

APPENDIX 2

STANDING COMMITTEE FOR PROBATION **CHIEF OFFICER GRADES**

Pay & Grading Agreement

Digest of Questions and Answers Relating to Implementation of 1% Bonus

All questions and answers should be read in conjunction with Standing Committee for Probation Chief Officer Grades Circular 2/2006. Further guidance on the implementation of the Standing Committee for Probation Chief Officer Grades national agreement on pay and conditions of service will be issued shortly/is enclosed, and will cover assimilation arrangements for the implementation of the new pay and grading structure from 1 April 2006 together with the associated salary review provisions. It will also cover salary review arrangements to take effect from 1 April 2007.

Q: On what basis does an individual qualify for the 1% Bonus and how is it calculated?

A: *The 1% non-consolidated bonus is payable if an individual's employment is covered by Standing Committee for Probation Chief Officer Grades terms and conditions and if he/she was employed at any time during the qualifying period 1 April 2005 – 31 March 2006. In such circumstances you should take into account the relevant spinal salary after progression but prior to revalorisation of 2.5% applicable on 1 April 2005.*

Q: Do staff who are in post for less than the full qualifying period, 1 April 2005 – 31 March 2006, receive the 1% bonus?

A: *Yes. There is no pro-rata reduction in this instance.*

Q: If an employee transferred to another Probation Area during the qualifying period, which area provides the payment (assuming we know about the transfer)?

A: *This is a matter for Boards to make local arrangements in such cases. However, the normal expectation is that the current employer will pay having consulted the previous employer to establish the appropriate basic pay at 1 April 2005.*

Q: If an employee reduces/increases hours during the period 1 April 2005 to 31 March 2006, is it their pay as at 1 April upon which the payment is based?

A: Yes.

Q: For a new entrant, who joined the service after 1 April 2005, it is assumed that the 1% payment will be calculated on basic pay on the day that he/she started – is this correct?

A: *Yes. Basic pay should, of course, not include the 2.5% revalorisation.*

Q: Will an employee who has received no pay (for maternity/long term sickness or career break) for the whole of the period still receive the non-consolidated payment based on their normal basic annual pay as it stood on 1 April 2005.

A: Yes

Q: Is the 1% payment pensionable?

A: Yes.

Q: "...prior to revalorisation" – this is taken to mean prior to award of 2.5%; is this correct?

A: Yes.

Q: An employee is promoted from a post covered by the National Negotiating Council (NNC) for the Probation Service between 2 April 2005 and 31 March 2006 to one covered by the Standing Committee for Probation Chief Officer Grades. On which basis is the 1% Bonus calculated?

A *The 1% Bonus is calculated on NNC terms and conditions as the employee was covered by this collective agreement on 1 April 2005 and he/she is entitled to have already received the payment on this basis. Payments should not be made twice under both agreements.*

Q Where a transfer has occurred, the receiving board may have different pay arrangements and where the reason for transfer is promotion, cost will be higher to the receiving board – please clarify which date to use if other than 1 April 2005?

A: *This should not arise as it is the salary on 1 April 2005 which is applicable and not that which results from the promotion.*