

## THE 2006 PAY AWARD FOR NICS STAFF UP TO AND INCLUDING GRADE 6 GENERAL QUESTIONS AND ANSWERS

This Question and Answer brief should be read in conjunction with the CSC that sets out the details of the 2006 pay award. It covers all non-industrial staff who were in the NICS on 1 August 2006, up to and including Grade 6. **The pay award refers to the reporting years 1 April 2005 to 31 March 2006, 1 April 2006 to 31 March 2007 and 1 April 2007 to 31 March 2008 and is payable at 1 August each year following the end of the respective reporting periods.** Click on the question to go to the answer.

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### **Q.1 What if I have not had my report yet?**

Speak to your line manager immediately. The reports used to calculate awards are those for the report year ending 31 March prior to the settlement date. If your report has not been returned, Departments cannot pay any increase that is due. [<back to questions>](#)

### **Q.2 When will I receive payment?**

We aim to pay the 2006 elements of the pay award (which is applicable from 1 August 2006) to the first tranche of staff in April 2007, with the remainder receiving it by June 2007 at the latest. Please note though that payment can only be made if your report, which was due by the end of May 2006, has been finalised. Payment of the 2007 & 2008 elements of the award will be paid as soon as possible after the settlement date. [<back to questions>](#)

### **Q.3 Are the increases pensionable?**

Up to the pay scale maxima all increases will be fully consolidated and pensionable. Bonus payments for Box 1 and 2 performers and payments to make up the value of the pay award to 2% are non-consolidated and do not reckon for pension purposes. However if you are retiring from the Service during the course of the remit period (ie from 1 August 2006 to 31 July 2009 inclusive) and you receive a non-consolidated payment to make up the value of the pay award to 2% in any year, this non-consolidated payment will reckon for pension calculation purposes. [<back to questions>](#)

### **Q.4 Are new entrants during the reporting year eligible for the pay award?**

As a newly appointed officer you will be eligible for a pay award (including Non-Consolidated Bonus if appropriate) only if you have been in post for a period of more than 3 months of the reporting year (i.e. appointed before 1 January during the reporting year) and have a performance appraisal marking of Box 3 or better in the most recent report up to 31 March.

Where an officer employed on a casual or fixed term basis is made permanent at any

grade, their previous service should count as continuous service provided there is no break in service. A break in service is defined as a period of at least one week.

If you have been appointed on or after 1 January during the reporting year you will not be eligible for a one the one step progression (including NCB), however you will be entitled to receive the benefit of any revalorisation/restructuring of that point. If you started on the minimum of the old pay scale, you will move to Minimum 1 of the new pay scale. However, if you started above the minimum, for example on Point 3 on the old pay scale, you will move across to the point on the new pay scale that is of equal or next highest monetary value. [<back to questions>](#)

### **Q.5 Why am I still on the minimum of the scale?**

One of the concerns raised in recent years has been the level of starting pay and pay scale minima. The only affordable way of addressing this is by removing the minimum point of the pay scales or to substantially increase the value of the minimum points. For this pay round we have adopted the latter approach, and we are aware that this means that some good performers will again remain on the minimum of their pay scale and therefore that this will again generate some concern. However this is the only affordable way of addressing concerns about starting pay and pay scale minima. [<back to questions>](#)

### **Q.6 Will part-time/job sharing members of staff with a Box 2 or better marking have their non-consolidated bonus pro-rated according to their conditioned hours?**

No. Under the terms of the pay award, all eligible staff will receive the full amount of any non-consolidated bonus. [<back to questions>](#)

### **Q.7 What about staff on Statutory Maternity Leave or Sick Leave Absence on Full or Half Rate of Pay?**

For pay progression purposes where you were absent for part of the reporting year due to Statutory Maternity Leave or sick absence on full or half rate of pay you will be awarded an overall box marking based on performance for that part of the year when

you were in attendance. The latest box mark earned in the grade may be used to inform the decision.

If you are on Statutory Maternity Leave or sick absence (except at pension rate) for part of the reporting year you will be eligible for the full pay award i.e. one point uplift and Box 1/Box 2 Non Consolidated Bonus (if applicable).

If you have been on sick absence for the full reporting period and there is no period of attendance on which performance can be assessed, the Department will assume a Box 3 performance marking, provided your immediately preceding report marking is Box 3 or better, and the pay award will be applied accordingly.

If your immediately preceding report marking is Box 4 or 5 then a Box 4 will be assumed and the arrangements for Box 4 will be applied i.e. revalorisation/restructuring as appropriate of the existing point – you will move from your pay point on the old payscale to a pay point on the new payscale that has the same or next highest monetary value<[back to questions](#)>

#### **Q.8 What about staff on career breaks?**

If you have gone on a career break after 1 April 2002, you will return at the end of the career break period on an equivalent revalorised pay point but not necessarily the same numerically numbered pay point.

When determining this point however, any qualifying service during the reporting year in which your career break began should be taken into account at the pay award date immediately following the start of the career break.

Where you have un-rewarded pre/post career break service for part of the reporting years 1 April 2002 to 31 March 2005 when the career break began/finished, this should be treated as follows at the following pay award date:

- If you have service of 6 months or less during the reporting year in which the career break commenced/finished you are not eligible for a pay award for that

year.

- If you have service of more than 6 months during the reporting year in which the career break commenced/finished you will be eligible to be considered for a pay award for that year if they are a Box 3 or better (including payment of any relevant Non-Consolidated Bonus).

Where you have un-rewarded pre/post career break service for part of the reporting years 1 April 2005 onwards when the career break began/finished, this should be treated as follows at the following pay award date.

- If you have service of 3 months or less during the reporting year in which the career break commenced/finished you are not eligible for a pay award for that year.
- If you have service of more than 3 months during the reporting year in which the career break commenced/finished you will be eligible to be considered for a pay award for that year if they are a Box 3 or better (including payment of any relevant Non-Consolidated Bonus).

The arrangements for staff who started a career break before 1 April 2002 placed an officer returning from career break on a pay step equivalent to their position relative to the scale maximum at the start of the career break, whilst taking account of the general across the board increase to the maximum and not the additional steps which were applied to some salary maxima in pay settlements since 2000.

As at 1 April 2002 you will assimilate onto the new pay arrangements as per the arrangements agreed as part of 2002 pay settlement. When you return from a career break you will return to this pay point taking account of any revalorisation and renumbering of pay scales as a result of intervening pay settlements since 2002.

If you have returned from a career break after 1 April 2005 and have more than 3 months service during the reporting year you will be eligible to be considered for a pay award for that year (including a Non-Consolidated Bonus).

If you have returned from a career break after 1 April 2005 and have 3 months or less during the reporting year you will not be eligible to be considered for a pay award for that year (including a Non-Consolidated Bonus).

If you went on a career break from 5 January 2006 to 4 January 2007, you would be eligible for the one point uplift at 1 August 2006 (subject to satisfactory or better performance) as you were in post for more than 3 months during the 2005/06 reporting year but would not be eligible for a one step uplift at 1 August 2007. [<back to questions>](#)

### **Q.9 What about staff on Sick Absence at Pension Rate of Pay (PROP) and Unpaid Sick Absence?**

If you have been on Pension Rate of Pay (PROP) or unpaid sick absence for a total of 274 days or more, you will not be eligible for a one point pay uplift. However you will move across to the point on the new pay scale that is of equal or next highest monetary value. You will not be eligible for a Non Consolidated Bonus related to box marking.

If you have been on Pension Rate of Pay for a period of less than 274 days of the reporting period, you will be eligible to receive a one point pay uplift at 1 August (subject to satisfactory or better performance). You will be eligible to receive a Non Consolidated Bonus related to box marking if appropriate. [<back to questions>](#)

### **Q10 What if I am on unpaid leave? (Including unpaid Maternity Leave following Statutory Maternity Leave)**

If you have been on unpaid leave for a total of 274 days or more of the reporting period, you will not be eligible for a one point pay uplift. You will move across to the point on the new pay scale that is of equal or next highest monetary value. You will not be eligible for a Non Consolidated Bonus related to box marking.

If you have been on unpaid leave for less than 274 days of the reporting period, you will be eligible to receive a one point pay uplift at 1 August (subject to satisfactory or better performance). You will be eligible to receive a Non Consolidated Bonus related

to box marking. [<back to questions>](#)

### **Q11 What about staff on mark time?**

If you are on mark-time pay your pay will be progressed eroding the mark time element. However, you will still be eligible for a Box 1/Box 2 Non Consolidated Bonus if you have an appropriate box marking. [<back to questions>](#)

### **Q.12 What about staff employed on a temporary contract?**

As a temporary/casual member of staff you will have your existing salary increased to the new pay scale minimum of your grade. However if you have been in post prior to 1 January of the reporting year and are still in post on the settlement date, you may be entitled to a one point pay uplift. [<back to questions>](#)

### **Q.13 What about staff who were promoted during the reporting year?**

**If you have 3 months service or less in the higher grade during the reporting year or promoted after 1 April** (i.e. an officer promoted on or after 1 January of the reporting year), you will not be eligible for a pay uplift at the higher grade. The annual pay award will instead be based on the lower grade pay scale and box marking as you will have served in the lower grade for nine months or more of the reporting period.

Your lower grade pay point at the time of promotion should be established and, if a Box 3 or better performer, a one point uplift should be applied, your pay on promotion should then be recalculated using the pay on promotion terms applicable at the time of promotion and you will be moved across to the appropriate point on the new higher grade scale at 1 August.

The Box 1/Box 2 Non Consolidated Bonus should be based on your box mark at the lower grade. [<back to questions>](#)

**If you have more than 3 months service (which includes periods of temporary promotion) in the higher grade during the reporting year** (i.e. promoted before 1

January of the reporting year) and have a Box 3 or better appraisal marking in the higher grade, your performance award should be made on the higher grade pay scale. You should move up one point on the higher grade pay scale.

The Non-Consolidated Bonus should be based on your box mark at the higher grade.

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#### **Q.14 What about staff who are on temporary promotion (T/P) on the settlement date?**

If you have been on temporary promotion during the reporting year you will receive a pay award in the higher grade and scale only if the period of temporary promotion was more than 3 months of the reporting period and if you are still on temporary promotion to the higher grade at the pay award date i.e. 1 August.

If you have reverted to your substantive grade by 1 August then this is the grade and scale that is applicable at the pay award date i.e. the pay award should be based on the box marking awarded for the substantive grade and progressed on your substantive scale.

When establishing if you have been on temporary promotion for more than 3 months service at the higher grade, all periods of temporary promotion during the reporting year should be taken into account even if there is a break in between.

If you have been on temporary promotion during the reporting year for 3 months service or less at the higher grade during that period and you are also on temporary promotion at the 1 August pay award date, your salary should be increased in line with question 13 above, i.e. uplift substantive grade salary by one point and re-apply pay on promotion terms. Your Non Consolidated Bonus will be based on the report marking for the lower grade.

If you were on temporary promotion during the reporting year for more than 3 months service at the higher grade during this period and you are also on temporary promotion at the pay award date of 1 August, then you should receive your pay award on the higher grade pay scale i.e. you should move up the higher grade pay scale by one point (if a Box 3 or better performer). Your Non Consolidated Bonus will be based on

the report marking for the higher grade. [<back to questions>](#)

#### **Q.15 What about staff who have worked overtime etc.?**

As the pay award is being backdated to 1 August, deputising and overtime rates etc. will all be recalculated to take account of the increase, and arrears paid. [<back to questions>](#)

#### **Q.16 What if I received a Box 4 or 5 marking?**

If you have received a Box 4 or 5 performance appraisal marking you are not eligible for a one point progression uplift. You will therefore remain on your existing point, although you will be eligible to receive the benefit of any revalorisation/restructuring of that point. However if you are on the minimum of the old pay scale you will move to Minimum 1 of the new pay scale. If you are above the minimum of the old pay scale, you will move across to the point on the new pay scale that is of equal or next highest monetary value.

Also see question 17 “Split Box Markings” for guidance on treatment of Box 4/Box 5 performance on transfer. [<back to questions>](#)

#### **Q.17 What if I received split box markings during the reporting year?**

If you have two different box markings in the same grade (e.g. if you have transferred to a new Department mid year), this should not normally impact on the pay uplift providing you remain a satisfactory or better performer.

In terms of the performance related Non Consolidated Bonus, you will receive a Non Consolidated Bonus based on the higher appraisal marking which covers a period of more than three months of the reporting year. For example a Box 2 officer moves to a new Department in mid July and receives a Box 3 marking for the period July to March. The NCB should be based on the Box 2 marking.

If, on transfer to a new post you receive a Box 4 or Box 5 appraisal marking you will continue to be eligible for the pay uplift provided the period covered by the Box 4 or 5

marking is less than 9 months of the reporting period and your previous report was Box 3 or better. Thus in the example above if the officer were to receive a Box 4 marking for the July to March period, he/she should receive a full pay award since they had satisfactory performance for more than 3 months of the reporting year. In these circumstances the officer would be eligible to receive the full Non Consolidated Bonus for the higher report marking.

If you receive a Box 4 or 5 marking which covers a period of 9 months or more of the reporting year, you will be treated in line with question 16 above i.e. you will not be eligible for a pay award and will remain on the same pay point receiving the value of any revalorisation/restructuring i.e you would move from your existing old pay point to the pay point on the new scale of an equal or next highest monetary value. You will not be eligible to receive a Non-Consolidated Bonus.

If there is a 25:75 split in the appraisal markings covering the reporting year (e.g. where one report covers the period up to 30 June and the second covers the period starting 1 July) you will be awarded the pay award resulting from the report on the 75% of the reporting year. [<back to questions>](#)

#### **Q.18 Am I entitled to a non consolidated payment?**

If you are receiving a consolidated pay increase of less than 2% in any remit year then you would be eligible for a Non-consolidated payment to make up the difference to 2% of your salary at 31 July. [<back to questions>](#)

#### **Q.19 Am I entitled to a Non consolidated bonus?**

If you have received a Box 1 or Box 2 performance appraisal assessment you may be eligible to receive an additional Non Consolidated, Non-Pensionable Bonus in the form of a lump sum payment of £150 for a Box 1 performance and £50 for a Box 2 performance. The value of future bonus payments will be reviewed for the 2006/07 and 2007/08 reporting years by the Management and Trade Union Sides of the Central Whitley Council. The outcome of these reviews will be notified to Departments and staff. [<back to questions>](#)

#### **Q.20 How does the pay award impact on my London Pay lead?**

You are currently on a London pay scale that has a pay lead on the Northern Ireland pay scale. Following the 2006 pay award this lead will be removed and the London Weighting allowance will be increased by £2,224. You will therefore assimilate back to the Northern Ireland payscale on a corresponding point on the 2005 pay scales e.g. from pay point 4 on London scale to pay point 4 on NI scale.

If you are a satisfactory or better performer you may then be eligible for a one-point increase on the 2005 NI pay scale and you will then move across to the point with the next highest monetary value on the 2006 pay scale.

If you were on the maximum of the pay scale prior to 1 August 2006 you will move across to the point with the next highest monetary value. Again if you are a satisfactory or better performer you may be eligible to move up one point on the 2006 pay scale.

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#### **Q.21 How do the new arrangements for pay on promotion operate for Staff Officer Auditor and Accountancy grades?**

If you are a fully qualified Staff Officer Accountant/Auditor and move on promotion to a DP Accountant/Auditor post (i.e. promotion is within the Accountancy/Audit discipline) your pay on promotion will be calculated as follows:

- Apply pay on promotion terms to the officer's basic Staff Officer Accountant/Auditor salary.
- You will move to the equivalent or next highest point on the DP Accountant/ Auditor pay scale.

If you are a Staff Officer Accountant/Auditor who moves on promotion to another discipline the existing pay on promotion arrangements will apply – in other words your pay lead will not be taken into account in the pay on promotion calculation.[<back to questions>](#)

#### **Q.22 Can the pay deal be reopened?**

Although this is a three-year pay deal covering the period to 31 July 2009, Management and Trade Union Sides have agreed that they will meet each year jointly to review the commitments made for the relevant year of the settlement period, to consider whether or not any significant external factors should cause the terms of the settlement to be reviewed. While this could result in a request to Treasury to re-open the terms of the settlement, there should be no expectation that such a request would be acceded to, and therefore that the terms of the settlement might be varied in future. [<back to questions>](#)

**Q.23 Where can I get further information about the pay award?**

All enquires about the content of this brief or the application of the terms of the CSC should be addressed to your Departmental Establishment/Personnel Branch. You can also access the pay website on [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk) [<back to questions>](#)