

Pay progression

Employee briefing pack

What is pay progression?

A new pay system with faster progression to the top of pay bands through fewer pay step points.

A system underpinned by annual appraisals and ongoing regular conversations between all staff and managers about performance and development.

The transition period

The transition period is until 1 April 2021.



The transition period - staff in post prior to 1 April 2019

The current organisational pay progression procedure will apply until 1 April 2021.

Staff will follow individual [pay journeys](#) and have appraisals yearly with their line managers. These will be in addition to regular conversations throughout the year.

Pay points are removed from the pay structure in April 2019 and April 2020. As a result some staff have their pay point deleted and therefore receive both an annual pay uplift and transitional pay progression on 1 April, effectively receiving their pay progression early.

Incremental dates will remain the same throughout the transition period.

The old terminology of 'increments' is ending in the new system. Movement to a higher pay point will be referred to as a 'pay step'.

Staff who join the NHS after 1 April 2019 or those promoted to a higher pay band

Staff are appointed to the bottom of their pay band.

Staff move to the next pay step point on their pay step date if they have met all of the requirements.

Staff will have yearly appraisals but pay-step dates take place after two, three or five years, depending on band.

Line managers will arrange a meeting before the employee's next pay step date to review if requirements for progression have been met.

Pay step points will be closed on the payroll system. Once your pay step review has been successfully completed, your line manager will take action to open your next pay step point.

What is my pay step date?

- The anniversary of the date that you commenced employment in your current band.
- If you move to a higher pay band, your pay step date will be the anniversary of the date you commenced in the new band. There is an exception for ambulance staff.

- If your post is re-banded to a higher band, your pay step date will be the anniversary of the agreed date that your new job description is deemed to have taken effect.
- Pay step dates do not occur every year as under the new system they are less frequent – two, three or five years, depending on band.

What do I need to have done to move to the next pay step point?

To move to the next pay step point you need to demonstrate **ALL** of the following:

Statutory and/or mandatory training has been completed.

There is no formal capability process in place, except where this relates to sickness absence.

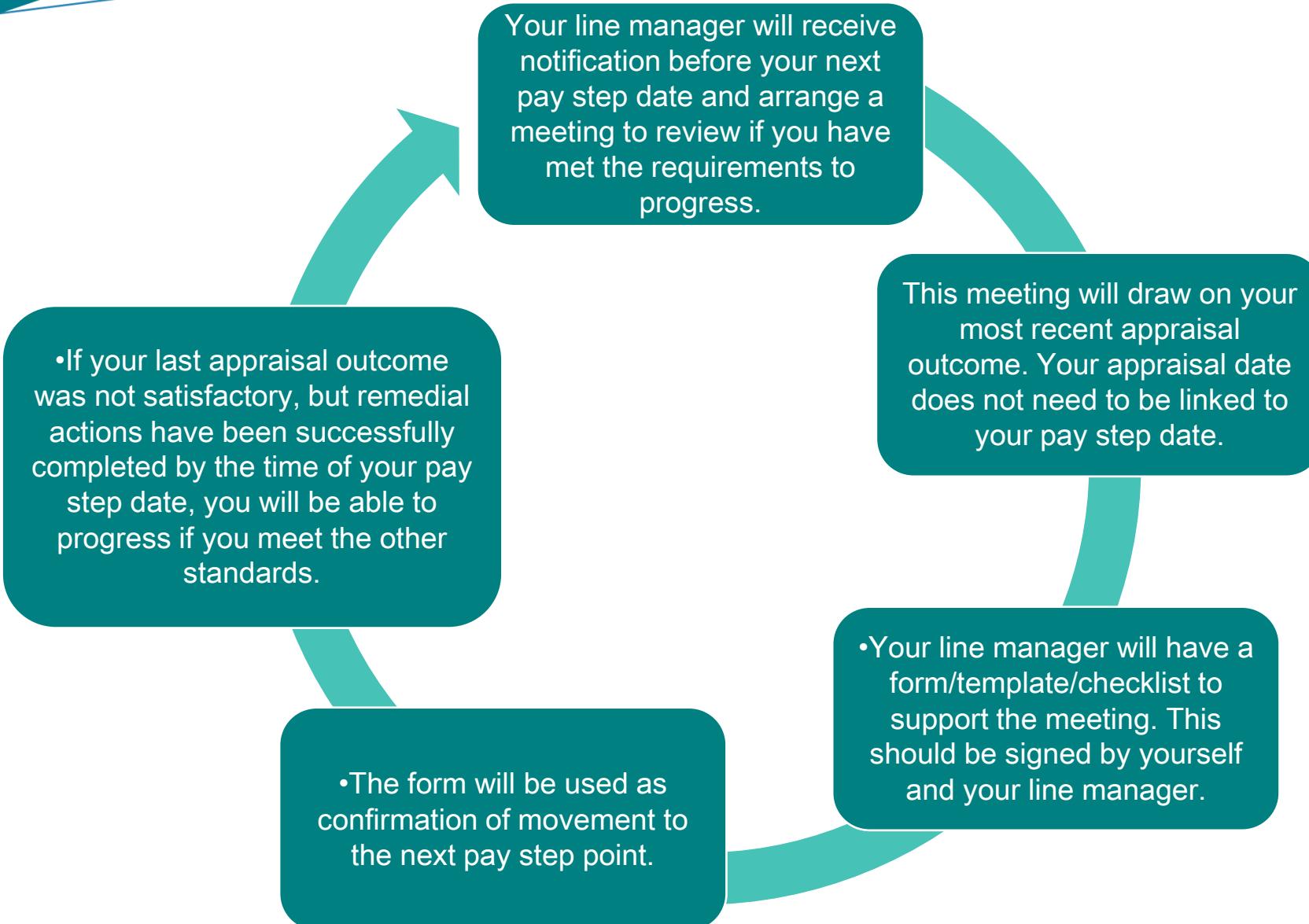
The appraisal process has been completed in the last 12 months and outcomes are in line with the organisation's standards.

There is no formal disciplinary sanction live on your staff record, except where this relates to sickness absence.

Line managers only – appraisals have been completed for all of your staff.

If the reason you can't demonstrate one of these standards is due to factors beyond your control, this should not affect your pay progression.

What is the pay step submission process?



What happens if I don't meet the requirements to move to the next pay step point?

- If standards have not been met, and there are no mitigating circumstances, your pay step will be delayed.
- You have the right to contest the decision by your line manager.
- Your line manager will agree a plan with you to ensure actions are taken to enable you to meet the required standards. This will include a timescale as well as any training and support you may need.
- You must take all necessary action to meet the requirements as soon as possible with the support of your line manager.
- Another pay step review meeting will be set up to review progress. If you have met the requirements, you will be able to move to the next pay step effective immediately from that date. Your pay step date for future years will remain unchanged.
- If your pay step is delayed due to a live disciplinary sanction, or a formal capability process, your line manager will arrange a pay step review meeting before the end of your sanction or capability plan.

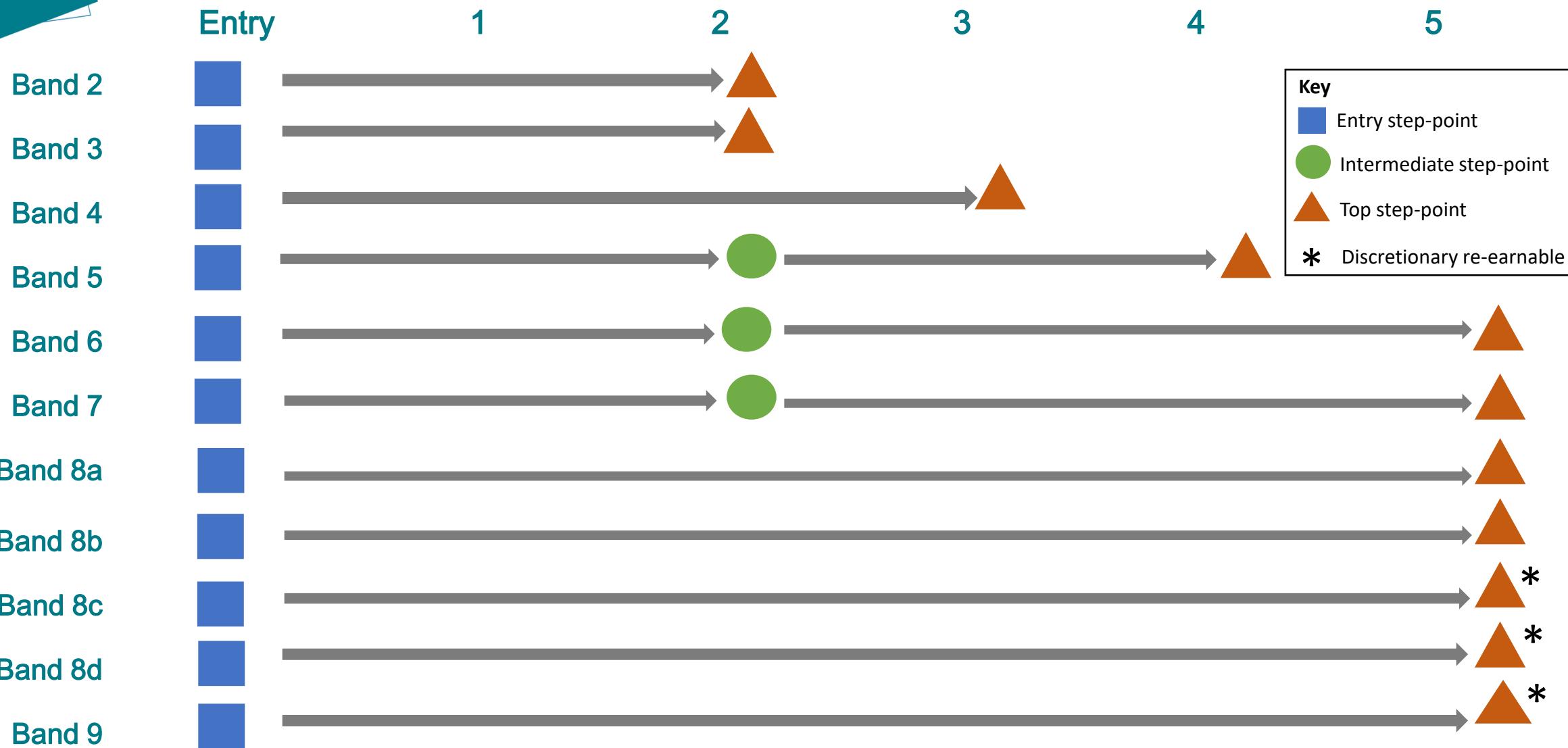
What happens if I am not at work when my next pay step point is due?

- If you are away for reasons such as sickness or parental leave, the principle of equal and fair treatment will be followed.
- If you are away for planned long-term paid leave such as maternity or adoption leave, your pay step review can be conducted early if suitable. If this is not suitable, your pay step point will automatically be applied in your absence.
- If at the point that you went on leave there was a live disciplinary sanction, your pay step point will be applied in your absence if appropriate. It will be effective the day after your sanction expires.
- If at the point that you went on leave there was an active formal capability process underway, your pay step point can be delayed.
- On your return and on satisfactory completion of the process, your pay-step point will be backdated to an agreed date as if you had completed the improvement process without being absent.

After the transition period



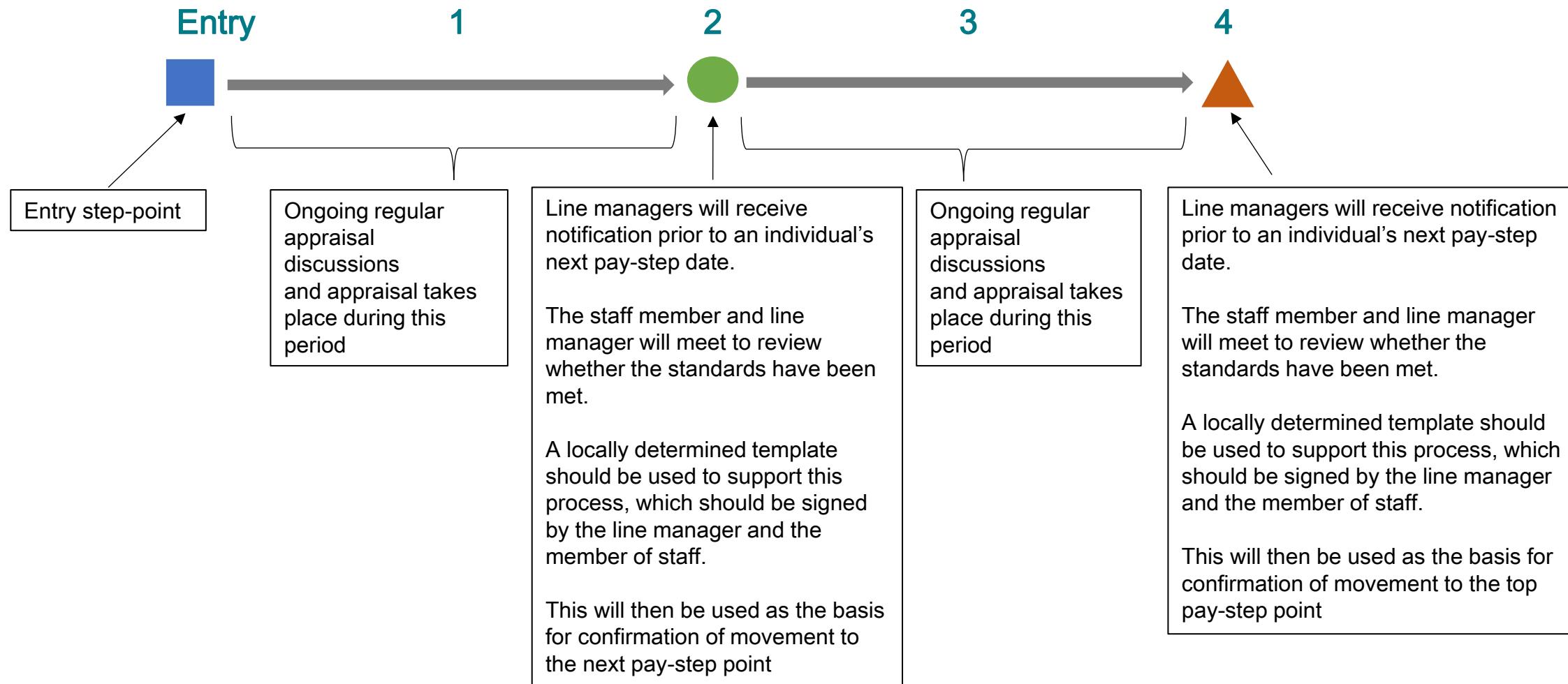
Pay structure for new staff from 1 April 2019 and all staff from 1 April 2021 Number of years progression



Pay progression: New staff from 1 April 2019 and all staff from 1 April 2021

Example: Band 5

Number of years progression



Guidance materials and resources

The NHS Staff Council have produced a number of resources to help you understand and prepare for implementation of the pay progression framework.

These include:

- annex 23 of the terms and conditions handbook on the system
- staff guidance and checklist
- flow chart explaining the pay step submission process
- diagram showing the pay progression journey for new and existing staff
- a template pay step submission form
- scenarios relating to various circumstances.

Visit the [NHS Employers website](#) to view these tools.

Q&A