

8.25 Pay of College-Based Sandwich Course Students

This policy sets out guidance on the payment of college-based sandwich course students and undergraduate Statistician students working in Northern Ireland Civil Service Departments and the Northern Ireland Office.

- Section 1 Introduction explains who this policy applies to
- Section 2 Rates of Pay outlines the pay scales, any rates of increase and student responsibilities.

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

There are currently no terms within this policy defined in the glossary.

You may also be interested in the following policies:

There are currently no related policies.

This policy is version 2.0

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

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.

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CONTENTS

- 1 Introduction3
- 2 Rates of Pay.....3

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1 Introduction

1.1 This policy of the HR Handbook provides guidance on the payment of college-based sandwich course students and undergraduate Statistician students working in Northern Ireland Civil Service Departments and the Northern Ireland Office.

2 Rates of Pay

2.1 College-based sandwich course and undergraduate Statistician students should be paid a rate of pay that equates to the minimum of the Administrative Assistant (AA) pay scale (for NIO read Grade D2).

2.2 The rate of pay should be increased each year in line with any increase to the value of the AA scale minimum. College-based sandwich course students and undergraduate Statistician students are not subject to the NICS pay award arrangements.

2.3 Departments have discretion to employ students as casual Administrative Officers (for NIO read Grade D1), and pay them the appropriate rate of Administrative Officer (AO) pay (plus other terms and conditions appropriate to casual AOs).

2.4 In such circumstances normal criteria for casual employment must be met and the duties that the students have to carry out should be relevant to their course of study. Time off to attend college, which is available to students under normal placements, should also be available if a student is employed as a casual Administrative Officer.

2.5 If for any reason a Department wishes to pay an individual more than the student rate of pay (in other words the minimum of the AA scale), but does not wish to employ the student as a casual AO, they should consult the Pay and Grading Unit in Central Personnel Group (DFP).