

8.11 Interface Arrangements Between the Northern Ireland Office (NIO) and Northern Ireland Departments

This policy sets out the arrangements relating to the transfer of non-industrial civil servants between Northern Ireland Civil Service (NICS) Departments and the Northern Ireland Office (NIO). The arrangements only apply when staff transfer at the same grade level.

- The principles governing interface arrangements are set out in Section 2 Interface Principles
- The pay terms available to staff who transfer between NICS and NIO are set out in Section 3 Pay Terms Available on Transfer between NIO and NI Departments, including an explanation of the two options available to staff on transfer
- Guidance on taking entitlement to the importing organisation's salary maximum (i.e. the organisation you are joining) is given in Section 4 Taking Entitlement to the Importing Organisation's Salary Maximum on Transfer
- Guidance on taking entitlement to the exporting organisation's salary maximum (i.e. the organisation you are leaving) is given in Section 5 Taking Entitlement to the Exporting Organisation's Salary Maximum on Transfer
- How pay progression in your new Department should be treated is set out in Section 6 Progression
- What happens when you are promoted in the new organisation, is set out in Section 7 Promotion in Importing Department
- The implications for grading are addressed in Section 8 Grading Implications of Transfers and Annex 1

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

Mark-time basis, Box 1/Box 2 performance bonuses.

You may also be interested in the following policies:

8.01 Pay Award System, 8.10 Pay on Assimilation , 8.30 Starting Pay on Transfer to a New Substantive Grade

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1 Introduction

1.1 This chapter of the Staff Handbook sets out the arrangements relating to the transfer of non-industrial staff between the Northern Ireland Office and Northern Ireland Departments under Interface arrangements agreed with Trade Union Side.

1.2 The Interface arrangements apply to transfers at the same grade level. They are not appropriate in instances where you move between the NIO and NI Departments on promotion. In such cases the pay on promotion terms applicable in the new Department will apply and you will move to the pay scale in the new Department relevant to your new (higher) grade.

2 Interface Principles

2.1 The Interface arrangements are designed to ensure that changes to grading structures introduced under delegated pay and grading arrangements do not of themselves act as a barrier to inter-Departmental transfers.

2.2 There should be no distinction made in your treatment whether you transfer voluntarily or on a compulsory basis.

2.3 In all circumstances where transfers are being considered, the importing Department will continue to have regard to a range of issues including relevant expertise, qualifications and skills that will determine your suitability for the vacancies it has.

3 Pay Terms Available on Transfer Between NIO and NI Departments

3.1 In recognition of the fact that there are some differences between salary scales payable in NI Departments and the NIO, if you transfer between the two, either on a voluntary or compulsory basis, you will, at the time of transfer, be given the choice by the importing organisation of either:

- a.** taking entitlement to progress in due course to the importing organisation's salary maximum for the grade; or
- b.** retaining entitlement to progress in due course to the salary scale maximum applicable to the grade in the exporting organisation at the date of transfer.

3.2 If you transfer from the NIO into a Northern Ireland Department you should be moved at the time of transfer onto a pay point on the NICS scale that is equivalent in terms

of basic salary to your existing salary or the next highest pay point if there is no equivalent point.

4 Taking Entitlement to the Importing Organisation's Salary Maximum on Transfer

4.1 Where you choose to take entitlement to the importing organisation's salary maximum there should be no financial loss on transfer (in other words your salary should not be reduced). If you transfer on higher pay than is available in the importing organisation (in other words if you transfer with an existing salary that is above the importing Department's maximum for the grade) you will retain your existing pay on a mark-time basis.

5 Taking Entitlement to the Exporting Organisation's Salary Maximum on Transfer

5.1 Where you choose to retain entitlement to the exporting organisation's salary maximum, the scale maximum applicable to your grade in the exporting organisation at the time of transfer will be "frozen" to become your personal maximum.

5.2 You will progress towards this personal salary maximum via the pay progression arrangements in place in the importing organisation. Once the importing organisation's salary maximum exceeds the maximum held by you on a personal basis, the importing organisation's salary maximum will then apply.

6 Progression

6.1 On transfer you will progress along the salary scale for your transferred grade in accordance with the progression arrangements in place in the importing organisation.

6.2 Where you choose to retain the right to progress to the exporting organisation's salary maximum held on a personal basis, but your salary is above the maximum of your importing Department, you should progress to the retained personal maximum in line with the pay award applicable to an officer at the maximum in the importing Department.

6.3 However to reflect the fact that you would have progressed to the maximum in the exporting Department on a consolidated basis, you will retain the right to progress to your personal maximum also on a consolidated basis. Any part of a pay award at the importing Department's maximum which is non-consolidated (this does not include Box 1/Box 2 performance bonuses) should therefore be treated as a consolidated payment in these circumstances until your retained personal maximum is reached.

6.4 Trade Union Side have a reserved right to make representation in cases where it is identified that differences in pay progression arrangements may result in a loss of pay following a transfer.

7 Promotion in Importing Department

7.1 Where, following a transfer under interface arrangements, you are subsequently promoted in the importing organisation it will be a condition of the promotion that you immediately take the importing organisation's salary scale for your new grade. Interface rights are therefore nullified by the subsequent promotion.

7.2 Where, following transfer under interface arrangements, you are promoted in your new (importing) organisation, the pay on promotion terms applicable in the new organisation are applied. There is no right to promotion terms applicable in your old exporting organisation.

8 Grading Implications of Transfers

8.1 Grading structures in the NIO and NI Departments are different in some respects. Annex 1 highlights the different structures and provides guidance on how level transfers between the organisations should operate.

8.2 In all circumstances where level transfers are being considered, the importing Department will take account of a range of issues including relevant experience, qualifications and skills which will determine the your suitability for the vacancies it has.

8.3 Where you move to a position, which is a higher grade than the equivalent grades outlined in Annex 1, this will be regarded as a promotion. Movement in these circumstances can only be by a competitive promotion process.

ANNEX 1

Transfer Between NIO and NI Departments

NIO Grade	Equivalent Grades Used by NI Departments/Agencies	Commentary
D2	AA and analogous grades	Level transfer available to grades specified *
D1	AO and analogous grades	Level transfer available to grades specified *
C	EO2 and analogous grades EOI and analogous grades	Level transfer available to grades specified * #
B2	SO and analogous grades	Level transfer available to grades specified *
B1	DP and analogous grades	Level transfer available to grades specified *
A	Unified Grade 7 and analogous grades	Level transfer available to grades specified *

NIO staff formerly in Grade 6 and the Senior Legal Assistant Grade	Unified Grade 6 and analogous grades	Level transfer available to grades specified *
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Notes

- * Where transfers are being considered the importing Department will continue to have regard to a range of issues, including relevant experience, qualifications and skills, which will determine your suitability for the vacancies it has.
- # Staff in NIO Grade C who were formerly EOIs will be considered for transfer to EOI posts in NI Departments. In all other cases however the terms of paragraph 8.2 will be applied and the importing Department should take account of a range of issues, including relevant experience, qualifications and skills, which will determine the suitability of staff for the vacancies it has.