

**DATE: 14<sup>th</sup> MAY 2010**

**TO: ALL STAFF**

**SUBJECT: EQUAL PAY UPDATE**

In his bulletin of 28<sup>th</sup> 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:

- Step 1 – Data validation – now mostly complete
- Step 2 – Notification of Settlement Payment Calculation
- Step 3 - Signing of the agreement to accept the terms of the settlement

You will also be aware that staff have been moved onto the revised equal pay scales with effect from 1 February 2009 and have received the associated arrears.

This communication is to advise you that we are about to start the second step in this process which is advising staff of their calculated settlement payment.

### **Step 2 - Settlement Payment Calculation (Lump Sum)**

We will contact staff in service by email to advise them of what steps have to be taken to view their settlement payment. **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 who has validated their service history will be able to view their settlement payment which has now been calculated using their validated service history. Staff will be given the opportunity to raise a query on the accuracy of the calculation if required.

Staff who have not validated their service history (Step 1) should do so as soon as possible as their settlement payment cannot be calculated until this is complete. Details on how to do this are available in the document “Data Validation Exercise – Communication to staff” on the NICS pay website at [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk)

Eligible staff who have left service or are on long term absence will receive a letter in the next few weeks detailing their settlement payment.

**Step 3 - Signing of the agreement to accept the terms of the settlement**

NIPSA are in the process of contacting directly their members for whom they have registered equal pay claims with the Industrial Tribunal regarding the signing of a compromise agreement. For all other staff in the affected grades, for whom equal pay claims have not been registered with the Industrial Tribunal, the Department will require them to sign an agreement accepting the terms of the settlement. This will form the third and final step in the process before the lump sums will be paid and I will write to you within the next few weeks to explain what you need to do.

Further information on equal pay can be found at the NICS pay website at [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk)

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**Corporate HR**