

# ***Defra Pay Handbook***

*Your Guide to the Department's Pay Policies  
for Grades AA to Grade 6*

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## 1. **Scope**

1.1. This handbook covers the pay policies for all staff from AA to Grade 6 (and equivalent grades) in the core Department and its Agencies that are covered by Defra's terms and conditions. It includes details for staff who are Permanent, Fixed Term Appointments (FTAs) or Short Term Appointments (STAs).

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1.2. Pay in the Senior Civil Service remains the responsibility of the Cabinet Office.

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1.3. This handbook attempts to explain how the Department's pay structure, pay awards and pay policies work. However, it is impossible for a document to cover every possible angle. If you cannot find the policy that covers your circumstance or are unsure as to how a policy or procedure should apply to you, in the first instance you should contact [SSCL](#).

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## **2. Introduction to Pay**

### **2.1. Delegation**

2.1.1. Since 1 April 1996, the department has had delegated authority from the Treasury for the pay and grading of staff at Grade 6 and below (and their equivalent grades) in the core department and those agencies that retain Defra's terms and conditions (an up to date definition of who this is can be found on the Pay Intranet pages).

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### **2.2. Pay Awards**

2.2.1. The department's pay settlement date is 1<sup>st</sup> July. Pay awards are usually negotiated annually on your behalf between the department and the [recognised departmental trade unions](#). The value and structure of pay awards are not guaranteed from one year to another. Details of pay settlements (including values, implementation dates, eligibility rules) are published on the Intranet [Pay Notices page](#).

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### **2.3. Definition of Types of Pay**

2.3.1. There are two "types of pay" used by the Department to reward staff and are defined below.

#### **2.3.2. Consolidated Pay**

2.3.2.1. "Consolidated Pay" is the term used to refer to your [Base Pay](#) or salary. Increases to your salary are, therefore, referred to as consolidated increases.

#### **2.3.3. Non-Consolidated Pay**

2.3.3.1. "Non-consolidated Pay" is the term used to cover those elements of your total pay that are not combined with your Base Pay and, indeed, often behave completely differently. Non-consolidated pay is not always pensionable and can sometimes take the form of a one-off payment that is not guaranteed or carried forward for future years. Examples of non-consolidated pay are [Allowances and Supplements](#), [Performance Related Variable Pay](#) and certain elements of pay awards, such as underpins (see the full details of each award to see where such elements apply). You should take care to understand the full nature of any non-consolidated payments you are due.

### **2.4. The Pay Structure**

2.4.1. The Defra Pay Structure consists of nine pay ranges for staff from grades AA to Grade 6 (and their equivalent grades). Each pay range has a National (N) and a London (L) pay area (see paragraph 2.3.3 for the full list of London pay area offices). The current pay structure can be found on the Pay Structure page on the Intranet.

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2.4.2. Whether your employment status is permanent, fixed term or short term appointment (casual), on entering your grade you will normally be placed on the relevant pay range minimum. Please see the [Pay On Appointment](#) and [Pay On Promotion](#) chapters for more information.

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2.4.3. List of Offices in the London Pay Area

The following list of offices count as being in the London pay area. All other offices count as being in the National pay area.

Addlestone VMD  
 File Store, Ponton Road  
 Heathrow Airport  
 London Eastbury House  
 London Ergon House  
 London 9 Millbank  
 London Spitalfields  
 London Nobel House  
 London Whitehall Place West  
 London 55 Whitehall  
 Market Towers  
 Southall Western International Market

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2.4.4. Pay Range, Grade & Grade Equivalents table

The table below summarises pay ranges, their grade equivalents and the grades that belong to each range. If you locate your grade in the “Grades” Column, you will find which pay range you should sit.

<b>Pay Range</b>	<b>Grade Equivalent</b>	<b>GRADES</b>
<b>J</b>	Grade 6	Grade 6
<b>H</b>	Grade 7	Grade 7, Senior Research Officer 2 (SRO2) and Veterinary Research Officers(for pay award purposes only)
<b>G</b>	Veterinary Officer	Veterinary Officers
<b>C</b>	SEO	Former VLA Band C (Vets)
<b>F</b>	SEO	Senior Executive Officer inc. Accountant and Accountancy Trainees, Chief Egg Marketing Inspector, Legal Officers, Translator 1, Auditors; Senior Scientific Officer, Senior Professional & Technology Officer, Senior Plant Health & Seed Inspector, Regional Horticultural Marketing Inspector, District Inspector of Fisheries, Senior Information Officer, Senior Librarian, Pharmaceutical Officer 1,
<b>E</b>	Fast Stream	Administrative Trainee, Higher Executive Officer (Development), Assistant Economist and Assistant Statistician.
<b>D</b>	HEO	Higher Executive Officer inc. Accountants and Accountancy Trainees, Regional Egg Marketing Inspector, Translator 2, Investigation Officer, Auditors; Higher Scientific Officer, Higher

		Professional & Technology Officer, Information Officer, Librarian, Higher Photographic Officer, Senior Horticultural Marketing Inspector, Plant Health & Seeds Inspector 1, Fisheries Officer 1, Senior Animal Health Officer, Advisory Officer III.
<b>C</b>	EO	Executive Officer inc. Accountant and Accountancy Trainee, Egg Marketing Inspector, Translator 3, Senior Personal Secretary, Support Manager, Typing Manager, Legal Trainee, Statistical Officer, Scientific Officer, Plant Health & Seeds Inspector 2, Fisheries Officer 2, Horticultural Marketing Inspector, Assistant Information Officer, Photographic Officer, Assistant Librarian, Animal Health Officer, Professional & Technology Officer, Field Supervisors (ex-P&GS'D'), Reprographics Manager.
<b>B</b>	AO	Administrative Officer, Personal Secretary, Support Grade Band 1, Assistant Scientific Officer.
<b>A</b>	AA	Administrative Assistant, Typist, Support Grade Band 2

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## 2.5. Base Pay

2.5.1. Your Base Pay is defined as your salary and will be based on your pay range and pay area. Your Base Pay will be either on or between your relevant pay range minimum and maximum.

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## 2.6. Pay Progression

2.6.1. Progression is a term used to describe the movement of your salary within your pay range. The manner in which you progress within a pay range is negotiated annually as part of the pay award.

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## 2.7. Allowances and Supplements

2.7.1. In addition to their basic salary, some staff may be eligible to receive allowances and/or pay supplements. To find out more, please read the [Allowance & Supplements Chapter](#).

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## 2.8. Performance Related Variable Pay

2.8.1. Performance related pay schemes encourage high attainment, help to drive performance and support better public service delivery. Defra's uses non-consolidated payments to reward high performance. Non-consolidated performance payments are one-off payments, do not count towards pension and do not increase base pay. There are two types of Performance Payments currently in operation, Annual and In-Year Payments.

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### 2.8.2. Annual Performance Payments

2.8.2.1. Annual performance payments are paid as part of your annual pay award. You may receive such a payment if you receive a qualifying moderated Performance Management rating for the period up to 31st March immediately preceding a pay award (staff

in Animal Health, Marine Fisheries Agency & the Veterinary Medicines Directorate use local arrangements to nominate those eligible for these payments). These payments are used to reward sustained high performance throughout the year. You should always check [Pay Notices](#) for individual pay offers, including the full Eligibility Rules, to understand how these payments apply for each year.

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### 2.8.3. In-Year Performance Payments

2.8.3.1. You may receive one of these one off payments to reward a specific achievement during the year. They allow Activity Managers to provide timely reward and recognition for excellent achievement. [Full details of In-Year Performance payments can be found on the Intranet.](#)

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## 2.9. Reserved Rights

2.9.1. You might find that, as part of a negotiated pay review, you are entitled to Reserved Rights. These are a recognised entitlement to terms and conditions that are no longer in operation. More details can be found in the [Reserved Rights Chapter](#).

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## 3. Payroll Arrangements

### 3.1. Payment of Salaries

3.1.1. You will be paid one month in arrears by credit transfer to your bank or building society account, on the last working day of the month. If you have any changes to your bank account details, **it is your responsibility to ensure that they are recorded on [SOP](#).**

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3.1.2. The amount that you will be paid is that due up to and including the last day of the calendar month. It comprises 1/12th of your annual salary and any annual allowances or supplements you are entitled to.

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### 3.1.3. First or Last Month's Pay

3.1.3.1. When your employment begins or ends, the first or last payment due is calculated by dividing the monthly rate of pay by the number of calendar days in the month and then multiplying by the number of day's service in that month (including weekends), i.e.:

$$\frac{\text{Salary}}{12} \quad \times \quad \frac{\text{Number of days worked}}{\text{Number of calendar days in the month that service begins or ends}}$$

Or

$$(\text{Salary} \div 12) \times (\text{Number of days worked} \div \text{number of calendar days in the month})$$



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### 3.2. Pay Advice (Pay Slip)

3.2.1. You will receive a personal pay advice every month. This will include details of gross and net pay, other incomes such as Working Family Tax Credits, taxable pay, tax, National Insurance and other deductions.

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### 3.3. Compulsory Deductions

3.3.1. Income Tax and National Insurance contributions are deducted from your salary before payment.

#### 3.3.2. Tax and National Insurance Queries

3.3.2.1. If you have any such queries, you will need your National Insurance Number and your Tax Reference Number. You should contact HMRC at the following address:

HM Inspector of Taxes  
Public Department 2  
Ty Glas  
Llanishen  
Cardiff  
CF14 5XS

You can also telephone them on 0300 200 3300.

#### 3.3.3. Tax Reference Number

3.3.3.1. The Tax Reference Number for staff in Core Defra is **948/TZ03485**.

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#### 3.3.4. Court Orders

3.3.4.1. Court Orders that require deductions from salary, such as those from the Child Support Agency cannot be ignored, varied or delayed by the Department. **It is your responsibility to resolve any difficulties or disputes** arising from these types of payments with the Courts or the originator of the order as appropriate.

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### 3.4. Voluntary Deductions

3.4.1. You may authorise deductions from your salary for direct payment to organisations such as [trade unions](#), the [Civil Service Sports Council](#), the [Civil Service Benevolent Fund](#) or charitable organisations via "Give As You Earn". Notification should be made in writing or e-mail to [SSCL](#).

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### 3.5. Payroll Errors

3.5.1. You are responsible for checking that your salary is correct, as far as it is practicable for you to do so. If you have any queries, you should contact [SSCL](#) as quickly as possible.

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#### 3.5.2. Overpayments

3.5.2.1. It is a disciplinary offence (and may be a criminal offence) for you to accept knowingly, without bringing it to the Department's attention, a payment to which you could reasonably be expected to know that you are not entitled.

3.5.2.2. Any action to be taken in respect of overpayments will be carefully considered on an individual basis and on their merits. SSCL will endeavour to reach an agreement on repayment terms that is both realistic and acceptable to both you and the Department.

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### 3.6. Salary Advance for New Entrants

3.6.1. Advances of salary of up to 50% of your net monthly pay are available to new entrants, including fixed and short term appointments (FTAs and STAs). SSCL are able to authorise mid-monthly advances for the first six months of employment. An advance should be for a specific purpose and are agreed at the Department's discretion.

3.6.2. Should you wish for such an advance, your application should be made direct to [SSCL](#). If your application is successful, Payment will be made on or around the 15<sup>th</sup> of the month, directly into your bank or building society. Any advance paid is recovered from your salary payment at the end of the month in which the advance was paid.

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### 3.7. Advances for Travel and Car Park Season Tickets

3.7.1. If you have been employed by the Department for 3 months and are not a short term appointment (STA) you are able to apply for an advance of salary for the purchase of a season ticket for travel between home and office by public transport. Advances are also available for car parking season tickets except for parking in central London. Full details listing eligibility criteria and conditions of the advance including repayment can be found, with the application form, [NTWK01](#) in the Online Forms Catalogue.

3.7.2. Advances are made at the Department's discretion. It is a disciplinary offence (and may be a criminal offence) to use a season ticket advance for anything other than its intended purpose.

3.7.3. SSCL carry out random checks to ensure advances have been used for the purpose for which they were intended. These can take place at

any time. A condition of granting an advance is that you comply promptly with these validity checks.

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### 3.8. Advances for the Purchase of Bicycles

3.8.1. If you have been employed by the Department for 3 months and are not an STA, you are able to apply for an advance of salary to assist you with the purchase of a bicycle and essential equipment, for travelling between home and office. Details of eligibility criteria and conditions of advance including repayment can be found with the application form, [NTWK62](#) in the Online Forms Catalogue.

3.8.2. Advances are made at the Department's discretion. It is a disciplinary offence (and may be a criminal offence) to use a bicycle purchase advance for any other purpose.

3.8.3. SSCL carry out random checks to ensure advances have been used for the purpose for which they were intended. These can take place at any time. A condition of granting an advance is that you comply promptly with these validity checks.

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### 3.9. Holiday Advances

3.9.1. If you have been employed by the Department for 3 months, are not an STA and are in [Pay Range A or B](#), you may apply for a Holiday advance. Full details confirming eligibility and conditions of the advance including repayment are with the application form [NTWK60](#) in the Online Forms Catalogue.

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### 3.10. Christmas Advances

3.10.1. If you are a permanent employee, Fixed Term Appointment (FTA) or STA and are not covered in paragraph 3.10.4, you are able to apply for an advance of your salary as a Christmas Advance.

3.10.2. You may request an advance up to 50% of your basic net monthly pay, up to a maximum of £500. If you wish to apply for an advance you should complete Form NTWK61 which can be found in the forms catalogue on MyHub.

3.10.3. Payment will be made by your normal method of payment and should be received around 15<sup>th</sup> December. The advance will be recovered from your December salary. If for any reason it is not possible to deduct the full amount, any outstanding balance will be recovered from your January salary.

3.10.4. You will not be eligible to apply for a Christmas Advance if you are:

- a fee paid member of staff;
- not expected to serve on full pay for the whole of December;

- already receiving a mid-monthly advance;
- serving overseas; or
- on reduced pay for any reason.

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#### **4. Pay on Appointment or Transfer**

##### **4.1. Pay on Appointment for New Entrants**

4.1.1. Whether you are a permanent, FTA or STA, your starting salary will normally be the minimum of your pay range. In some circumstances, however, there may be scope for you to negotiate a higher starting salary. The circumstances that permit such negotiation, as well as the process by which it is undertaken can be found in the Pay On Appointment Guidance on the intranet.

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##### **4.2. Fixed and Short Term Appointments who become Permanent**

4.2.1. If your STA or FTA contract becomes permanent, your starting salary will be calculated as follows:

4.2.1.1. If you are made permanent in the same grade, you will normally retain your current salary.

4.2.1.2. If you are made permanent in a higher grade, you will normally be appointed on the pay range minimum.

4.2.1.3. If you are made permanent in a lower grade, your starting pay will be calculated using the Pay On Downgrading rules.

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##### **4.3. Pay On Transfer**

4.3.1. This section deals with what happens to your pay when you move on level transfer, i.e. into a post in the same pay range as your previous post.

##### **4.3.2. *Transferring within the same pay area***

4.3.2.1. When you move to a post in the same pay area (i.e. National to National or London to London), your basic pay will remain unchanged.

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##### **4.3.3. *Transferring to a different pay area***

4.3.3.1. If you transfer between pay areas (London to National or National to London) we will ensure that your salary retains the same relative position in your new pay range. This is attained by applying the Position In range calculation outlined below.

##### **4.3.3.2. *Position In Range Calculation***

$$\frac{(\text{Your Salary} - \text{Your Minimum})}{(\text{Your Maximum} - \text{Your Minimum})} \times 100 = A$$

$$A \times (\text{New Maximum} - \text{New Minimum}) = B$$

$$B + \text{New Minimum} = \text{Your New Salary}$$

4.3.3.3. If your transfer is at the instigation of the Department and to a post expected to last for at least 3 years, you may be considered eligible for Permanent and Assisted terms under the [Department's Relocation Policy](#). In such cases, where the position in range calculation above results in a lower salary, you may receive the difference as a [Mark Time Allowance](#).

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#### 4.4. Cost Centre Code Changes

4.4.1. If you transfer to a new post, **it is your responsibility** to ensure that any changes to your Cost Centre code have been made via [SOP](#).

#### 4.5. Effect of Transfer on Allowances

4.5.1. If you are in receipt of an Allowance or Supplement, when you transfer to a different post it (they) may be retained, lost or converted into a [Mark Time Allowance](#). Exactly how your allowance or supplement behaves depends on the terms of the transfer and the conditions of payment of the particular payment. You should always ensure that you read the [Allowance and Supplements Chapter](#) of this handbook so that you are fully aware of the implications of any such move.

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#### 4.6. Transfer from Other Government Department's or Agencies

##### 4.6.1. Effect on Salary

4.6.1.1. If you join the Department on level transfer (i.e. into the same or equivalent grade) from another Government Department or Agency (OGD), the salary from your previous post will be used to calculate your new salary.

4.6.1.2. Where you are joining a post in Pay Ranges A to C, you will be moved onto the half step value equal to or immediately above your previous salary or move to the pay range minimum, where this is higher. If your previous salary was higher than your new pay range maximum, your new salary will be that maximum and the difference will be converted to a [Mark Time Allowance](#).

4.6.1.3. Where you are joining a post in Pay ranges D to J, you will retain your previous salary or move to the correct pay range minimum, where this is higher. If your previous salary was higher than your new pay range maximum, your new salary will be that maximum and the difference will be converted to a [Mark Time Allowance](#).

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#### 4.6.2. Effect on Allowances and Supplements

4.6.2.1. Before your transfer, you may have been paid an [allowance or supplement](#) that is not recognised by the Department or is not relevant to your new post. The treatment of any such payment must confirm to the Department's pay policies. As such, each case will be looked at on an individual basis to see whether the payments should be retained, lost or converted to [Mark Time Allowances](#).

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#### 4.7. Transfers between Pay Settlement Dates

4.7.1. When you transfer from another Government Department or Agency (OGD) your initial pay award will be affected by your date of transfer into the Department and the pay settlement date of your previous employer. Cases will be considered on an individual basis but, if you transferred into the Department before the pay settlement date, you will normally be eligible for some or all of the Department's pay award, as set out in the eligibility rules for that award.

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4.7.2. If you transferred into the Department after the date of your previous employer's pay settlement date but have not yet received that award, you will normally receive that award once it has been finalised. Your previous employer should inform the Department as to the effect of that award and your salary will be adjusted as necessary (see paragraph 4.6.1).

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4.7.3. If you transferred into the Department after the pay settlement date of both your previous employer and the department, your next pay award will normally be the Department's, pro-rated as per the eligibility rules of that award.

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### 5. Pay on Promotion

#### 5.1. Definition of Promotion

5.1.1. For the purposes of pay, you are defined as being promoted when you are permanently appointed to a post in a higher grade.

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#### 5.2. Standard Promotion Calculation

5.2.1. When you are promoted, your Base Pay will be increased using the Standard Promotion Calculation, as set out below:

5.2.1.1. Your Base Pay will, firstly increase to the Minimum of your new Pay Range;

5.2.1.2. Where this does not provide an increase of at least 10% (ten percent) your salary (Base Pay) will then be uplifted to that level;

5.2.1.3. If you are promoted to a Pay Range that retains a step structure, your post-promotion base pay will be the half or full step immediately above the value that delivers a 10% increase.

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#### 5.2.2. Effect on Allowances and Supplements

5.2.2.1. If you are in receipt of any allowances and supplements, the payments may either be retained, lost or converted to mark time, depending on the circumstances of your promotion and the post to which you are moving. To ensure you understand the implications of your promotion on such payments, you should read the [Allowances and Supplements](#) chapter.

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#### 5.3. Promotion Between Different Pay Areas

5.3.1. If, when you are promoted, you are also [transferring to a different pay area](#) the Standard Promotion Calculation will be undertaken before the [Position In Range calculation](#).

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#### 5.4. Temporary Additional Responsibility Allowance (TARA)

5.4.1. If you are temporarily required to take on some or all of the duties of a post in a higher grade, you may qualify for the [Temporary Additional Responsibility Allowance](#) or TARA.

5.4.2. For pay purposes, TARA reflects the Standard Promotion Calculation. This is to say that your total pay, including TARA, will be exactly the same as it would be were you to be promoted into the post for which you are receiving TARA. As such, you should ensure that you understand the implications of the TARA calculation on any [Allowances and Supplements](#) that you are receiving in your substantive grade.

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### 6. Pay On Downgrading

6.1. This chapter sets out the policy for all staff who are downgrading by at least one grade, including those doing so as a means of reducing their salary in order to qualify for partial retirement.

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#### 6.2. Downgrading After Recent Promotion (Downgrading after promotion in the same year and before any annual pay award in the higher grade (i.e. before 1 July))

6.2.1. If you transfer to a lower grade within one year of entering the higher grade, your salary will revert to your previous salary in the lower grade.

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#### 6.3. Standard Downgrading Rules (Downgrading after at least one annual pay increase in the higher grade)

6.3.1. Your combined service in the higher and lower grade will be used to identify the number of pay awards that you would have received had you remained in the lower grade. Your salary will revert to the pay range minimum plus the outcome of any pay awards covered by this combined service, limited by the new grade's maximum.

6.3.2. If you downgrade by more than one grade, your combined service in the lower grade and any grade above it in which you have service will be calculated so as to inform the above calculation of salary.

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#### 6.4. Exceptional Downgrading Rules

6.4.1. Where you are downgrading for any of the reasons listed below (see bullet points), your existing pay will be retained on a [Mark Time](#) basis.

- as an alternative to redundancy, specifically and only when taken during the formal consultation period leading up to compulsory redundancy;
- as a result of disability or health considerations that make continuing in the higher grade unsafe or impracticable; or
- at Defra's behest for reasons other than disciplinary.

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6.4.2. If you downgrade by more than one grade (for any of the reasons set out in paragraph 6.4.1) you will retain your existing pay on a [Mark Time](#) basis for a period of no more than 3 years, after which any [Mark Time](#) pay will be reduced and limited to the maximum of the grade above that to which you have downgraded.

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6.4.3. For example, if you were to downgrade from HEO to AO as a result of any of the scenarios outlined in the above bullet points (paragraph 6.4.1), you would have your salary recalculated as per the standard downgrading rules and receive a [Mark Time](#) allowance to make up the difference between your new salary and your existing HEO salary. After 3 years in the lower grade, your [Mark Time](#) allowance would be reduced, so as to make up the difference between your existing salary in the lower grade and the maximum of the EO pay range.

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#### 6.5. Downgrading and Partial Retirement

6.5.1. It is possible to downgrade as a result of having successfully applied for partial retirement. In this case your salary will be calculated as per the standard downgrading rules, above.

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6.5.2. However, If you have previously downgraded to avoid redundancy and are receiving a mark-time allowance as a consequence of the exceptional downgrading rules, you will lose any rights to that mark-time



allowance and will have your lower grade salary recalculated as per the standard downgrading rules. If this does not reduce your salary by at least the requisite 20%, you will be required to apply to reshape your post so as to reduce your hours to make up the required reduction. This requirement to recalculate the downgraded pay has no time limit.

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## 7. Pay On Leaving

### 7.1. Leaving date

7.1.1. When you are leaving the Department, **it is your responsibility** to ensure that [SSCL](#) know your intended leaving date. This will allow for your [last month's pay](#) to be correctly calculated.

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### 7.2. Final Salary Payment

7.2.1. Your [last month's pay](#) will be paid direct to your bank or building society account as soon as possible after you leave. If you wish to receive payment through another method you must inform [SSCL](#). Your P45 will be sent to your last known address. **It is your responsibility to ensure that your details are up to date by updating [SOP](#).**

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#### 7.2.2. Payment or Deduction for Annual Leave

7.2.2.1. Your last month's pay will be adjusted, either upwards or downwards, based on how much annual leave you have taken to date in comparison to how much leave you were entitled, pro-rata between your annual leave year start date and your leaving date. This is calculated as per the formula below:

$$\frac{(\text{Leaving Date} - \text{Leave Year Date})}{365} \times 30 = \text{Entitled Leave Days}$$

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7.2.2.2. Where you have already taken more leave than you were entitled to, your last month's pay will be reduced by the relevant amount. Similarly, where you have not taken your full entitlement, your last month's pay will include payment for those days that you did not take. The calculation for these payments is as follows:

$$\frac{\text{Your Salary}}{12} \times \frac{\text{No of days Leave}}{\text{No of Calendar Days in Month}}$$

### 7.3. Leaving For Another Government Department or Agency

7.3.1. When you transfer to another Government Department or Agency (OGD), the payment of your final month's salary will depend on the payroll system and OGD that you are transferring to. SSCL will liaise with your new OGD and advise you.

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## **8. Career Breaks and Special Leave Without pay**

### **8.1. Definition**

8.1.1. A career break is a period of unpaid special leave which you can apply for if you are eligible and need to take an extended break away from work to maintain a balance between your domestic responsibilities and your career. [Full Guidance can be found by clicking here](#).

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## **9. Reappointment**

9.1. If you leave the Civil Service you may, at a later date and at the discretion of the department, be reinstated (to the same or equivalent grade) or re-employed (in a higher or lower grade). These arrangements are explained in more detail in the [Recruitment Manual](#). The effect of both reinstatement and re-employment on your salary can be seen below.

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### **9.2. Reinstatement**

9.2.1. If you are reinstated, your salary on return is calculated based on the Six Year Rule and may be more than the pay range minimum. The paragraphs below set this out in more detail.

#### **9.2.2. Reinstated within 6 years of leaving**

9.2.2.1. If you are reinstated within 6 years of leaving the following will apply:

##### **Step Structures:**

Where your pay range retains a step structure, your step value will be tracked for the years since your departure. This means that your salary will increase, for each missed pay award, by the amount by which your pay range was revalorised (e.g. in 2009, the AA(L) step values increased by 0.75%). If steps were removed from the bottom of the pay range in your absence, the minimum of that pay range will move upwards towards your step value. Where your step value was removed from the pay range and superseded by a higher minimum, your step value will become the minimum value.

##### **Open Pay Ranges:**

Where your pay range has not retained a step structure and is now an open pay range your salary will be tracked for the years since your departure. This means that your salary will be increased, for each missed pay award, by the Basic Award applied. The Basic Award is defined by Treasury as the average of the increases applied to the maxima of all the Department's pay ranges (e.g. in 2009, the Basic Award was 0.99%). Where this calculation would place your salary below the minimum of your pay range, your salary will become the minimum value.

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#### **9.2.3. For reinstatement after more than 6 years absence**

9.2.3.1. The above rules will be applied for the six pay awards immediately after your departure. Where there is no data available on revalorisation or Basic Awards, an assumed 2% increase will be applied for that year. Where this calculation would place your salary below the minimum of your pay range, your salary will become the minimum value.

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#### 9.2.4. Revalorisation/Basic Award Table

9.2.4.1. The following table shows the revalorisation/Basic Award values from 2002. Further values will be provided as they become available.

Year	Pay Range	A	B	C	D	E	F	G	H	J
2009	L	0.75%								Basic Award: 0.99%
	N									
2008	L	0%								Basic Award: 1.2%
	N									
2007	L									0%
	N									
2006	L									0%
	N									
2005	L									2.0%
	N									
2004	L									2.0%
	N									
2003	L									2.0%
	N									
2002	L									2.0%
	N									

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### 9.3. Re-employment

9.3.1. If you are re-employed into a lower or higher grade, your previous service may be taken into account when setting your starting salary. Please see the Pay On Appointment Guidance.

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### 9.4. Re-Appointment of Pensioners

9.4.1. If you were previously employed in the Civil Service but are now retired and receiving a pension, you may still be re-appointed by the Department, either through the Re-instatement or Re-employment rules set out in this chapter. However, you should make sure that you are fully aware that such a re-appointment may lead to your pension being abated.

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### 9.4.2. Abatement of Pension

9.4.2.1. **It is your responsibility** to ensure that you fully understand the impact that re-appointment may have on your pension. You may find that your pension will be abated. Abatement occurs when your new salary (on re-appointment) plus the pension allowance that you are receiving exceeds your salary at retirement. Where this does happen, your pension payments will be abated (i.e. reduced) by the amount by which your final salary has been exceeded. The examples below should illustrate.

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#### **Example 1 – pension abated:**

Re-employed salary:	£18,000 per annum
Pension allowance:	£10,000 per annum
Salary plus pension allowance:	£28,000 per annum.
Final salary on retirement:	£25,000 per annum

In this example, your pension would be abated by £3,000 for the period of your re-appointment so that the total of your salary plus pension was reduced to £25,000.

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#### **Example 2 – no abatement of pension:**

Re-employed salary:	£11,000 per annum
Pension allowance:	£8,000 per annum
Salary plus pension allowance:	£19,000 per annum
Final salary on retirement:	£20,000 per annum

In this example, your pension would not need to be abated unless your salary or pension increased to take the total over your final salary on retirement.

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9.4.2.2. If you want to find out more about the effect of re-appointment on your pension, you should contact [SSCL](#) or your pension administrator.

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## **10. Allowances and Supplements**

### 10.1. Introduction

Please see the [allowances and supplements](#) document for details.

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## **11. Payment for Shift and Night Working**

### 11.1. Introduction

Please see the [payment for shift and night working](#) document for details.

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## **12. Overtime**

### 12.1. Introduction

Please see the [overtime guide](#) for details.

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## **13. Reserved Rights**

### 13.1. Introduction

13.1.1. Reserved Rights are sometimes granted to existing staff as part of a negotiated annual pay settlement or a similar agreement for the treatment of a specific pay related term and condition. This section sets out some such rights.

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### 13.2. Mark Time

13.2.1 Mark Time is a mechanism by which your total pay may be protected and maintained at a certain level while removing a particular element of it from payment. As an example, if you have moved into Defra from another Government Department and had a salary higher than the Defra maximum, you would have been placed on the Defra maximum, with the difference converted to a Mark Time Allowance (MTA). An example calculation for this is shown below.

Salary at old Department:	£25,000
Defra Maximum:	£24,300
New Defra Salary:	£24,300
Mark Time allowance:	£700
Total Pay:	£25,000

13.2.2. Mark time allowances (MTAs) are pensionable, non-consolidated payments. This means that they do not form part of your base salary and are not increased by pay awards. However, they are used to calculate total pensionable pay.

13.2.3. Mark time allowances (MTAs) are eroded by increases to base salary until they are totally removed, following the example above in paragraph 13.2.1; this is shown below with an assumed pay award.

Total pay:	£24,300 + £700 MTA
Annual Pay increase:	+2% (+ £486)
New total pay:	£24,786 + £214 MTA

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