



Our ref: FOI 2014/05230
Your ref:

03 October 2014

Dear [REDACTED]

Thank you for your email of 15 September 2014 requesting the following information:

Please could you provide me with answers to the following information requests under the Freedom of Information Act regarding the pay and other terms and conditions of your full time equivalent employees:

1) What are the rates of pay broken down by grade for full time equivalent non-SCS staff (if possible with the associated JEGS job evaluation scores) giving the minima and maxima of ranges? If pay rates are divided into London and National rates please provide both.

Please see attached table of 2014/2015 pay award. There are no London rates.

2) Are there any specialist pay grades, specialist allowances, recruitment and retention allowances or market supplements? If so, please provide details including where relevant whether the payments are consolidated or non-consolidated.

Please see attached details of 2014/2015 pay award.

3) How many days annual leave are (full time equivalent) employees on entry entitled to, excluding public holidays?

Employees are entitled to 27 days' annual leave if they have less than 5 years' service or 32 days if they have more than 5 years' continuous service. These include the Queen's birthday and the additional day at Christmas.

4) What is the maximum annual leave entitlement achievable for new starters and the service requirement to achieve this entitlement?

The maximum annual leave a new starter can achieve is 32 days providing they have 5 years or more of continuous service and this includes the Queen's birthday and the additional day at Christmas.

5) Does the annual leave entitlement for new starters apply to all current staff on promotion to a higher grade?

Annual leave is not dependent with the employee's grade; it is dependent on their years of service.

6) Are new starters entitled to privilege leave in addition to annual leave, and if so how much?

Privilege leave is included in the annual leave entitlement of 27 or 32 days.

7) What are the contractual hours for new starters (full time equivalent staff), including any differences applying to London-based staff?

37 hours per week.

8) What are the arrangements for overtime pay, for example rates paid overtime or time off in lieu, broken down by grade?

Please see attached table.

9) Are there any regional allowances paid, such as London weighting.

There are no regional allowances paid, however they may be introduced as outlined in the pay award document.

10) What are the sick pay arrangements for new starters, including any service-related conditions?

All employees including new starters will receive full occupational and statutory sick pay providing they can provide certification of absence for this period. This is six months at full pay and a further six months at half pay.

11) Is enhanced maternity pay, above Statutory Maternity Pay, available for women with sufficient service qualification?

Please see attached chart.

12) What is the length of service qualification for enhanced maternity pay?

Please see attached chart, which answers question 11 and 12.

13) Is enhanced paternity pay, above Statutory Paternity Pay, available for those with sufficient service qualification?

Employees are entitled to Ordinary Paternity Leave (paid at 100 per cent of an employee's salary) if he or she has been continuously employed by Dstl for at least 26 weeks.

14) What is the length of service qualification for enhanced paternity pay?

26 weeks.

We are treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and we can confirm that all the information in scope of your request is held.

For ease of response and where possible, we have placed our answer under each of your questions above. Where there are tables, these will be separate.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied, then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website <http://www.ico.gov.uk>.

Yours sincerely

Dstl Secretariat

Question 1 and 2
Rates of pay broken down by grade



Pay Award 2014-2015

Salary figures 2014-2015

Zone	Zone Step	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9
Top of Performance Zone (PZ)	PZ	£15,959	£20,628	£26,235	£33,829	£41,774	£51,084	£60,830	£70,663	£118,634
Salary Point(SP)	SP	£14,251	£16,282	£21,046	£26,765	£34,859	£43,046	£52,638	£62,060	£ 72,090
Development Zone (DZ)	DZ3		£15,556	£20,105	£25,571	£33,305	£41,198	£50,724	£59,806	£ 70,186
	DZ2		£14,992	£19,377	£24,644	£32,097	£39,778	£49,335	£58,168	£ 68,996
	DZ1		£14,428	£18,648	£23,717	£30,889	£38,357	£47,947	£56,529	£67,806
Graduate Development Zone	G3				£22,167					
	G2				£21,502					
	G1				£20,837					

NB: This table reflects the one per cent revalorisation of all Salary Points for Level

Temporary Withdrawable Addition (TWA)

Money has been set aside to fund a TWA for posts/areas where it is a priority to address recruitment and retention issues. Only posts/areas agreed by the Executive will receive a TWA, which will be paid for a specified period of time. The Executive has agreed that there are currently two business critical areas (Commercial and Off-Site Working (OSW)). The TWA for Commercial staff is already in place but the criteria for the OSW TWA is still being defined. Details of this TWA will be published as soon as they have been finalised.

Question 8
Additional hours' payment rates

	Band 1 Levels, 1, 2, 3, 4GDZ, 4DZ	Band 2 Levels 4SP,4PZ and 5	Band 3 Level 6	Band 4 Levels 7, 8 and 9
Weekdays	Time + half (non- pensionable)	Time (non- pensionable)	Time (non- pensionable)	Time for additional hours travelled only (non- pensionable)
Saturdays	Time + half (non- pensionable) + half time (pensionable premium)	Time (non- pensionable) + half time (pensionable premium)		
Sundays and Public/Privilege Holidays	Time (non-pensionable) + time (pensionable)			

Graduate Development Zone (GDZ)

Development Zone (DZ)

Salary Point (SP)

Performance Zone (PZ)

Question 11 and 12
Enhanced maternity pay and Service qualification.

52 Weeks' Service at Qualifying Week		
Ordinary Maternity Leave (OML)	26 Weeks	Occupational Maternity Pay 100% salary
Additional Maternity Leave (AML)	13 Weeks	Statutory Maternity Pay (Currently £138.18)
Additional Maternity Leave (AML)	13 Weeks	Unpaid
26 to 52 Weeks' Service at Qualifying Week		
Ordinary Maternity Leave (OML)	26 Weeks	Statutory Maternity Pay (Currently £138.18)
Additional Maternity Leave (AML)	13 Weeks	Statutory Maternity Pay (Currently £138.18)
Additional Maternity Leave (AML)	13 Weeks	Unpaid
Less than 26 Weeks' Service at Qualifying Week		
Ordinary Maternity Leave (OML)	26 Weeks	Maternity Allowance
Additional Maternity Leave (AML)	13 Weeks	Maternity Allowance
Additional Maternity Leave (AML)	13 Weeks	Unpaid