

DATE: 25 FEBRUARY 2010

TO: ALL STAFF

EQUAL PAY UPDATE

In his bulletin of 28th January, Derek Baker advised staff of the steps in the process to implement the equal pay settlement for the AA, AO, EOII and analogous grades.

This communication is to advise you that we are about to start the first step in this process which is validation of data relating to each member of staff's service history, part-time hours and non-reckonable service in the affected grades. This has to be done so that we can accurately calculate each individual's lump sum payment.

We will contact staff in service by email to advise them of what steps have to be taken to validate their data. **This email will be staged over the coming week and will be issued on a departmental basis. If colleagues in a different department receive the email before you, you should wait until you receive your email before taking any action.**

Each eligible current member of staff will be required to confirm that their data is correct or will be given the opportunity to raise a query for investigation by a payroll expert from a team that has been brought together for this purpose.

If you are responsible for a member of current staff who may be eligible, but does not have access to email or the intranet, please provide their details, including name, payroll number and office address to payenquiries.cpg@dfpni.gov.uk, and a letter will be issued to them.

Eligible staff who have left service or are on long term absence will receive a letter in the next few weeks to enable them to validate their data.

Further information on equal pay can be found at the NICS pay website at www.pay.nics.gov.uk

Corporate HR