

## THE 2010 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 Pay Circular that sets out the details of the 2010 pay award. It covers all non-industrial staff who were in the NICS on 1 August 2010, up to and including Grade 6. **The pay award refers to the reporting years 1 April 2009 to 31 March 2010 and 1 April 2010 to 31 March 2011 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?**

If your report has not been completed your box marking, for the purposes of calculating your new pay, will be based on the previous annual report. If you previously achieved a Box 1, 2 or 3 marking, you will receive your one step progression. However you should still speak to your line manager about having a report completed. [<back to questions>](#)

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

Subject to satisfactory testing we aim to pay the 2010 pay award (which is applicable from 1 August 2010) in June 2011. [<back to questions>](#)

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

Up to the pay scale maxima all increases will be fully consolidated and pensionable. [<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 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 2010.

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 the one step progression, however you will be

entitled to receive the benefit of any restructuring of your pay 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 monetary value. [<back to questions>](#)

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

Among the concerns raised in recent years has been the level of starting pay, pay scale minima and overlapping pay scales. One method chosen to address this has been the removal of the minimum point of the pay scales. We are conscious of the fact that this means that some good performers will again remain on the minimum, albeit the new minimum of their pay scale, however they will have moved one step closer to the maximum of the scale. [<back to questions>](#)

#### **Q.6 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 pay award.

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. restructuring as appropriate of the existing point – you will move from your pay point on the old pay scale to a pay point on the new pay scale that has the same monetary value. [<back to questions>](#)

### **Q.7 What about staff on career breaks?**

Staff returning from career break on or after 1 August 2010 who have three month's service in the reporting year 1 April 2009 to 31 March 2010 will be due the one step progression. Anyone currently on career break that has three month's service or more in the reporting year 1 April 2009 to 31 March 2010 should be considered for the one step progression on return from career break. [<back to questions>](#)

### **Q.8 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 monetary value.

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 2010 (subject to satisfactory or better performance). [<back to questions>](#)

### **Q9 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 monetary value.

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 2010 (subject to satisfactory or better performance). [<back to questions>](#)

#### **Q10 What about staff on mark time?**

If you are on mark time pay your pay will be progressed eroding the mark time element except where special circumstances exist. [<back to questions>](#)

#### **Q.11 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.12 What about staff who were promoted during the reporting year?**

**If you have 90 days service or less in the higher grade during 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 275 days 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.

If you have more than 90 days service (which includes periods of temporary promotion) in the higher grade during 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. [<back to questions>](#)

**Q.13 What about staff who are on temporary promotion (T/P) on the pay settlement dates?**

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 90 days 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 90 days 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 90 days 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 12 above, i.e. uplift substantive grade salary by one point and re-apply pay on promotion terms.

If you were on temporary promotion during the reporting year for more than 90 days 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)..  
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**Q.14 What about staff who have worked overtime etc.?**

As the pay award is being backdated to 1 August 2010 staff who have worked overtime, were deputising or received allowances that are based on a percentage of annual salary will have rates recalculated to take account of the increase, and arrears paid. [<back to questions>](#)

**Q.15 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 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 monetary value.

Also see question 16 “Split Box Markings” for guidance on treatment of Box 4 / Box 5 performance on transfer. [<back to questions>](#)

**Q.16 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.

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 if an officer were to receive a Box 4 marking for the July to March period, he/she should receive a pay award since they had satisfactory performance for more than 3 months of the reporting year.

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 15 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 restructuring i.e. you would move from your existing pay point to the pay point on the new scale of an equal monetary value.

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.17 Am I entitled to a non-consolidated payment?**

If following the application of one step progression your full time equivalent salary is below £21,000, you will receive a non-consolidated non-pensionable payment of £250. The non-consolidated payment will be pro-rated for staff who do not work full time conditioned hours. [<back to questions>](#)

**Q.18 When is the one step progression applied to the 'O' Level Trainee and Graduate Trainee grades?**

The pay uplift date for 'O' Level Trainee and Graduate Trainee staff may vary depending on departmental practices and will apply either at the pay award date or the officer's incremental date, in accordance with departmental policy. [<back to questions>](#)

**Q.19 What arrangements are applied to Valuer Grade 2 staff as part of the pay award?**

Special arrangements exist which allow Valuer Grade 2 staff, that are on point 3 of their pay scale, to remain on point 3 even where circumstances exist that would render them ineligible for the pay award (such as new recruits with less

than three month's service). Valuer Grade 2 staff should not therefore, under any circumstances, move below point 3 of their pay scale following application of the pay award. [<back to questions>](#)

**Q.20 Are DOJ staff eligible for the pay award?**

This is the first pay award since the devolution of justice and it applies also to non-industrial Northern Ireland Civil Servants in the Department of Justice, with the exception of staff that are subject to national pay agreements. [<back to questions>](#)

**Q.21 What about DOJ staff who opted to remain on their existing NIO / NI Courts and Tribunals Service pay scales?**

DOJ staff who meet the eligibility criteria and who opted to stay on the retained former NIO / Courts and Tribunals Service pay scales will move up one point on those pay scales. The £250 non-consolidated payment should be included where appropriate. [<back to questions>](#)

**Q.22 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 Pay Circular should be addressed to HR Connect. You can also access the pay website on [www.dfpni.gov.uk/pay](http://www.dfpni.gov.uk/pay) . [<back to questions>](#)