

## **8.10 Pay on Assimilation**

This policy sets out the rules relating to pay on assimilation for all non-industrial civil servants. Assimilation means the process of transferring all the members of a grade from an existing pay scale to a revised pay scale for the grade.

- The method known as the ‘Corresponding points method of assimilation’ when officers enter the new scale at the point exactly opposite the officers’ old pay scales is set out in Section 2.
- The situation where a new pay scale is longer than the old pay scale is explained in Section 3 Extension of Scales
- The situation where a new pay scale is shorter than an old scale is set out in Section 4 Shortening of Scales
- How staff on mark time pay should be assimilated onto a new pay scale is set out in Section 5 Assimilation of Staff on Mark-Time Pay
- How allowances should be treated on assimilation is set out in Section 6 Treatment of Allowances on Assimilation
- What should happen when a pay increase occurs at the same time as assimilation is set out in Section 7 Applying Other Increases of Pay Concurrently with Assimilation
- What should happen on assimilation if an officer is on a personal pay point is set out in Section 8 Assimilation from a Personal Pay Point
- Some worked examples for illustration are included in Annex 1

**The following terms within this policy are defined in the glossary:**

Assimilation, Mark–time.

**You may also be interested in the following policies:**

8.12 Mark-Time pay, 8.11 Interface Arrangements between the Northern Ireland Office (NIO) and Northern Ireland Departments, 8.30 Starting Pay on Transfer to a New Substantive Grade

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## 8.10 Pay on Assimilation

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## **8.10 Pay on Assimilation**

### **1 Introduction**

1.1 This chapter of the Staff Handbook sets out the rules relating to pay on assimilation for non-industrial staff in NICS Departments. These rules do not apply to the Northern Ireland Office.

1.2 For the purposes of this chapter the term “assimilation” in the pay context means the process of transferring all the members of a grade from an existing pay scale to a revised pay scale for that grade.

1.3 For guidance on the transfer to a new pay scale on re-grading see chapter 8.30 Starting Pay on Transfer to a New Substantive Grade. For guidance on the transfer of individuals between the Northern Ireland Office and Northern Ireland Civil Service Departments see chapter 8.11 Interface Arrangements Between the Northern Ireland Office and Northern Ireland Departments.

### **2 Corresponding Points Method of Assimilation**

2.1 Assimilation to a new pay scale will normally be by way of a methodology known as “corresponding points” which means that on the introduction of a new scale of pay you enter the new scale at the point exactly opposite to your pay on the old pay scale (see Annex 1).

2.2 The corresponding points method of assimilation is primarily intended for cases of straightforward revision of pay scale, for example following a central pay settlement or a pay review, and it will be used for all settlements of this kind whether effected by agreement, administrative action or arbitration (unless specific terms are awarded).

2.3 Corresponding points will not automatically be used in other cases. It will not be used for promotion or on the re-grading of a post unless as provided in the Handbook chapter 8.30 Starting Pay on Transfer to a New Substantive Grade, nor for pay on transfer between the NIO and NICS Departments. If pay is revised as a result of the re-grading of a whole grade, discipline or class, DFP (Central Personnel Group) should be consulted about the assimilation terms to be applied.

2.4 Under the corresponding points arrangement the old and new pay scales should be set out in horizontal lines with the new minimum below the old minimum. The corresponding points will then be aligned to each other, unless the old and new pay scales are of different lengths (in which case see sections 3 and 4 below). See Annex 1 for examples.

2.5 The application of assimilation rules involves finding your appropriate corresponding point, having regard to the peculiarities of the scales being applied and special features of your pay circumstances, but also ensuring that you do not receive less than the minimum or more than the maximum of the new scale unless you are entitled to progress beyond the scale maximum on a personal to holder basis.

### **3 Extension of Scales**

3.1 Where the new pay scale is **longer** than the old pay scale, that is where the new scale extends beyond the point corresponding to the old scale's maximum by at least one pay point, if you are at the maximum of the old scale you should assimilate to the new pay scale as if you had continued on an extended scale beyond the old maximum. (See Example 2 at Annex 1).

### **4 Shortening of Scales**

4.1 Where a new pay scale is **shorter** than the old pay scale, if you are receiving more on the old scale than the point on that scale opposite the maximum of the new scale you should assimilate to the maximum of the new scale. (See Example 3 at Annex 1).

4.2 If for any reason this is less than your existing rate of pay, the existing higher rate may be held on a mark-time basis.

### **5 Assimilation of Staff on Mark-Time Pay**

5.1 If you are already on mark-time pay when a new scale is introduced you should be assimilated from your old substantive point to the new scale substantive point. If existing pay, including the mark-time element, is higher than the new substantive pay it may be retained mark-time. If on assimilation the new substantive pay is equal to or higher than the existing pay, the mark-time element will disappear.

### **6 Treatment of Allowances on Assimilation**

6.1 If an allowance is an integral part of both the old and new pay of a grade, it should be disregarded for the purposes of assimilation. Assimilation should therefore be based on basic pay with the allowance simply being paid in addition to pay on the new scale once the assimilation is complete.

6.2 If an allowance is an integral part of the new pay only, the same procedure as set out in 6.1 above should be applied and the allowance then paid on the new pay scale.

6.3 If an allowance is an integral part of the old pay only, you should be assimilated to the point on the new scale corresponding to the total of your old substantive basic pay plus allowance.

6.4 Allowances that are not an integral part of the pay of a grade (for example Supervisory Allowance, typing proficiency allowances) should be disregarded for the purposes of assimilation and if appropriate paid in addition to pay on the new scale once assimilation is complete.

## 7 Applying Other Increases of Pay Concurrently with Assimilation

7.1 Unless otherwise agreed, a pay award due on the date of assimilation to a new scale will be paid on the old scale after which assimilation to the new scale should follow.

7.2 When you are promoted on the same date a pay award is due and the introduction of a new pay scale, the procedure applied should be:

- a. award of pay uplift (if applicable)
- b. pay on promotion calculation
- c. assimilation to pay scale for the new grade.

7.3 In the event of a promotion coinciding with the effective date of the introduction of a new pay scale:

- a. if you are promoted from the grade to which the new scale applies you will not be entitled to any increase in pay given to that grade. You will be eligible for any pay increase given to the higher grade on or after that date;
- b. if you are promoted to the grade to which the new scale applies you will have your starting pay on promotion calculated on the basis of your salary at the old grade and moved to the salary scale appropriate for the new grade.

## 8 Assimilation from a Personal Pay Point

8.1 If you are on a personal pay point between two points on the pay scale, then the corresponding pay point is determined on a proportional basis. The formula below will apply -

Let X be the difference between existing pay and the point on the old pay scale immediately below your existing pay.

Let Y be the value of the progression uplift between the point below existing pay and the point above existing pay on the **new** pay scale.

Let Z be the value of the progression uplift between the point below existing pay and the point above existing pay on the **old** pay scale.

The formula for calculating a pay point for assimilation to the new pay scale is:

X multiplied by Y/Z.

The result (rounded up or down to the nearest pound – 50p rounded up) should be added to the point on the new scale opposite the old scale point immediately below existing pay.

8.2 See Example 4 at Annex 1 for a worked example of this formula.

## **ANNEX 1**

### **Method of Aligning Old and New Pay Scales (figures shown are illustrative only)**

#### **Example 1**

##### **Old and New Scales are the Same Length**

Old Scale: 12,200 12,900 13,500 14,000 14,500 (max)

New Scale 12,250 13,000 13,700 14,200 14,600 (max)

Under the corresponding point method of assimilation if you are on point £12,900 on the old scale you will move to point £13,000 on the new scale.

#### **Example 2**

##### **Extension of Pay scale – New Scale is longer than Old Scale (see Section 3 above)**

Old Scale: 12,200 12,900 13,500 14,000 14,000 14,000 14,000  
(max) (max + 1 yr) (max + 2yrs) (max + 3)

New Scale: 12,250 13,000 13,700 14,200 14,600, 15,000 15,200  
(new max)

Under the corresponding point method of assimilation, if you are at the maximum of the old scale (£14,000) you will move to £14,200 on the new scale.

If you are at the maximum of the old scale but with one years service at the maximum you will move from old scale maximum (£14,000) to £14,600 on the new scale.

If you are at the maximum of the old scale but with two years service at the maximum you will move from the old scale maximum to £15,000 on the new scale.

If you are at the old scale maximum plus 3 years or more service at the maximum you will assimilate to the new scale at the new maximum £15,200.

#### **Example 3**

##### **Shortening of Payscale – New Scale is shorter than Old Scale (see Section 4 above)**

Old Scale: 12,200 12,900 13,500 14,000 14,500 14,600 (max)

New Scale: 12,250 13,000 13,700 14,200 14,700 (max)

Under the corresponding point method of assimilation, if you are at point £14,500 on the old scale you will move to the new scale at £14,700.

If you are at £14,600 on the old scale you would assimilate to £14,700 on the new scale.

#### **Example 4**

##### **Assimilation from a Personal Pay Point**

Old Scale: 12,200 12,900 13,500 14,000 14,500

New Scale 12,250 13,000 13,700 14,200 14,600

Assimilation where you are on a personal pay point of £13,200 on old scale

X is the difference between existing pay and the point on the old pay scale immediately below your existing pay:

$$X = £13,200 - £12,900 = £300$$

Y is the value of the progression uplift between point below existing pay on new scale and the point above existing pay on new scale:

$$Y = £13,700 - £13,000 = £700$$

Z is the value of the progression uplift between the point below existing pay and the point above existing pay on the old pay scale:

$$Z = £13,500 - £12,900 = £600$$

The formula for calculating your pay point for assimilation to the new pay scale is:

$$X \times Y/Z$$

$$300 \times (700/600)$$

$$300 \times 1.17 = £351$$

Add £351 to the point on the new scale immediately opposite the old scale point immediately below your existing pay i.e.. £13,000

New personal pay point = £13,351