example a Box 2 officer moves to a new Department in mid November and receives a Box 3 marking for the period November to March. The NCB

should be based on the Box 2 marking as this mark covers the longest part of the reporting year.

If, on transfer to a new post you receive a Box 4 or Box 5 appraisal marking you will continue to be eligible for the pay uplift provided the period covered by the Box 4 or 5 marking is less than 6 months of the reporting period and your previous report was Box 3 or better. Thus in the example above if the officer were to receive a Box 4 marking for the November to March period, he/she should receive a full pay award since the Box 4 marking covers less than 6 months of the reporting year. In these circumstances the officer would be eligible to receive the full NCB for the higher report marking.

If you receive a Box 4 or 5 marking which covers a period of more than 6 months of the reporting year, you will be treated in line with question 14 above i.e. you will not be eligible for a pay award and will remain on the same pay point receiving the value of any revalorisation only. You will not be eligible to receive a Non-Consolidated Bonus.

If there is a 50:50 split in the appraisal markings covering the reporting year (e.g. where one report covers the period up to 30 September and the second covers the period starting 1 October) you will be awarded the benefit of the higher box mark. [<back to questions>](#)

Q.17 What about staff who are on temporary promotion (T/P) on 1 August 2005?

If you have been on temporary promotion during the reporting year you will only receive a pay award in the higher grade and scale if the period of temporary promotion was more than 6 months of the reporting period and if you are still on temporary promotion to the higher grade at the pay award date i.e. 1 August.

If you have reverted to your substantive grade at 1 August then this is the grade and scale that is applicable at the pay award date i.e. the pay award should be based on the box marking awarded for the substantive grade and progressed on your substantive scale.

When establishing if you have been on temporary promotion for more than 6 months service at the higher grade, all periods of temporary promotion during the reporting

year should be taken into account even if there is a break in between.

If you have been on temporary promotion during the reporting year for 6 months service or less at the higher grade during that period and you are still on temporary promotion at the 1 August pay award date, your salary should be increased in line with question 13 above, i.e. uplift substantive grade salary by one point and re-apply pay on promotion terms. Your Non Consolidated Bonus will be based on the report marking for the lower grade (as this will cover the majority of the reporting period).

If you were on temporary promotion during the reporting year for more than 6 months service at the higher grade during this period and you are still on temporary promotion at the pay award date of 1 August, then you should receive your pay award on the higher grade pay scale i.e. you should move up the higher grade pay scale by one point (if a Box 3 or better performer). Your Non Consolidated Bonus will be based on the report marking for the higher grade (as this will cover the majority of the reporting period).

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Q.18 Where can I get further information about the pay award?

All enquires about the content of this brief or the application of the terms of the CSC should be addressed to your Departmental Establishment/Personnel Branch. [<back to questions>](#)