

## 8.12 Mark-Time

This policy addresses the situation that can occur, for example, when your existing salary plus allowances exceeds your new salary on promotion or transfer. The difference between the higher rate of pay and the substantive rate of pay is called the 'mark-time' element. The mark-time element is eroded over time by subsequent pay awards until the lower substantive rate catches up with the higher rate of pay being held on the mark-time basis.

- The main rules relating to mark-time pay are set out in [Section 1 Introduction](#)
- If you are a Senior Systems Analysts special arrangements apply, these are found in [Section 2 Special Mark Time Arrangements for Senior Systems Analysts \(SSAs\)](#)
- Some examples of how mark-time arrangements apply are contained in [Annex 1](#)

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

Pay lead, Box 1/Box 2 non-consolidated performance bonus, revalorisation

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

8.01 Pay Award System, 8.02 Payment of Pay, 8.11 Interface Arrangements, 8.30 Starting Pay on Transfer to a new Substantive Grade

This policy is version 4

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

# 8.12 MARK-TIME

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## **8.12 MARK-TIME**

### **1 Introduction**

**1.1** This section of the HR Handbook sets out the principles underlying mark-time pay.

**1.2** Mark-time rules allow that in certain circumstances, where there is a reduction in pay (other than reversion or downgrading – see sections 1.9 and 1.10 below), you may retain pay in issue on the day before the change occurs and hold this higher rate of pay on a mark-time basis. The difference between the higher rate of pay in issue and the substantive rate of pay is known as the “mark-time element”.

**1.3** The mark-time element is eroded by subsequent pay movements (such as the annual pay award) until such times as the lower (substantive) rate of pay catches up with the higher rate of pay being held on the mark-time basis.

**1.4** Mark-time will often apply in situations where, for example, your existing pay plus allowances (or pay lead) exceeds your new salary on promotion or transfer to a new grade or post which does not attract the allowance or pay lead.

**1.5** Examples of how pay should be treated and mark-time applied in such instances are set out in Annex 1.

**1.6** If you are on a mark-time rate of pay you are eligible to receive any Box 1/Box 2 non-consolidated performance bonus as part of the pay award (see policy [8.01 Pay Award System](#)).

**1.7** Any pay award falling due on the date from which a mark-time rate of pay is payable may be included in the mark-time rate.

**1.8** The mark-time rule may equally apply to pay which is already held on a mark-time basis should circumstances change.

**1.9** Where at the end of a period of temporary promotion to a higher grade, you revert to your lower substantive grade, the higher rate of pay in issue in the temporary promotion grade is not retained on a mark-time basis on reversion.

**1.10** Starting pay on downgrading should as far as practicable, allow you to move to the new pay scale at a point which you would have reached had you started in the lower grade or remained in the lower grade. In circumstances where you are downgraded as an alternative to redundancy, pay in issue before downgrading may be retained on a mark-time basis.

## **2 Special Mark Time Arrangements for Senior Systems Analysts (SSAs)**

**2.1** Special mark-time arrangements were introduced in 2001 for Senior Systems Analysts (the change to mark-time arrangements was backdated to 1 April 1998).

**2.2** The Senior Systems Analyst grade is not eligible for the payment of Automatic Data Processing (ADP) allowance. However under the special mark-time arrangements agreed specifically for this grade, when entering the SSA grade on promotion you may retain your existing ADP allowance in full.

**2.3** The allowance is instead eroded under a capping arrangement at the maximum of the payscale rather than upon entry to the grade (see policy [8.15 ICT Allowances](#)).

**Examples of How Mark-Time Arrangements Apply in Circumstances where you are in receipt of an allowance**

**Example 1 – If you are at EOII level, are in receipt of an allowance of £3,000 and are promoted to an EOI post not eligible for the allowance but the allowance is reckonable for promotion.**

Basic salary before promotion of	£15,670
Plus allowance	£3,000
Total pay	£18,670

You are promoted to EOI and the new post does not attract the allowance. However the allowance paid at EOII level is reckonable for promotion and can be retained on a mark-time basis.

Calculate starting pay on promotion – disregard allowance

New substantive EOI salary is £15,670 x 8%	£16,924
Assimilate to EOI payscale – at appropriate point	£17,526
Retain allowance (£3,000) on a mark-time basis - bringing total pay in new grade to £17,526 plus £3,000	£20,526

Whilst substantive basic salary is £17,526 you will retain the allowance on a mark-time basis (bringing total pay to £20,526) and the allowance is then eroded over successive pay awards.

So if, for example, if you were to move from Point x (£17,526) on progression to Point y (£18,472) in the next pay award, resulting in an increase of £946 to substantive pay, the value of the allowance decreases by £946. (Please note, for ease of reference this example does not take account of any potential revalorisation of pay scale points which would also have to be factored in if applicable)

You will therefore progress along the EOI pay scale if a satisfactory or better performer and the amount by which the substantive salary increases is equivalent to the amount by which the allowance decreases each year until the allowance is eroded.

**Example 2 – If you are at EOII level in receipt of an allowance of £3,000 and move to an EOII post that is not eligible for the allowance.**

Basic salary of	£15,670
Plus allowance	£3,000
Total pay	£18,670

You then move on transfer to an EOII post which does not attract the allowance.

However under terms of the allowance, it can be retained on a mark-time basis when you leave a qualifying post to move to a non-qualifying post.

Substantive salary in new post	£15,670
plus allowance retained mark time	£3,000
Total pay in new post	£18,670

Your substantive pay (£15,670) will increase as you progress along the pay scale if a satisfactory or better performer. As successive pay awards increase your substantive salary, the value of the allowance is decreased until eroded away.

**Example 3 – If you are at EOII level in receipt of a £3,000 allowance that is not reckonable for promotion and are promoted to a new grade where the allowance is not payable**

Basic salary of	£15,670
Plus allowance	£3,000
Total pay	£18,670

You are promoted to an EOI post which does not attract payment of the allowance.

The £3,000 allowance is not reckonable for pay on promotion. Disregard allowance when calculating pay on promotion

Pay on Promotion	$£15,670 \times 8\%$	£16,924
Assimilate to EOI payscale – at appropriate point		£17,526

Allowance is not payable at the higher EOI grade and neither is it reckonable for promotion. However as lower grade salary plus allowance (£18,670) is higher than starting pay on promotion (£17,526), the higher rate of pay can be retained on a mark-time basis.