

FREQUENTLY ASKED QUESTIONS

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PAY AWARD ELIGIBILITY

1.1. Will the pay increase I receive include a step increase for performance progression?

If your performance has been **satisfactory** in the reporting year 1 April 2018 to 31 March 2019 then you will receive a one step progression (where appropriate) with effect from 1 August 2019, providing you have 90 days' paid service in the period from 1 April 2018 to 31 March 2019.

Staff who received an **unsatisfactory** performance appraisal assessment will not be eligible to receive a one step progression. Therefore you will move horizontally across from your 2018/19 pay scale point to the corresponding point on the revalorised 2019/20 pay scale.

Pay progression does not apply to DfI Road Workers who are eligible for the DfI Roads Productivity Bonus Scheme.

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1.2. Are new entrants eligible for the pay award?

As a newly appointed officer you will be eligible to receive a one step progression (where appropriate) **if**:

- you are in post on 1 August 2019 – the pay award date; **and**
- you have been in continuous paid service for 90 days or more during the period 1 April 2018 to 31 March 2019; **and**
- have a satisfactory performance appraisal assessment for the minimum 90 day period served during the 2018/19 reporting year.

Where you are eligible for a one step progression you will move up one point on the 2018/19 pay scale and then across horizontally to the corresponding point on the revalorised 2019/20 pay scale.

If you have less than 90 days' paid service in the period from 1 April 2018 to 31 March 2019 you will **not** be eligible to receive a one step progression, and you will move horizontally across from your 2018/19 pay scale point to the corresponding point on the revalorised 2019/20 pay scale.

You should note that where an officer is re-employed their previous service will count as continuous **provided there is no break in service**. A break in service is defined as a period of at least one week.

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1.3. What impact will the pay award have on the pay protection amount I currently receive?

Payment of the pay protection amount you receive will not be affected by the pay award.

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1.4. What impact will the pay award have on the Dfl Roads Productivity Bonus Scheme?

Payments under the bonus scheme in addition to basic pay, are currently limited to the Industrial 2 pay scale maximum. The new Industrial 2 maximum is £23,483.

Dfl Roads Management have confirmed that the PU bonus scheme will remain unchanged for this pay award and current arrangements will continue to apply:

- The threshold before paying bonus remains at 12.0 PUs per qualifying hour over the normal weekly accounting period (the value of the PU remains unchanged at £0.55p).

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1.5. What impact will the pay award have on the pension contributions I pay?

In previous years some staff had been impacted by increased pension contributions when they received their backdated pay. From 1 April 2019 retrospective payments of pensionable pay will no longer cause some pension scheme members to cross a threshold into a higher employee pension contribution rate for that one week or month when the pay award arrears are paid.

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1.6. Are the pay increases pensionable?

The revalorisation of pay scales and progression to the pay scale maxima will be fully consolidated and pensionable. The non-consolidated payment associated with the 2019 award, where applicable, is non-pensionable.

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1.7. Am I entitled to a non-consolidated payment?

Following the implementation of the 2019 pay award, staff in post at 1 August 2019 who have received less than a 2% consolidated increase will receive a non-consolidated, non-pensionable payment to bring them up to 2%. Where staff are in receipt of a salary in excess of their equivalent NICS scale, the 2% will be calculated on the basis of the NICS scale maximum. The non-consolidated payment will be pro-rated for staff working less than full time conditioned hours at

the 1 August 2019 pay award date. The pro-ration will also apply to staff on term time working whose full time equivalent fraction is based on hours over a year.

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1.8. When will I receive my pay increase?

Subject to satisfactory testing, we aim to pay the 2019 pay award in July 2020.

As the Pay Award covers an extended period of almost a year, some staff may receive multiple Pay Advice slips.

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1.9. What about staff on career breaks?

Staff below the pay scale maximum who either start or return from a career break with **90 days' or more paid service** in the reporting year (1 April 2018 to 31 March 2019) will be eligible to receive a one step progression (where appropriate), subject to satisfactory performance. You will move up one point on the 2018/19 pay scale and then across horizontally to the corresponding point on the revalorised 2019/20 pay scale.

Staff below the pay scale maximum who either start or return from a career break with **less than 90 days' paid service** during the reporting year (1 April 2018 to 31 March 2019) will not be eligible to receive a one step progression under the pay award. You will move horizontally across from your 2018/19 pay scale point to the corresponding point on the revalorised 2019/20 pay scale.

Staff already on the pay scale maximum will move horizontally across from your 2018/19 pay scale to the revalorised maximum of the 2019/20 pay scale.

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1.10. What about staff on Contractual Maternity Leave or Sick Absence on Full or Half Rate of Pay?

For pay progression purposes (where appropriate) where you were absent for part of the reporting year (1 April 2018 to 31 March 2019) due to Maternity Leave or sick absence on full or half rate of pay your performance assessment will be based on that part of the year when you were in attendance. The latest performance assessment in the grade will be used to inform the decision.

If you were on Contractual Maternity Leave or sick absence (**except at pension rate or unpaid sick absence**) for part of the reporting year from 1 April 2018 to 31 March 2019, and are a satisfactory performer you will be eligible to receive pay progression (where appropriate). Those below the maximum will receive a one step progression on the 2018/19 pay scale and then move horizontally to the corresponding point on the revalorised 2019/20 pay scale; those on the scale maximum will move to the maximum of the revalorised 2019/20 pay scale.

If you have been on sick absence for the full reporting period and there is no period of attendance on which performance can be assessed (where appropriate), the Department will assume a satisfactory performance assessment, and you will be eligible to receive a one step progression (where appropriate). You will move up one point on the 2018/19 pay scale and then horizontally across to the corresponding point on the revalorised 2019/20 pay scale.

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1.11. What about staff on Sick Absence at Pension Rate of Pay (PROP) and Unpaid Sick Absence?

Periods of PROP or unpaid sick absence do not qualify as paid service. Therefore, if you have been on PROP or unpaid sick absence and the resulting period of paid service is less than 90 days of the reporting year (1 April 2018 to 31 March 2019), you will not be eligible to receive a one step progression. You will move horizontally across from your 2018/19 pay scale point to the corresponding point on the revalorised 2019/20 pay scale.

If you have been on PROP or unpaid sick absence and the resulting period of paid service is 90 days or more of the reporting period (1 April 2018 to 31 March 2019) you will be eligible to receive pay progression (where appropriate) (subject to satisfactory performance). Those below the maximum will receive one step progression and move up one point on the 2018/19 pay scale and then horizontally across to the corresponding point on the revalorised 2019/20 pay scale; those on a NICS scale maximum will move to the revalorised maximum of 2019/20 pay scale.

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1.12. What if I am on unpaid leave (Including unpaid Maternity Leave)?

If you have been on unpaid leave and your period(s) of paid service totals 90 days or more of the reporting year (1 April 2018 to 31 March 2019), you will be eligible to receive a one step progression (where appropriate) (subject to satisfactory performance). Those below the maximum will receive progression and move up one step on the 2018/19 pay scale and then move horizontally across to the corresponding point on the revalorised 2019/20 pay scale; those on a NICS scale maximum will move to the maximum of the revalorised 2019/20 pay scale.

If you have been on unpaid leave and your period(s) of paid service totals less than 90 days of the reporting year (1 April 2018 to 31 March 2019) you will **not** be eligible to receive a one step progression. You will move horizontally across from your point on the 2018/19 pay scale to the corresponding point on the revalorised 2019/20 pay scale.

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1.13. What about staff who have been promoted since the 2018 Pay Award date (1 August 2018)?

If the effective date of your promotion is between 2 August 2018 and 1 August 2019 (inclusive) **and** you have **90 days' or more satisfactory service in the higher grade during the reporting year** from 1 April 2018 to 31 March 2019 (including periods of temporary promotion at the same grade or analogous), you will be eligible to receive a one step progression in the higher grade. You will move up one step on the 2018/19 pay scale and then horizontally across to the corresponding point on the revalorised 2019/20 pay scale.

If the effective date of your promotion is between 2 August 2018 and 1 August 2019 **and** you have **less than 90 days' service in the higher grade during the reporting year from 1 April 2018 to 31 March 2019** (including periods of temporary promotion at the same grade or analogous), you will **not** be eligible to receive a one step progression in the higher grade and you will move horizontally across from your 2018/19 pay scale point to the corresponding point on the revalorised 2019/20 pay scale.

If your effective date of promotion is after 2 August 2019, you are not eligible to be considered for progression in the higher grade under the 2019 pay award.

If you have been promoted on or after 2 August 2019 and had previous service in the grade you have been promoted into, your pay on promotion may have been determined under the re-promotion terms. This will be recalculated taking account of the revalorised pay scales and where the revised salary on re-promotion is a lower value (irrespective of pay scale point) than the salary calculated at the initial point of promotion/re-promotion, the higher salary should be retained on a mark-time basis. Some examples of this scenario are illustrated at [Annex A](#).

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1.14. What about staff who were on temporary promotion (T/P) on the pay award date (1 August 2019)?

If you were on temporary promotion at the pay award date, i.e. 1 August 2019, and you had been on temporary promotion at the same grade or analogous for **90 days or more during the reporting year** (1 April 2018 to 31 March 2019), you will be eligible to receive a one step progression in the higher grade, subject to satisfactory performance. You will move up one step on the 2018/19 pay scale and then horizontally across to the corresponding point on the revalorised 2019/20 pay scale.

When you revert to your substantive grade, if you were below the maximum you will receive the benefit of progression in that grade from the date of re-entry to the grade, subject to eligibility. If you were on the maximum of your substantive grade, you will revert to the revalorised maximum from the date of re-entry to the grade.

If you were on temporary promotion at the pay award date, i.e. 1 August 2019, but you have **not been on temporary promotion at the same grade or analogous for 90 days or more of the reporting period** (1 April 2018 – 31 March 2019) you will not be eligible to receive a one step progression at the *higher grade* (but see below) and you will move horizontally across from the higher 2018/19 pay scale to the corresponding point on the revalorised 2019/20 pay scale.

When you revert to your substantive grade, if you were below the maximum you will receive the benefit of progression in that grade from the date of re-entry to the grade, subject to eligibility. If you were on the maximum of your substantive grade, you will revert to the revalorised maximum from the date of re-entry to the grade.

If your temporary promotion started after 2 August 2019 you are not eligible to be considered for progression in the higher grade under the 2019 pay award.

If you have been temporarily promoted on or after 2 August 2019 and had previous service in the grade you have been promoted into, your pay on temporary promotion will have been determined under the re-promotion terms. This will be recalculated taking account of the revalorised pay scales and where the revised salary on re-promotion is a lower value (irrespective of pay scale point) than the salary calculated at the initial point of temporary promotion/re-promotion, the higher salary should be retained on a mark-time basis. Some examples of this scenario are illustrated at [Annex A](#).

For the purpose of future applications of the re-promotion terms, the actual salary rate determined as a result of the recalculation of the re-promotion (i.e. excluding any mark-time element) will be the reference value.

If you were not on temporary promotion at 1 August 2019 your pay award will be based on your substantive grade only.

Please note: All periods of temporary promotion during the reporting year at the same grade or analogous will be taken into account, even if there is a break in between.

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1.15. What impact will the pay award have on my Term-Time deductions?

As the 2019 pay award spans two Term-Time years: 2019-20 and 2020-21, Term-Time deductions will be automatically recalculated to take account of any increase.

If you were on Term-Time during the 2019-20 year, a salary adjustment in respect of any term-time weeks between 1 August 2019 and 31 March 2020 will be applied alongside payment of the pay award arrears.

If you are on Term-Time during the 2020-21 year, your deductions will be adjusted accordingly for the remainder of the year until March 2021.

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1.16. What if I have not yet had my end of year performance appraisal?

If your report has not been completed, your performance assessment for the purposes of applying the pay award will be assumed as satisfactory. You will move up one step on the 2018/19 pay scale and then horizontally across to the corresponding point on the revalorised 2019/20 pay scale.

However, you should speak to your line manager about having a report completed.

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Annex A Examples: Recalculation of Re-Promotion as a Result of Pay Award

Example 1

In this example an Industrial 2 member of staff had previously been temporarily promoted to Industrial 3 for a period of time and had received progression through pay awards achieving the maximum on the August 2017 pay scale, which at the time equated to £25,225 per annum.

On re-promotion to Industrial 3 with effect from 1 April 2020, prior to the implementation of the of the 2019 pay award (July 2020), the employee must receive at least the salary that they had previously received when acting into the grade. As £25,225 per annum is more than point 3 of the 2018 pay scale (see below) the employee is placed onto point 4 of the 2018 pay scale, i.e. £25,272 per annum.

1st August 2018 pay scale		1st August 2019 pay scale	
Max	25,540	Max	26,051
4	25,272	4	25,777
3	25,004	3	25,504
2	24,734	2	25,229
1	24,466	1	24,955

However, upon implementation of the 2019 pay award and the subsequent re-application of the re-promotion terms the appropriate pay point for the employee on the revised scale on a point that is at least of equal value to £25,225 per annum is point 2, £25,229 per annum. A sum of £43 per annum less than the value of the point onto which they had originally been placed.

The employee is correctly placed onto point 2 of the revised 2019 pay scale, but as an exception under the pay award implementation rules, the excess payment of £43 per annum is retained on a mark-time basis until either, the sum is eroded through future pay increases, or in the case of a temporary promotion the employee reverts to their substantive grade.

In the case of a temporary promotion, for the purpose of future applications of the re-promotions terms, £25,229 per annum would be the reference value.

Example 2

In this example of a temporary promotion from Industrial 2 to Industrial 3 with an effective date of 1 October 2019 where the employee had previously acted into the grade and had received progression in the grade through pay awards achieving point 4 on the 2017 pay scale, which at the time was £24,960 per annum.

On re-promotion to Industrial 3, prior to the implementation of the 2019 pay award (July 2020), the employee must receive at least the salary that they had previously received when acting into the grade. As £24,960 per annum is more than point 2 of the 2018 pay scale (see below) the employee was placed on point 3 of the 2018 pay scale, i.e. £25,004 per annum.

1st August 2018 pay scale		1st August 2019 pay scale	
Max	25,540	Max	26,051
4	25,272	4	25,777
3	25,004	3	25,504
2	24,734	2	25,229
1	24,466	1	24,955

Upon implementation of the 2019 pay award and the subsequent re-application of the re-promotion terms the employee must be placed onto the revised scale on a point that is at least of equal value to £24,960 per annum. In this instance the appropriate point is point 2, £25,229 per annum. As point 2 of the revised scale is of greater value than the value of the point onto which they had originally been placed the individual will move to point 2 with no mark-time.

For the purpose of future applications of the re-promotions terms, £25,229 per annum is the reference value.