

## PAY AND GRADING PROVISIONS

### General

1. The NNC pay and grading structure consists of six distinct pay bands. All employees are assigned to a pay band on the basis of job score as measured by the nationally agreed Probation Service Job Evaluation Scheme (PSJES).
2. All posts shall attract a basic salary in accordance with the nationally agreed pay bands. The pay points appropriate to each pay band in 2008/9 and 2009/10 are set out at Sections A14 and A15 respectively.
3. Basic pay is the amount payable before the addition of any allowances or other supplements.
4. Appointment will ordinarily be to the minimum of the pay band. Exceptionally, however, new entrants with particular directly relevant previous experience may be appointed above the normal starting salary for the appropriate band where this can be objectively justified.

### Pay and Grading

5. As stated above, the pay and grading structure consists of six distinct pay bands. All employees should be assigned to a pay band on the basis of job score as measured by the nationally agreed Probation Service Job Evaluation Scheme (PSJES). To assist this process a set of "benchmarked roles" has been evaluated by a joint national panel and profiles have been drawn up where the job evaluation score is agreed. There are no jobs which are graded across pay band boundaries e.g. at Band 2/3.
6. The Probation Service Job Evaluation Scheme User Guide sets out the basis of the job evaluation system which underpins the pay system and provides guidance on the process for local job evaluation. Detailed information on the Job Evaluation Scheme can be found in the Probation Service Job Evaluation Manual.
7. Within each pay band there are a number of pay points to allow pay progression.
8. Pay and grading provisions apply to part-time employees, pro-rata to full-time employees, except where the conditions apply wholly in their own right, for example special leave.
9. The Scheme setting out the terms and conditions for Trainee Probation Officers is set out in Section B3. This also includes reference to:
  - (i) Poor Performance Procedure for Probation Trainees (Section B4)

(ii) Joint Guidance on the Scheme (Section C3).

**Pay Progression**

10. Pay progression is applicable annually on 1 October. It will be underpinned in due course by a nationally agreed NNC Development and Review process which will include annual performance review, assessment against the proposed knowledge and skills provisions and production of a personal development plan.
11. Newly appointed employees should have at least two satisfactory and documented reviews with their line manager before being eligible for pay progression. The first review should normally be within the first three months after appointment and the second review should be before the expiry of the probationary period.
12. Employees with less than six months' service in the pay band after appointment, promotion or regrading on 1 October in any year will not be eligible for progression on that date. Such employees will not progress until six months after appointment, promotion or regrading. Normal progression will then take place on the following 1 October. There can be no backdating of progression. There will be no progression beyond the maximum of the pay band.
13. Prior to the introduction of the NNC Development and Review process, existing employees with at least twelve months' experience in a post/role will ordinarily be deemed to have met the criteria for progression beyond the development point. Exceptions may include employees who are subject to capability or disciplinary procedures.
14. Pay progression may be withheld where an employee's service is unsatisfactory, subject to the employee having the right to register a grievance. However, where pay progression is to be withheld on a second and subsequent occasion this can only be done where the employee is being dealt with under the formal capability procedure or the withholding of pay progression is imposed as a disciplinary penalty. In any event, where pay progression is to be withheld, the employee will be given at least one calendar month's notice in writing. Such notification is to include details of the right to raise a grievance if the employee is dissatisfied with the decision to withhold. Any pay progression due will be implemented immediately where subsequently the employee's service becomes satisfactory.
15. When pay progression is restored the employee will be placed on the relevant point on the pay band that would have been achieved had the pay progression not been withheld. There will, however, be no subsequent backdated payment made to cover the actual period when the employee's service was unsatisfactory.
16. The following safeguards will apply to pay progression:

- (i) There will be a normal expectation of progression subject to satisfactory performance and no national or local quotas will apply;
- (ii) Pay progression may not be deferred unless there has been prior discussion with the employee, which should be recorded, about the knowledge and skills which are needed for development and the employee has been given the opportunity to achieve the required standards;
- (iii) The required skills and knowledge must be consistent with the national standards for each dimension and level within the Occupational Standards Framework where these exist;
- (iv) Probation boards and trusts must ensure that there is a robust process for ensuring the fairness and consistency of the decision making process. To that end employers and trade union representatives will work together to monitor decisions on pay progression to ensure that these are non-discriminatory.

### **Locally Awarded Recruitment and Retention Payments (LARRPS), and Locally Awarded Payments (LAPS) and Excess Rates**

17. These payments applied between 9 December 1994 and 31 March 2006. For further information see Section D2.

### **Pay on Promotion**

18. Upon promotion an employee will ordinarily be appointed to the minimum of the pay range for the post. To ensure that any promotion is financially worthwhile, the new basic salary should be at least three clear pay points higher than the employee's pay point would have been over the next twelve months had s/he not been promoted.

### **Acting Allowances/Special Responsibility Allowances**

19. An employee who is required to perform the duties of a post in a higher pay band may be paid an appropriate acting allowance.
20. An employee who, for any reason other than annual leave, is required by the board to perform the full range of duties of a post in a higher pay band for a continuous period of at least four weeks shall be entitled to receive a salary in accordance with the grading of the post temporarily occupied.
21. The salary to be paid in such circumstances will be the salary payable were the employee promoted to the post in a higher pay band. Once the qualifying period of four weeks has been satisfied, the higher salary will date from the first day on which the employee was required to undertake the duties and responsibilities of the post in a higher pay band.

22. When an employee in receipt of an acting allowance is appointed to the post substantively without a break in service, the effective date of appointment should be backdated to the start date of the acting allowance. Normal pay progression applies thereafter.
23. Guidance on the authorisation, calculation and payment of acting allowances is attached at Section C8.

### **Special Responsibility Allowances**

24. Where the duties and responsibilities of a post in a higher pay band are shared between two or more employees, a special responsibility allowance may be paid to each employee.
25. Where an employee performs duties outside the scope of her or his post over an extended period, or where the additional duties and responsibilities involved are exceptionally onerous, and the conditions under Paragraphs 20 or 24 above are not satisfied, the probation board or trust shall consider and may grant payment of a special responsibility allowance (of an amount dependent upon the circumstances of each case).
26. Guidance on the authorisation, calculation and payment of special responsibility allowances is attached at Section C8.

### **Regular Earnings**

27. For the purposes of calculating regular earnings, premium payments are defined as:
  - London Allowance
  - Geographical Supplement
  - Market Forces Supplement
  - Prison Supplement
  - Contractual overtime
  - Unsocial hours (see Para 29 below)
  - Standby and sleeping-in allowance payments if these are payable on a regular basis
28. Where an employee's regular earnings include such premium payments, these will be pensionable and will also be taken into account in calculating sickness, holiday and maternity pay.
29. This provision will apply as follows:
  - (i) where an employee has regular contracted commitments to work outside the normal hours band (e.g. on a rota or at the same times each week or month);
  - (ii) where an employee regularly works unsocial hours but where the hours worked differ in each pay period. In these

circumstances regular earnings will be calculated on the basis of the average unsocial hours payments made to the employee in the three pay periods prior to the relevant absence; and

- (iii) where (ii) above would apply but the employee is new to that post, then average unsocial hours payments made to the previous employee will be taken into account, subject to any changes to the requirements for unsocial hours working in the post at the time the employees changed.

### **Pension Eligibility**

30. Employees are encouraged to join the Local Government Pension Scheme. Details of the scheme operating in any individual probation area can be obtained from the probation board or trust.

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