

## **Pay and Grading Structure**

### **How have the pay ranges been determined?**

The salary ranges have been set taking into account a number of things that are important to us:

- fair pay rates that take account of the market rates for jobs evaluated at that size
- transparency around incremental steps within the pay bands
- ease of understanding and operation

We have tried to find the best solution for employees, our services and our council tax payers. We believe our new pay scales, terms and conditions are the best and most affordable we can achieve.

### **How will my pay be moved onto the new structure ?**

The move from one pay structure to another is called assimilation. The rules we will apply are straightforward:

From 1 April 2010, if your current basic pay is:

- **lower** than the first point of your new grade, you will go to the first point of your new pay grade
- **within your new grade**, you will go to the next point on your new scale above your existing salary
- **more** than your new grade, your basic pay will be protected for up to three years.

### **I am currently paid weekly or fortnightly, will this change?**

Yes, all employees from 1 April 2010 will be paid monthly, on the 25<sup>th</sup> of each month.

### **Why are there increments? Or why were they initiated?**

Increments are part of the grading scale currently applied to "white collar" (former APT&C employees) and are steps within a pay grade. Increments are usually paid annually and reward people for their experience, additional skills and knowledge acquired over time. They reflect the fact that there is generally a learning curve within all jobs.

### **Will there be incremental progression?**

The new Pay and Grading Structure incorporates incremental progression and extends it to employees on "spot" salaries who currently do not receive incremental progression. These will be payable annually until the top of scale is reached.

### **I have been put on the top of my new grade, does this mean I won't get increments?**

As you are at the top of your new grade you won't receive any more increments. Any annual Pay Awards will be applied unless you have been advised you are on pay protection under Single Status.

### **When will I receive an increment?**

Increments will be paid in April 2011 unless you are at the top of your new scale or on pay protection applied under Single Status. If you are newly appointed to a job after April 2010, your increment will be paid on the anniversary of your start date. Accelerated incremental progression may be applied to some occupational groups e.g. social workers and if you are affected by this you will be notified separately.

If you are on existing pay protection and your new pay under Single Status will be lower than your existing pay, you will continue to receive any pay protection remaining on your original terms, this may include incremental progression and pay awards on the existing grade.

### **Why will I not get an increment in April 2010?**

Your existing contractual arrangements end on the 31st of March 2010, it is under these arrangements you would have received an increment. The new arrangements begin on the 1 April 2010 and the first due increment due under these contractual arrangements will be April 2011.

### **My present basic salary is more than the highest amount in the new grade – where do I move to?**

You will move to the top point of the new grade and you will receive pay protection, maintaining your current basic pay at the current level up to 31 March 2013. After this date the protection will end. If with annual pay awards the new salary of your post overtakes your protected salary within the 3 year period you will move to that salary at that point.

### **Will there be back pay on any increased salaries?**

No, the Council is committed to adopting a new Pay and Grading Structure that meets the requirements of Single Status and equal pay and has funded what we think is the fairest proposal to meet our obligations going forwards. It would be extremely difficult to try to backdate any reduction in salaries and any move to

backdate increases will exert additional financial pressure which may be difficult to justify and fund.

**Does the salary quoted include the annual pay increase?**

The new salary ranges will be applicable from 1 April 2010, and any pay award due will be applied and backdated if applicable.

**Is the annual inflationary increases (if any) still linked to the national pay award or is it negotiated locally?**

The pay structure will be subject to annual increases in line with the national award for local government service employees or as otherwise agreed by the Council.

**I currently receive an honorarium, or acting up allowance, what will happen to this?**

If the responsibilities for which you are receiving the honorarium or allowance have been taken into account under the job evaluation exercise, the payment will cease.

If you are receiving an honoraria or allowance for a temporary piece of work that hasn't been taken into account in your job evaluation, this is likely to continue as normal and will cease when determined by your manager. If in doubt, please speak with your manager. Existing arrangements are being reviewed and if you are currently in receipt of an additional payment you will be notified of the outcome in writing.

From April 2010, new payments for "additional duties" will be paid after 28 days and backdated to the start date. It is expected that all employees will be required to act up in the short term for their colleague or manager.

**I am on a long grade currently, will the long grade continue in the new structure?**

Where jobs are part of a career grade we have evaluated jobs at each level to ascertain the new grade. Individual grades have no more than 4 pay points under the new structure.

Career grades will be replaced by job families. Further details of how these will work will be communicated to employees as they are developed.

**Will there be bars in the new pay ranges?**

No, these will not be a feature of the new pay structure as these will in effect be replaced by the different levels within a job family.

If you have further questions please contact the SSC Helpline on

Internal : extension 35525

External : 01629 535525

Email : [single.status@derbyshire.gov.uk](mailto:single.status@derbyshire.gov.uk)