



Pay Progression – when does it apply to me?

Under the new (2018) pay structure, pay steps (increments) are no longer annual but will happen after two, three or five years. Currently we are in a transition period, which means that only a relatively small number of people are due a pay step in 2020

Staff in post prior to 1 April 2019 :

- Retain their existing pay date
- Move automatically through their pay journey during transition
- Current pay progression arrangements remain in place (ie ESR must be told if pay step is not awarded)

New starters, those promoted to a higher band and those who retire and return on or after 1 April 2019:

- ESR will notify you a meeting is due
- Pay step points are closed on the payroll system (ie do not go through automatically)
- Must demonstrate that they have met the required standards

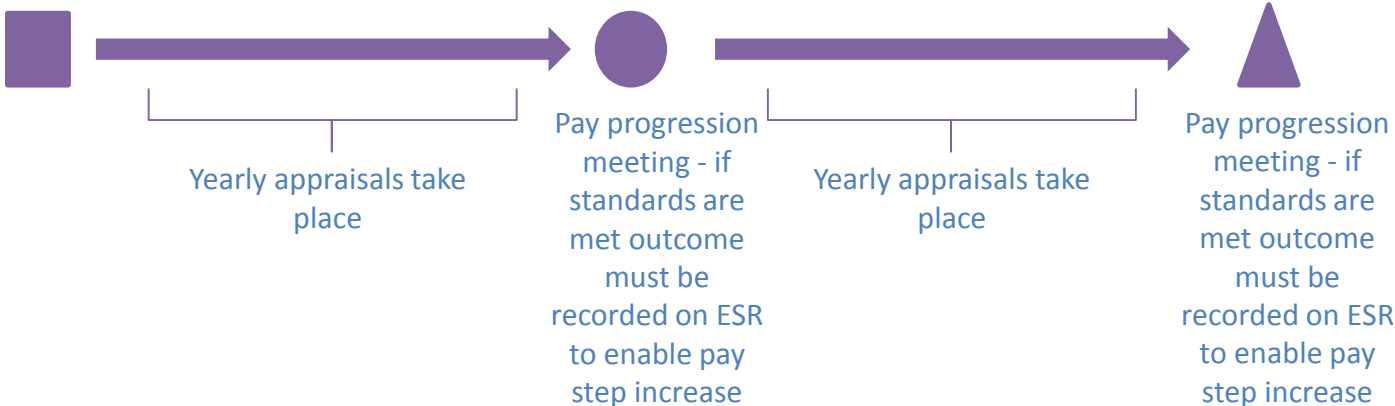
All staff from 1 April 2021:

- Pay step (incremental) reviews only take place after two/three/five years depending on band
- Pay step points are closed on the payroll system (ie do not go through automatically)
- Continue to have yearly appraisals

Entry step point

Intermediate step point
(more than one in some bands)

Top step point
(re-earnable 8c, 8d, 9)



A Simple Process:

Line managers and staff will be alerted in advance through an ESR notification when the next pay step date is coming up. A review of the pay progression requirements is held, and the manager must notify payroll via ESR that the pay increase can be activated.

