

WITHOUT PREJUDICE

OUTLINE TERMS FOR SETTLEMENT OF EQUAL PAY CLAIMS

1. PURPOSE

- 1.1 This document outlines a proposal for settlement of all equal pay claims lodged by NIPSA on behalf of Administrative Assistant, Administrative Officer, Executive Officer II and analogous grades.

2. IMPLEMENTATION OF EQUAL PAY

- 2.1 Administrative Assistants and analogous grades - With effect from 1 February 2009 (the effective date), all Administrative Assistants and analogous grades (Annex A) in post will be assimilated to the Technical Grade 2 pay scale as set out below. Administrative Assistants, analogous grades and students appointed after the effective date will be assimilated to point 1 of the Technical Grade 2 pay scale with effect from the date of their appointment.

The revised pay scale is outlined below while the current pay scale is in Annex B.

| Revised Pay scale 1/02/09 | Period of Reckonable Service in AA or Analogous Grade at 1 February 2009 |
|---------------------------|---|
| 13,280 | less than one year service in the substantive grade and below the maxima |
| 14,131 | From 1 year to less than 3 years service in the substantive grade and below the maxima |
| 14,981 | From 3 years to less than 5 years service in the substantive grade and below the maxima |
| 15,619 | From 5 years to less than 6 years service in the substantive grade and below the maxima |
| 16,257 | 6 years service or more in the substantive grade and below the maxima |
| 16,682 | Staff on the maxima with less than 6 years service in the substantive grade |
| 17,108 | Staff on the maxima with 6 or more years service in the substantive grade |
| 17,533 | |

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Should the assimilation terms result in staff being assimilated to a salary less than their current salary, staff will be assimilated onto the next highest point.

Arrangements for 'O' level trainees are in Annex C.

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- 2.2 Administrative Officers and analogous grades: From the effective date, all Administrative Officers and analogous grades (Annex A) in post will be assimilated to the Technical Grade I pay scale as set out below. Administrative Officers appointed to the grade after the effective date will be assimilated to point 1 of the Technical Grade I pay scale from the date of appointment.

The revised pay scale is outlined below while the current pay scale is in Annex B.

| Revised Pay scale 1/02/09 | Period of Reckonable Service in AO or Analogous Grade at 1 February 2009 |
|---------------------------|---|
| 15,277 | less than one year service in substantive grade and below the maxima |
| 16,312 | From 1 year to less than 3 years service in the substantive grade and below the maxima |
| 17,348 | From 3 years to less than 5 years service in the substantive grade and below the maxima |
| 18,038 | From 5 years to less than 6 years service in the substantive grade and below the maxima |
| 18,728 | 6 years service or more in the grade and below the maxima |
| 19,419 | Staff on the maxima with less than 6 years service in the substantive grade |
| 20,109 | Staff on the maxima with 6 or more years service in the substantive grade |
| 20,799 | |
| 21,490 | |
| 21,835 | |
| 22,180 | |

Arrangements for Mapping and Charting TG1, Valuation Assistant, Post Mortem Attendant, Assistant Scientific Officer, Conservation Grade G and SGB1 Security Guards are in Annex C.

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2.3 Executive Officer II and analogous grades – From the effective date, all Executive Officer II and analogous grades (Annex A) in post will be assimilated to a new EOII pay scale as set out below.

| Revised EOII pay scale Feb 2009 | |
|------------------------------------|--------|
| Max | 23,250 |
| 7 | 22,718 |
| 6 | 22,186 |
| 5 | 21,654 |
| 4 | 21,122 |
| 3 | 20,590 |
| 2 | 20,015 |
| 1 | 19,450 |

| August 2008 pay scale | | | Feb 2009 pay scale | |
|--------------------------|--------|---|-----------------------|--------|
| | | | Max | 23,250 |
| | | | 7 | 22,718 |
| Max ₁ | 21,132 | → | 6 | 22,186 |
| 9 | 20,844 | → | 5 | 21,654 |
| 8 | 20,637 | → | 4 | 21,122 |
| 7 | 20,390 | → | 4 | 21,122 |
| 6 | 20,018 | → | 3 | 20,590 |
| 5 | 19,647 | → | 2 | 20,015 |
| 4 | 19,152 | → | 2 | 20,015 |
| 3 | 18,657 | → | 1 | 19,450 |
| 2 | 18,163 | → | 1 | 19,450 |
| 1 | 17,668 | → | 1 | 19,450 |

1. Staff on the maximum of the Typing Manager scale will move to £22,186

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3. SETTLEMENT PAYMENT (AA/AO and analogous grades)

3.1 Staff in employment on the effective date who served substantively during the period 1 February 2003 and 31 January 2009 in the Administrative Assistant, Administrative Officer or analogous grades, will be entitled to the payment of non pensionable lump sums set out below. These payments are net of income tax and National Insurance liabilities. This also applies to staff who have left employment in the 6 months prior to the effective date and have more than 2 years reckonable service.

Grades AA and analogous

| Less than 1 year | 1 or more but less than 2 years | 2 or more but less than 3 years | 3 or more but less than 4 years | 4 or more but less than 5 years | 5 or more but less than 6 years | 6 years or more |
|------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-----------------|
| 105 | 770 | 2,660 | 4,200 | 6,300 | 8,400 | 9,993 |

Grades AO and analogous

| Less than 1 year | 1 or more but less than 2 years | 2 or more but less than 3 years | 3 or more but less than 4 years | 4 or more but less than 5 years | 5 or more but less than 6 years | 6 years or more |
|------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-----------------|
| 280 | 1,488 | 4,130 | 5,723 | 8,750 | 11,585 | 13,965 |

3.2 The settlement payment will be subject to the following adjustments

Non reckonable service/Career Breaks: Periods of non reckonable service greater than six months will result in the service period used to calculate the settlement payment being reduced by that period.

Part time working: The settlement payment will be reduced on a pro rata basis to reflect the part time hours of work based on the working hours in the February payroll file in each year from Feb 2003 to Feb 2008 inclusive.

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4. SETTLEMENT PAYMENT (EOII and analogous grades)

4.1 Staff in employment on the effective date who served substantively during the period 1 February 2003 and 31 January 2009 in the Executive Officer II or analogous grades, will be entitled to the payment of non pensionable lump sums set out below. These payments are net of income tax and National Insurance liabilities. This also applies to staff who have left employment in the 6 months prior to the effective date and have more than 2 years reckonable service.

| Less than 3 years | 3 or more but less than 5 years | 5 years or more |
|--------------------------|--|------------------------|
| 250 | 1,100 | 1,700 |

4.2 The above settlement payment will be subject to the following adjustments

Non reckonable service/Career Breaks: Periods of non reckonable service greater than six months will result in the service period used to calculate the settlement payment being reduced by that period.

Part time working: The settlement payment will be reduced on a pro rata basis to reflect the part time hours of work based on the working hours in the February payroll file in each year from Feb 2003 to Feb 2008 inclusive.

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5. OTHER PROVISIONS (AA/AO/EOII and analogous grades)

- 5.1 Casual Appointments: Previous service on a casual basis, where staff become permanent, will be included if the break in service between casual and permanent appointment is 6 months or less.
- 5.2 Pension entitlements for staff in employment at effective date: For staff in post at the effective date who are members of the Classic, Classic Plus or Premium Pension Schemes, and have retired since 1 February 2009 or are due to retire within one year (i.e. from 1 February 2009 to 31 January 2010), their pensionable earnings will be adjusted proportionately taking into account the revised pay scale. For staff in the Nuvos scheme, their pensionable earnings will be adjusted to take account of the revised pay scale.
- 5.3 Staff Retired/Left service/Deceased: Staff in the affected grades who have retired/left/deceased in the 6 months prior to the effective date between the period 1 August 2008 and 31 January 2009 will receive the compensation payment as outlined above in paragraphs 3.1 and 4.1. Their pensionable earnings will be supplemented by one sixth of the compensation payment.
- 5.4 Gender: This proposal applies to both male and female staff in the affected grades.
- 5.5 NICS Departments: This proposal applies to the Northern Ireland Civil Service Departments.
- 5.6 Comprehensive Pay and Grading Review: Joint Management and Trade Union Side engagement in a comprehensive Pay and Grading Review covering all grades within the NICS. Examination of the Executive Officer II grade within the NICS pay and grading structures will be prioritised in this review process.

ADMINISTRATIVE ASSISTANT AND ANALOGOUS GRADES

| Grade Title | Analogous Grade |
|---|------------------------|
| Administrative Assistant | AA |
| Administrative Assistant (New Deal) | AA |
| Administrative Assistant London | AA |
| Assistant Custodian | AA |
| Cleaner | AA |
| Dental Surgery Assistant | AA |
| ICT level 1 | AA |
| O Level Trainee Civil Engineering Assistant | AA |
| O Level Trainee Planning Assistant | AA |
| Sandwich Course student | AA |
| Sandwich Course student (IT) | AA |
| SGB2 | AA |
| SGB2 Security Guard | AA |
| SGB2 Watchperson/cleaner | AA |
| Trainee Electrical Engineering Assistant | AA |
| Trainee Mechanical & Electrical Engineer | AA |
| Trainee Mechanical Engineering Assistant | AA |
| Trainee Planning Assistant | AA |
| Typist | AA |
| Typist London | AA |
| Vacational student | AA |

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ADMINISTRATIVE OFFICER AND ANALOGOUS GRADES

| Grade Title | Analogous Grade |
|--|------------------------|
| Administrative Officer | AO |
| Administrative Officer (New Deal) | AO |
| Administrative Officer London | AO |
| Assistant Programmer | AO |
| Assistant Supervisor (Office Machines) (Obsol) | AO |
| Custodian | AO |
| Field Monument Warden | AO |
| Healthcare Assistant | AO |
| ICT Level 2 | AO |
| Mapper | AO |
| Medical Attendant | AO |
| Nurse Grade C | AO |
| Security Guard | AO |
| Security Officer | AO |
| SGB1 | AO |
| SGB1 Security Guard | AO |
| Social Security Officer IIA | AO |
| Social Security Officer IIB | AO |

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EXECUTIVE OFFICER II AND ANALOGOUS GRADES

| Grade Title | Analogous Grade |
|--|------------------------|
| Executive Officer II | EOII |
| Audit Assistant (H&SS) | EOII |
| Trainee Careers Advisor | EOII |
| Law Clerk II | EOII |
| Senior Mapper | EOII |
| Programmer | EOII |
| Traffic Examiner EOII | EOII |
| Personal Secretary | EOII |
| Senior Personal Secretary | EOII |
| Social Security Officer 1 | EOII |
| Agricultural Inspector Group 1, | EOII |
| Imports Inspector | EOII |
| Fisheries Officer II | EOII |
| Support Manager 3 | EOII |
| Supervisor of Security Guards | EOII |
| Support Manager 3 (Supervisor of Security Guards | EOII |
| EOII London | EOII |
| Personal Secretary London | EOII |
| Typing Manager | EOII |
| Driver and Traffic Examiner | EOII |
| Enforcement Officer | EOII |

CURRENT PAY SCALES

AA and analogous

| |
|----------------------|
| Pay scale 1/08/08 |
| 13,130 |
| 13,493 |
| 13,872 |
| 14,201 |
| 14,420 |

AO and analogous

| |
|----------------------|
| Pay scale 1/08/08 |
| 14,890 |
| 15,539 |
| 16,136 |
| 16,714 |
| 17,099 |

'O' Level Trainee assimilation

From the effective date, all 'O' level trainees in post will be assimilated to a new pay scale as set out below. 'O' level trainees appointed after the effective date will be assimilated to point 1 of the new pay scale with effect from the date of their appointment.

| Revised 'O' level trainee pay scale 1 Feb 2009 | |
|---|--------|
| Max | 17,533 |
| 3 | 16,257 |
| 2 | 14,981 |
| 1 | 13,280 |

| August 2008 pay scale | | | Feb 2009 pay scale | |
|--------------------------|--------|---|-----------------------|--------|
| Max | 16,136 | → | Max | 17,533 |
| 3 | 14,890 | → | 3 | 16,257 |
| 2 | 13,872 | → | 2 | 14,981 |
| 1 | 13,130 | → | 1 | 13,280 |

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Mapping and Charting TG1 assimilation

| August 2008 pay scale | | | Feb 2009 pay scale | |
|--------------------------|--------|---|-----------------------|--------|
| Max | 22,180 | → | Max | 22,180 |
| 9 | 21,868 | → | Max | 22,180 |
| 8 | 21,556 | → | 10 | 21,835 |
| 7 | 20,932 | → | 9 | 21,490 |
| 6 | 20,308 | → | 8 | 20,799 |
| 5 | 19,684 | → | 7 | 20,109 |
| 4 | 18,904 | → | 6 | 19,419 |
| 3 | 18,124 | → | 5 | 18,728 |
| | | | 4 | 18,038 |
| 2 | 17,188 | → | 3 | 17,348 |
| 1 | 15,940 | → | 2 | 16,312 |
| | | | 1 | 15,277 |

**Valuation Assistant, Post Mortem Attendant and
Assistant Scientific Officer assimilation**

| August 2008 pay scale | | | Feb 2009 pay scale | |
|--------------------------|--------|---|-----------------------|--------|
| Max | 22,180 | → | Max | 22,180 |
| 11 | 21,644 | → | 10 | 21,835 |
| 10 | 21,018 | → | 9 | 21,490 |
| 9 | 20,408 | → | 8 | 20,799 |
| 8 | 19,817 | → | 7 | 20,109 |
| 7 | 19,244 | → | 6 | 19,419 |
| 6 | 18,686 | → | 5 | 18,728 |
| 5 | 18,144 | → | 5 | 18,728 |
| 4 | 17,620 | → | 4 | 18,038 |
| 3 | 17,109 | → | 3 | 17,348 |
| 2 | 16,265 | → | 2 | 16,312 |
| 1 | 15,049 | → | 1 | 15,277 |

Conservation Grade G assimilation

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| August 2008 pay scale | | | Feb 2009 pay scale | |
|--------------------------|--------|---|-----------------------|--------|
| Max | 22,180 | → | Max | 22,180 |
| 10 | 21,820 | → | 10 | 21,835 |
| 9 | 21,460 | → | 9 | 21,490 |
| 8 | 20,740 | → | 8 | 20,799 |
| 7 | 20,020 | → | 7 | 20,109 |
| 6 | 19,228 | → | 6 | 19,419 |
| 5 | 18,437 | → | 5 | 18,728 |
| 4 | 17,645 | → | 4 | 18,038 |
| 3 | 16,925 | → | 3 | 17,348 |
| 2 | 15,989 | → | 2 | 16,312 |
| 1 | 14,981 | → | 1 | 15,277 |

Support Grade Band 1 Security Guards

Support Grade Band 1 Security Guards will be assimilated to the Technical Grade 1 scale as outlined at paragraph 2.2 and will be held on the resulting point but will receive any subsequent cost of living increases until alignment with the Support Grade Band 2 Security Guard pay scale.