Procedure on Increments

1. Increments are normally effective from 1st August each year for staff in grades 1 – 8 incl. Staff will receive an increment automatically each year until they reach the top of the normal range i.e. excluding contribution points.

2. Once a member of staff has reached the top of the normal range, they will not receive any further automatic increments, but may receive a contribution point subject to successful application at Reward Review. Contribution points may only be awarded in accordance with the Reward Review process and are not therefore within the discretion of the relevant line manager/HoD/HoS.

3. Similarly, acceleration within the incremental scale is only available through the annual reward review process, it cannot be used as a means by which to increase an individual's salary for taking on additional responsibilities within their existing grade.

4. New staff will be entitled to an increment on 1st August, provided that they are in post by 1st March. If they commence on or after 1st March they will not receive an increment until 1st August the following year.

5. Staff appointed to a post graded higher than their current post will be offered a new salary of the minimum of the new grade, or if this is less than their salary on the old grade, the next spinal point, excluding contribution points and subject to the same rules set out in paragraph 3 above.

6. Staff moving to another post at the same grade as their existing substantive post will move across on their existing salary and they will receive an increment in August as normal.

Procedure on Acting Up Allowances

1. An acting up allowance can be paid where an individual is taking on additional duties at a higher grade to his/her normal role for a temporary period, e.g. during a secondment or to cover for sickness absence of a colleague but excluding cover for annual leave.

2. The acting up allowance should be based on the salary that would apply were the member of staff promoted to the higher graded post (i.e. the difference between the individual’s current pay and the minimum point (or next available point if the individual’s current salary exceeds the minimum point) on the higher grade).

3. The amount of the acting up allowance will be revised to reflect any normal annual increments that the employee is entitled to in the substantive role so that the net salary received is the same as the salary that would apply were the member of staff appointed to the higher graded post. The employee will
continue to receive cost of living rises.

4. Acting up service in the higher grade may be taken into account in determining the salary in any subsequent promotion.

5. It would be very unusual for acting up allowances to be paid for more than a few months. If it is paid for more than 12 months, then the acting up allowance should normally be increased by one increment on the anniversary of the acting up allowance being awarded.

6. A smaller sum may be agreed with the relevant HR Adviser if the staff member concerned is not undertaking all the duties required of the higher level, e.g. where two staff are sharing the work.