



Home Office Annex B

Response:

- 1) A breakdown of the Home Office pay ranges by grade and location can be found in the attached Annex C. HMPO. The job evaluation scores by grade is also attached. Please see attached Annex D.

HMPO pay rates can be found in below.

HMPO Pay Rates:

Grade	London	National	London Provincial
PO1 (AA equivalent)	£19,699	£15,305	
PO2		£16,034	

Pay Ranges

Grade	London		National		London Provincial	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
PO3 (AO equivalent)	£21,661	£22,459	£17,522	£18,164		
EO	£25,137	£27,478	£21,188	£23,176		
HEO	£31,735	£34,564	£27,136	£29,555		
SEO	£38,232	£43,965	£33,403	£38,414		
Grade 7	£54,679	£62,881	£49,034	£56,389		
Grade 6	£64,003	£73,604	£57,955	£66,647		

- 2) The Home Office pays a number of specialist allowances which are detailed below. All the allowances are non-consolidated.
- Accountancy Allowance: paid while studying for an accountancy qualification before they move onto the specialist pay range.
 - Auditor Allowance: paid to staff who are professionally qualified internal audit staff and are paid in addition to the specialist auditor pay rates.
 - Language Allowance: paid to Immigration Officers who use their knowledge of one or two foreign languages in the course of their work for the benefit of the department.
 - Procurement Allowance: paid to procurement specialists in key designated posts.

Allowance	Type	Amount	
		London	National
Accountancy	1 st year		£649
	2 nd Year	£1,043 £2,084	£1,297
Auditor	3 years experience – CPIIA minimum		£1224
	4 years experience (one year in HO) – CMIIA minimum		£2224
	5 years experience (two years in HO) – CMIIA minimum		£3224
Language	Oral (certain specific languages		£399
	Common European (French, German, Spanish and Italian)		£481
	All other languages		£751
	Lower limit (combination of common European and non-hard others languages)		£1983
	Upper limit (combination of languages including a hard language)		£2464
Procurement	Key post and Member of CIPS		£4080
	Key post and Certificate of competence or CIPS foundation diploma		£1530
	Designation post and Member of CIPS or hold a Certificate of competence or CIPS foundation diploma		£1530

Recruitment and Retention Allowances are used within the Home Office to either overcome staff recruitment and/or retention difficulties or to recognise specialist grade or abilities. All requests are supported by strong business cases providing objective justification and must be auditable, and legally defensible, should the validity of the payment be challenged. The allowances are subject to review and may be reduced or removed. Please note that HMPO does not have any specialist allowances.

- 3) New entrants are entitled to 25 days' annual leave.
- 4) In the Home Office, annual leave starts at 25 days for new entrants and rises to 30 days after 10 years of service. In Her Majesty's Passport Office, annual leave starts at 25 days for new entrants and rises to 30 days after 6 years of service.
- 5) The annual leave entitlement for existing staff who are promoted (via successful application to adverts published on or after 31 August 2014) is capped at 30 days. In the Home Office, promotees are entitled to 25 days' annual leave, rising to 30 days after 10 years' service. In Her Majesty's Passport Office, promotees are entitled to 25 days' annual leave, rising to 30 days after 10 years' service.
- 6) New starters are entitled to 1 day of privilege leave in recognition of the Queen's Birthday.

7) New starters (via successful application to adverts published on or after 30 November 2013) will have a standard full-time working week of 37 hours net regardless of geographical location (pro-rata for part-time staff).

8) A breakdown of the Home Office overtime rates by grade are set out below.

Grades	Overtime Worked	Payment Rate	Alternative
AAs to EOs and equivalents	Weekday	Time and a half	
	Saturday	Time and a half plus half time Premium Payment	Time off in lieu of hours worked plus half time Premium Payment
	Sunday	Double Time	Time off in lieu plus plain time payment
	Public or Bank Holiday	Double Time	Time off in lieu plus plain time payment
	Privilege Day	Alternative day off	
HEOs and SEOs and equivalents	Weekday	Plain Time	
	Saturday	Plain Time plus half time Premium Payment	Time off in lieu plus half time Premium Payment
	Sunday	Double Time	Time off in lieu plus plain time payment
	Public or Bank Holiday	Double Time	Time off in lieu plus plain time payment
	Privilege Day	Alternative day off	
Grade 7s	Weekday	None unless Discretionary Payments apply.	
	Saturday	Half time premium Payment	
	Sunday	Plain time Premium Payment	
	Public or Bank Holiday	Plain time Premium Payment	
	Privilege Day	None	
Grade 6s	At any time	None unless Discretionary Payments apply	

HMPO Overtime:

Available to all staff at SEO and below and is not available for Grade 6 and 7 staff. Part-time staff are paid at plain time until full time conditioned hours worked. No minimum hourly rates. Overtime is paid at different rates, as detailed in the table below:

Grades	Overtime Worked	Payment Rate	Alternative
PO1 to EO	Weekday	Basic rate and a half	TOIL plus half basic rate
	Saturday	Basic rate and a half	TOIL plus half basic rate
	Sunday & Bank holiday	Double basic rate	TOIL plus basic rate
	Privilege Day	Alternative day off around time of P.D.	Not applicable
HEO to SEO	Weekday	Basic rate	TOIL
	Saturday	Basic rate	TOIL
	Sunday & Bank holiday	Double basic rate	TOIL plus basic rate
	Privilege Day	Alternative day off around time of P.D.	Not applicable

Sunday, Public and Bank Holiday working

Staff who are required to be on duty on a Sunday, Public or Bank holiday should be compensated wherever possible with time off in lieu equal to the hours of attendance, plus a payment at basic rate for the hours of attendance. This includes part time staff working extra duty hours. Where time off in lieu can not be granted, payment will be made at double time.

When Christmas Day, Boxing Day or New Year's Day fall on a weekend and a substitute bank holiday is declared, these arrangements will apply to both the original and the substitute days.

Privilege Days

Staff who are required to be on duty on a day fixed for a privilege holiday (including those on short full-time or part-time evening courses) may be allowed alternative holiday in lieu around the time of the privilege day. If this can not be granted, no additional payment will be made.

- 9) No. For both the Home Office and HMPO, London allowances were consolidated into pay ranges with effect from 1st July 2013. The Home Office does apply separate pay ranges for staff in the London, National and London Provincial areas which are detailed in the attached Annexes C and D.

- 10) The occupational sick pay for new starters (via successful application to adverts published on or after 30 November 2013) is 1 month full pay and 1 month half pay on entry, rising in yearly increments to 5 months' full pay and 5 months' half pay during the fifth year of service.
- 11) Contractual maternity pay (i.e. the normal contractual rate of pay received before the start of maternity leave) is paid for the first 26 weeks of the maternity leave period provided that the qualifying conditions are met.
- 12) Employees have to complete a minimum of 12 months' qualifying service with the department during the 24 months up to and including the 15th week before the expected week of childbirth to hold the length of service qualification required for contractual maternity pay.

For these purposes, 'qualifying service' includes paid service, ordinary or additional maternity or adoption leave, maternity/adoption support leave and parental leave, but excludes unpaid special leave, sick pay at nil or pension rate and any periods of unauthorised absence other than time taking part in official industrial action. Qualifying service with another government department will also be taken into account where there has been no break in service prior to joining the Home Office.

- 13) Yes, the department makes up the difference between ordinary statutory paternity pay and normal contractual rate of pay (or ordinary contractual paternity pay) providing that employees have sufficient service qualification and meet the qualifying conditions for payment of ordinary paternity pay.
- 14) Employees have to complete a minimum of 12 months' qualifying service with the department during the 24 months up to and including either the 15th week before the expected week of childbirth.

For these purposes, 'qualifying service' includes paid service, ordinary or additional maternity or adoption leave, maternity/adoption support leave, additional paternity leave and parental leave, but excludes special leave and sick pay at nil or pension rate and any periods of unauthorised absence other than taking part in official industrial action. 'Qualifying service' with another government department will also be taken into account where there has been no break in service prior to joining the Home Office.