

EQUAL PAY DATA VALIDATION EXERCISE WORKED EXAMPLES

A number of worked examples have been developed to support the equal pay data validation exercise. The following examples are provided below:

1. Part Time staff
2. Career Break during settlement period
3. Periods spent as a NI Civil Servant seconded to another organisation
4. Change of grade – promotion and down grading

1. PART TIME STAFF

Part time staff will receive their settlement as a proportion of the full time equivalent (FTE). This value will be taken from the hours recorded for the month of FEBRUARY at the beginning of each year of the settlement.

The example below shows an AO whose part time hours each February varied during the period of the settlement.

Item Ref	Analogous Grade	From	To	Non Reckonable Period Start	Non Reckonable Period End
FT1	AA	01/02/03	31/01/09		

Item Ref	Date	Part Time Hours	Full Time Hours	Full-time Equivalent
PT1	Feb 03	18.5	37	0.5
PT2	Feb 04	18.5	37	0.5
PT3	Feb 05	18.5	37	0.5
PT4	Feb 06	25	37	0.68
PT5	Feb 07	25	37	0.68
PT6	Feb 08	25	37	0.68

In this example the average of the full-time equivalent ratio is 0.59. Therefore the officer will be eligible for a settlement payment which is 59% of the settlement payment of an equivalent full time officer throughout the period.

2. CAREER BREAK DURING SETTLEMENT PERIOD

Periods of unpaid leave exceeding 6 months (183 or more days) will reduce the period of qualifying service. In the example below the officer has a career break for 2 years from 01/09/06 – 31/08/08

Item Ref	Analogous Grade	From	To	Non Reckonable Period Start	Non Reckonable Period End
FT1	AO	01/02/03	31/01/09		
FT1	AO			01/09/06	31/08/08

Therefore the officer will be eligible for a settlement payment based on reckonable service of 4 years (6 years total service, with 2 years non-reckonable). The precise calculation will be based on the number of days' service, with 1 year being considered as 365 days.

3. PERIODS SPENT AS A NI CIVIL SERVANT SECONDED TO ANOTHER ORGANISATION

Eligible staff who have remained civil servants in the NICS but who were seconded elsewhere will be eligible for a payment for the period their pay was negotiated by the NICS. The example below shows someone in the AO grade for the full period who has non-reckonable service in the NIO for part of the six years.

Item Ref	Analogous Grade	From	To	Non Reckonable Period Start	Non Reckonable Period End
FT1	AO	01/02/03	31/01/09		
FT2	AO			01/02/03	31/07/07

Therefore the officer will be eligible for a settlement payment based on reckonable service of 1 year and 6 months (6 years total service, with 4 years and 6 months non-reckonable). The precise calculation will be based on the number of days' service, with 1 year being considered as 365 days.

4. CHANGE OF GRADE

Promotion

Separate periods of service in different grades will be treated separately as qualifying periods of service when calculating settlement payments.

Item Ref	Analogous Grade	From	To	Non Reckonable Period Start	Non Reckonable Period End
FT1	AO	01/02/03	30/04/06		
FT2	EOII	01/05/06	31/01/09		

Therefore the officer will be eligible for a settlement payment based on reckonable service in the AO grade from 01/02/03 – 30/04/06 (3 years and 3 months) and will also be eligible for a settlement payment based on reckonable service in the EOII grade from 01/05/06 – 31/01/09 (2 years and 9 months). The precise calculation will be based on the number of days' service, with 1 year being considered as 365 days.

Down Grading

Separate periods of service in the same grade will be added together as qualifying periods of service when calculating settlement payments.

Item Ref	Analogous Grade	From	To	Non Reckonable Period Start	Non Reckonable Period End
FT1	AO	01/02/03	31/01/06		
FT2	EOII	01/02/06	31/10/07		
FT3	AO	01/11/07	31/01/09		

Therefore the officer will be eligible for a settlement payment based on reckonable service in the AO grade from 01/02/03 – 31/01/06 (3 years) and 01/11/07 – 31/01/09 (1 year and 3 months). This is a total of 4 years and 3 months at the AO grade.

In addition the officer will be eligible for a settlement payment based on reckonable service in the EOII grade from 01/02/06 – 31/10/07 (1 year and 9 months).

The precise calculation will be based on the number of days' service, with 1 year being considered as 365 days.