

SALARY SCALES AND INCREMENTAL PROGRESSION

From February 1998 the Council modified its salary scales for grades Scale 1 to Scale 6, with the effect that the top two points of the scales, which had been added a few years earlier in times of recruitment difficulties, were removed.

However, part of the decision was that staff who began employment before 1st February 1998 should not suffer any reduction in salary as a result of the change – in other words, these staff were protected from the effects of the change on the salary scale they were on at the time.

Since the new salary scales have been in operation there appears to have been some uncertainty about what would happen should protected staff's employment circumstances change. This note sets out a number of possible scenarios and what would happen in each case. It follows from helpful discussions of the issues between managers and UNISON and also at the Joint Employee Consultative Committee. The approach was confirmed by Personnel and Performance Review Sub-Committee on 7th March 2000.

1. The protected employee's post is re-graded.

The employee will not continue to receive the additional two increments in his/her re-graded post.

2. The protected employee is redeployed to an alternative lower or equally graded post following the redundancy of his/her former post.

The employee will continue to receive the additional two increments in the post to which he/she has been redeployed.

3. The protected employee is redeployed to an alternative higher graded post following the redundancy of his/her former post.

The salary scale of the employee's post will not include the two increments.

4. The protected employee applies for and is appointed to a more highly graded post than his/her present one.

The salary scale of the employee's new post will not include the two increments.

Continued overleaf

- 5. The protected employee voluntarily applies for and is appointed to a post on the same or a lower grade than his/her present post, and leaves his/her existing post to take it up.**

The employee will not continue to receive the additional two increments in the post to which he/she has been appointed.

- 6. The protected employee is in a part-time position and applies for, and is appointed to, a second part-time post which he/she takes up whilst also remaining in his/her former post.**

He/she will retain protection of the two increments in the first post (the protected one), but will not receive protection in the second post.

There are probably other circumstances that are not covered by this note, but we hope that it will at least provide clarity to staff as to how the protection policy would apply in most cases.

If there are any questions arising from this note feel free to contact Delia Gordon or Charlie Steel in Personnel Services.

07 February 2014

Amended at Management Team May 2009