

## **Pay News: 2018-19**

As you may recall, a formal pay offer was made to the Departmental Trade Union (DTUS) representatives on 11 October.

The FDA and Prospect unions have noted the offer while the PCS have rejected it. All 3 have been informed that it will now be imposed. We will pay the award with November salaries with back dated arrears from 1 August.

The award is in 2 parts.

### **Part 1**

This covers changes to the spot rates for staff at Band F and Band G and the payband minimum for staff at Bands E to A. The spot rate for Band G will be increased to £19,168 to bring it in to line with the London living wage as set by the Living Wage Foundation. This change will apply to all Band G staff irrespective of their performance marking.

The spot rate for Band F staff will be increased by 1% to £23,028. This change will apply to all Band F staff irrespective of their performance marking.

The minima for paybands E to A will be increased by 1%. All staff earning less than the current payband minima will have their salary increased to the new minima irrespective of any performance marking.

New paybands, applicable from 1 August, are at Annex A.

### **Part 2**

In line with pay awards over the last 3 years we are using a model which allows for the remainder of the 1.5% of the paybill to be distributed on the basis of both performance and the individual's position in the pay band. This provides for strong performers who are near to the bottom of the band to receive a larger increase than those further up the band. This matrix approach provides for movement through the payband based on merit.

Staff already at or near the payband maxima will receive an award based on their performance marking. That element of their award which is in excess of the payband maxima will be paid by way of a one off non-consolidated payment. Staff in receipt of a salary above their payband maximum will receive a one off non-consolidated payment equivalent to 0.5% of their current salary.

Staff at Bands F and G will receive non-consolidated payments based on their performance of either 1.6% (for effective ) or 1.8% ( for outstanding )

Part 2 of the pay award will apply to all staff who were in post on, or before, 31 January 2018 and who have received an effective, or better, marking in their performance appraisal assessment. Staff receiving an improvement required or unsatisfactory marking will not receive a part 2 pay award. Those staff joining the SFO on 1 February 2018 or later will not receive a part 2 pay award.

### **The award**

Part 2 pay awards will be made to eligible staff as follows:

	<b>Improvement Required/ Unsatisfactory</b>	<b>Effective</b>	<b>Outstanding</b>
<b>Upper tertile</b>	0%	1.6%	1.8%
<b>Middle tertile</b>	0%	1.9%	2.1%
<b>Lower tertile</b>	0%	2.2%	2.5%

### **Part 2 Award Eligibility Criteria**

To qualify for a part 2 pay award you will need to meet all of the 3 criteria below:

- Employed at the SFO on 31 January 2018 and still employed on 1 August 2018
- In receipt of at least an effective marking in your Performance Appraisal Assessment (PAA) or have successfully completed your 6 month probation period by 31 July 2018 if not eligible for a PAA
- In receipt of a salary at or below the pay scale maximum.

Staff transferring from other government departments on 1 February or later will not receive a SFO pay award. However, the SFO will honour any pay award due from their former department. Evidence of that entitlement will need to be confirmed by the former department.

Staff on maternity leave for the greater part of the 2017-18 reporting year, and who have not received a PAA for that period will receive a pay uplift on the basis of a notional effective marking.

Staff on a career break will receive no pay award.

Staff on loan from other government departments, and who are engaged on SFO terms and conditions, will receive a pay uplift on the same basis as SFO employees. Those staff retaining their home department's terms and conditions will receive no SFO pay award.

Staff on loan to other government departments, and who have retained their SFO terms and conditions, will receive a pay uplift in the same way as if they were still working at the SFO and their loan department will be notified accordingly. Those who have taken the loan department's terms and conditions will receive no SFO pay award.

### **Staff on temporary promotion**

- Those who received a PAA on the basis of their performance in their substantive grade and who have since been temporarily promoted will have their substantive pay increased and then their salary on temporary promotion will be recalculated as appropriate. On reversion they will move to their new substantive pay rate.
- Those who were on temporary promotion for the greater part of the 2017-18 reporting year, received a PAA assessed against their performance at the higher grade and who are still on temporary promotion will receive a pay award in their temporary grade based on that assessment. Their underlying substantive salary will be increased by the cash amount they receive in their temporary grade, capped at the maximum they could have received in their substantive grade.
- Those who were on temporary promotion for the greater part of the 2017-18 reporting year, received a PAA assessed against their performance at the higher grade but who have now reverted to their substantive grade will receive a pay award equal to the cash amount they would have received in their temporary grade, capped at the maximum they could have received in their substantive grade.

### **Staff who have been recently promoted**

- Those who received a PAA on the basis of their performance in the more junior grade and who have since been promoted will have their pay on promotion recalculated, taking in to account the impact, if any, of the increase they would have received in their junior grade

- Those who were on temporary promotion for the greater part of the 2017-18 reporting year, received a PAA assessed against their performance at the higher grade and who have since been permanently promoted will receive a pay award in their new permanent grade based on that assessment.

### **Further information:**

Managers of staff who are away from the office for extended periods (on sick or maternity leave) are responsible for bringing this information to their attention.

If you have any questions please email +HR and a member of the team will assist you.

### **Examples**

Marion is a Band F earning £22,800. Her salary will be increased to the new Band F spot rate of £23,028. As an effective performer she will also receive a non-consolidated payment of £365 (based on the current spot rate of £22,800)

Albert is a Corporate Band E who joined the SFO on 5 May 2018 and is earning £24,832. He did not receive a 2017/18 performance appraisal. As his salary is below the new Band E minimum his salary will increase to £25,080 the new band minimum

Freddie is a Band B earning £52,000 who received an 'Improvement Required' marking in his annual appraisal. His salary will be unchanged.

Fazarna was promoted to Band C (Senior Investigator) in June 2018. As a Band D she had been an outstanding performer earning £35,000. Her salary on promotion was £38,500. Her salary on promotion will be re-calculated to take account of her outstanding performance as a Band D and her salary on promotion will be increased to £39,309