

# Single Status Review Manager Guidance 4 – Assimilation and Pay Protection

This document outlines the key points in relation to assimilation of existing grades to the new Pay and Grade Structure and the Pay Protection arrangements that will apply.

## **Assimilation**

Assimilation is the process by which an employee's existing pay is moved onto the new Pay and Grade Structure. The rules we've applied are:

- If current basic pay is below the first point of the new grade, employees will be placed on the first point of the new grade
- If current basic pay falls within the new grade, employees will move to the next incremental point above existing salary.
- If current basic pay is more than the new grade, employees will receive pay protection for up to three years, and be placed on the top point of the new grade following this.

## **Increments and Pay Awards**

For new starters, annual increments will be paid on the 12 month anniversary of service in the job, subject to the detailed terms applicable to the job as set out in the contract offer and supporting information. Existing employees will receive any remaining incremental progression from April 2011 and each April thereafter until the grade maximum is reached. Increments will not be paid to employees in receipt of Single Status pay protection. The pay structure will be subject to annual increases in line with the percentage increase agreed by the NJC or as otherwise agreed by the Council.

## **Pay Protection**

Full details of the Pay Protection Policy are set out in Appendix A of the Single Status Booklet (the Derbyshire Package). This Policy replaces all existing protection arrangements from 1 April 2010. Any employee receiving pay protection prior to 1 April 2010 will receive the remainder of the period of protection on the original terms.

## **What is protected?**

It is the current basic pay that is protected. There is no protection of additional hours, unsocial hours, shift pay, overtime or enhancements. Protection does not apply to any remaining annual increments within the protected grade. Protection will be for a period of three years from April 2010, after which time the employee's pay will be adjusted to the top point of the new grade for the job (if not reached in the meantime).

Any sick, maternity, adoption and holiday pay will reflect the level of protected pay and all protected pay is pensionable. For information on the potential impacts of the changes on pension benefits, employees should contact the SSC Helpline in the first instance.

Employees on protection will not receive incremental progression or pay awards until their existing pay reaches the new pay level for the grade.

It is more complicated if the individual is on contracted overtime or is already in receipt of existing pay protection (see Appendix A of the Single Status Booklet for details).

Protection will end within the 3 years if the substantive pay catches up with protected basic salary, or when the employee is successful in obtaining promotion.

Enquiries relating to individuals should be made to the Shared Services Centre on 01629 535525 or [single.status@derbyshire.gov.uk](mailto:single.status@derbyshire.gov.uk). Managers can also contact the departmental HR team in case of query.

### **If on existing pay protection**

For employees on existing pay protection, this will be honoured for the remainder of the existing 3 year period. The employee will then be subject to single status provisions if the new grade under single status is lower than the current substantive post grade. Pay protection will apply based on the previous grade for the remainder of the three year post implementation period. The new pay Protection Policy replaces existing protection arrangements.

### **Support provided to employees**

Employees subject to pay protection will be given support by their line manager under the personal development review process and by HR. Where significant losses occur this may include:

- Application and interview training and support
- Priority/guaranteed interview status as appropriate to the vacancy concerned (will not apply where the targeted job would be a promotion)
- Skills and development training
- Work experience tasters
- Trial periods

Employees have a shared responsibility in seeking redeployment and must adopt a flexible and reasonable approach when considering alternative jobs. If an employee refuses an offer of reasonable alternative employment during the protection period, this may result in the withdrawal of protection.

### **Pay protection and changes to jobs and hours**

Protection will not apply where employees voluntarily move to another job or the reduction in pay is as a result of a reduction in hours. It will also not increase to cover additional hours but will be adjusted where employees voluntarily reduce their hours.