MRC Pay Award 2012 Implementation

Further to Staff Bulletin 469, the MRC Pay Award for 2012 has now been agreed by the MRC Trade unions through the ballot process.

This means that the MRC can now implement our revised pay and grading structure that was agreed by ballot in September 2011, the first phase of which was implemented through the A to B promotions last year.

All eligible staff will sit on our revised structure from 1st April 2012.

Work is now in its final stages with the local HR teams making sure that all employees are placed on the appropriate point in the new system. We are also working very closely with SSC to ensure that the pay award is fully implemented in the April 2013 pay run.

We appreciate that this pay award has been delayed even longer than usual and we thank you for your continued patience.

Work is already commencing on the Pay Award for April 2013. The Civil Service Pay Guidance for 2013 has now been released and discussions are progressing with our National Trade Union Side colleagues on the award.

Please read through the remainder of this bulletin including the Frequently Asked Questions towards the back of the bulletin. If you have further questions please contact speak to your local HR team or Unit Manager.

Summary of MRC Pay Award 2012

Base Pay

MRC will fully implement the revised pay and grading structure as agreed by ballot with Trade Unions in September 2011.

- All eligible employees will be transferred onto the revised pay structure (shown on page 5) and will receive any increase associated with the transfer;
Where this transfer results in an increase of less than 1% of the employees basic salary then MRC is committed to moving these employees up one further step on the pay structure;

**Eligibility to transfer onto the structure**

Employees who are currently employed on MRC bands 1 – 7 and:

- Have not had an A to B promotion;
- Are not currently on a pay point in the revised pay structure (see page 5)

**Eligibility for a step increase on the structure**

Employees must:

- Have been in their current post from the 1st April 2012;
- Have not received an A to B promotion;
- Have not received an Unacceptable rating in the 2011 PDR;
- Be receiving less than a 1% increase as a result of transferring onto the revised pay structure.

**Band 1 and Senior Contract Pay**

At the last MRC Remuneration Committee meeting, the committee members reviewed senior staff pay for the 2012 pay award taking into consideration that Treasury have stated that pay for staff earning more than £100k will be frozen for this pay remit period. The committee awarded a small number of Special Award bonuses which for Band 1 and Senior Contract Pay staff which, along with the general staff SAS payments, will be paid in the April payroll.

NB. For any employee with a total remuneration package of over £100,000 MRC must request permission to make changes to their salary from BIS.
MRC Allowances

This is the first review of allowances for three years. In most cases allowances are increasing at 1% per annum, with the exception of the London Allowances (which relate to travel and housing inflation).

1. Location Allowance and Central London Supplement (per annum amounts)

<table>
<thead>
<tr>
<th>Allowance type</th>
<th>Increase from:</th>
<th>Increase to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner London Allowance</td>
<td>£2,981</td>
<td>£3,368</td>
</tr>
<tr>
<td>Intermediate London Allowance</td>
<td>£1,491</td>
<td>£1,684</td>
</tr>
<tr>
<td>Central London Supplement</td>
<td>£1,121</td>
<td>£1,266</td>
</tr>
</tbody>
</table>

2. Other flat-rate allowances

To be increased by 3%.

3. Animal Technicians Weekend and Public Holiday Allowances

<table>
<thead>
<tr>
<th>Allowance type</th>
<th>Increase from:</th>
<th>Increase to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Bands</td>
<td>£73.96</td>
<td>£76.18</td>
</tr>
</tbody>
</table>

4. Clinical Recruitment and Retention Allowance

<table>
<thead>
<tr>
<th>Band</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band 4</td>
<td>£1,827</td>
<td>£9,135</td>
</tr>
<tr>
<td>Band 3</td>
<td>£1,739</td>
<td>£13,919</td>
</tr>
<tr>
<td>Band 2</td>
<td>£4,518</td>
<td>£18,612</td>
</tr>
</tbody>
</table>

5. On-call Allowances

<table>
<thead>
<tr>
<th>Allowance type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>On weekdays between the close of work in the evening and the start of work the following day</td>
<td></td>
</tr>
<tr>
<td>a) For each period of more than 12 hours</td>
<td>£8.40</td>
</tr>
<tr>
<td>On Saturdays, Sundays and Privilege Holidays</td>
<td></td>
</tr>
<tr>
<td>a) For each 24 hour period</td>
<td>£23.85</td>
</tr>
<tr>
<td>b) For each period of 24 hours of less, a proportion of:</td>
<td>£23.85</td>
</tr>
<tr>
<td>On Public and Bank Holidays</td>
<td></td>
</tr>
<tr>
<td>a) For each 24 hour period</td>
<td>£30.13</td>
</tr>
<tr>
<td>b) For each period of 24 hours of less, a proportion of:</td>
<td>£30.13</td>
</tr>
</tbody>
</table>

6. Allowances linked to Pay

Including Additional Duty Hours, Excess Over Conditioned Hours, Shift Disturbance Allowance - to be increased in line with an employee’s base pay award
Additional comments

Normal Advancement

As per the MRC Pay and Grading Proposal (v.2.2 September 2011) Normal Advancement will take place when an employee has reached the top of A section of the band. At the next progression point, the employee will be, subject to satisfactory performance, automatically entitled to move into the B section of the band at the time of the next pay review.

Where an employee has been mapped to the top point of the A section of their band (but has not already received an A to B promotion) they will advance to the B section of their band as part of the 2012 pay award.

Unacceptable Performance Assessment ratings

Employees who received an Unacceptable PDR performance assessment in their PDR covering the 2011 appraisal year will not receive any increase aside from the increase gained from transferring onto the revised pay structure.

Part-time employees

The pay award for part-time employees will be proportionate to the hours worked (i.e. pro-rated).
# MRC Pay Structure - effective 1st April 2012

<table>
<thead>
<tr>
<th>Pay band</th>
<th>Point 1</th>
<th>Point 2</th>
<th>Point 3</th>
<th>Point 4</th>
<th>Point 5</th>
<th>Point 6</th>
<th>Point 7</th>
<th>Point 8</th>
<th>Point 9</th>
<th>Point 10</th>
<th>Point 11</th>
<th>Point 12</th>
<th>Point 13</th>
<th>Point 14</th>
<th>Point 15</th>
<th>Point 16</th>
<th>Point 17</th>
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<tbody>
<tr>
<td>Senior Contract Pay</td>
<td>£100,000+</td>
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</tr>
<tr>
<td>1</td>
<td>£70,000</td>
<td>£71,875</td>
<td>£73,750</td>
<td>£75,625</td>
<td>£77,500</td>
<td>£79,375</td>
<td>£81,250</td>
<td>£83,125</td>
<td>£85,000</td>
<td>£86,874</td>
<td>£88,749</td>
<td>£90,624</td>
<td>£92,499</td>
<td>£94,374</td>
<td>£96,249</td>
<td>£98,124</td>
<td>£99,999</td>
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<td>2</td>
<td>£47,699</td>
<td>£49,103</td>
<td>£50,508</td>
<td>£51,912</td>
<td>£53,316</td>
<td>£54,720</td>
<td>£56,125</td>
<td>£57,529</td>
<td>£58,933</td>
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<td>3</td>
<td>£35,935</td>
<td>£36,986</td>
<td>£38,037</td>
<td>£39,088</td>
<td>£40,138</td>
<td>£41,189</td>
<td>£42,240</td>
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<tr>
<td>4</td>
<td>£26,282</td>
<td>£27,183</td>
<td>£28,083</td>
<td>£28,985</td>
<td>£30,875</td>
<td>£31,686</td>
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<tr>
<td>5</td>
<td>£21,092</td>
<td>£21,695</td>
<td>£22,299</td>
<td>£22,902</td>
<td>£23,506</td>
<td>£24,109</td>
<td>£24,713</td>
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<tr>
<td>6</td>
<td>£16,088</td>
<td>£16,640</td>
<td>£17,193</td>
<td>£17,745</td>
<td>£18,297</td>
<td>£18,850</td>
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<tr>
<td>7</td>
<td>£13,470</td>
<td>£13,945</td>
<td>£14,420</td>
<td>£14,894</td>
<td>£15,369</td>
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</table>
MRC Pay Award 2012 – Frequently Asked Questions

1. What has been agreed by BIS?

BIS have agreed an increase in remuneration costs of 1% for MRC for the 2012 Pay Award. BIS were provided with details of the revised MRC pay structure as part of this remit and therefore this has also been approved.

2. How will the 1% pay remit be used?

The 1% pay remit will be used to populate the revised pay structure that was agreed through Trade Union ballot in September 2011. Increases to some allowances will also be made (see earlier in this document).

3. Why has getting approval for the pay remit taken so long?

As we have informed you in previous Staff Bulletins, MRC had asked for more than 1% in the pay remit so the approval process and negotiation process between MRC and BIS has taken longer than usual. MRC has had to make changes to its original pay remit business case to make sure the award was approved.

4. Why will some people get an increase when others won’t?

The key priority for the 1% remit is to make sure that all eligible staff are moved onto the revised pay structure.

5. I have had an A to B promotion, will I get an increase too?

No, those who have had A to B promotions in the past year are already sitting on points in the revised pay structure and have received at least a 5% increase to their salary as part of their promotion in recent times.

MRC Management feels that it is only fair that the 1% remit be spent on those who have not had an increase during the pay restraint period.

6. I was promoted from band 5 to band 4 in June 2012, what increase will I get?

If you are not already sitting on a point in the revised pay structure then you will only receive the increase associated with transferring you onto a point on the new structure, even if this is less than 1%.

Only those who were in their current role before the 1st April 2012 will be considered for a one step increase on top of transferring on to the structure if the transfer is less than 1%.

7. Which staff groups are not eligible to go onto the revised structure?

There are a number of staff who will not move to the revised structure including those employed on NHS payscales, those paid in EUROs and those on
secondment. If you are not sure whether your salary is part of the revised structure speak to your local HR representative.

8. Why haven’t the amounts of the pay scales gone up?

MRC was very limited as to what we could ask for in the remit and our key priority was to get everybody onto the revised pay structure. Having considered all the options we did not feel that it was the best use of the small remit to increase pay points on the pay structure.

9. Will I receive a letter confirming my new salary?

No, SSC will not be sending letters to confirm the revised salaries. You will able to see changes on your April 2013 payslip on Oracle (Employee Self Service Responsibility).

If your revised salary is not what you were expecting please discuss this with your local HR representative in the first instance.

10. What about the Pay Award for 2013?

The Civil Service Pay Guidance for 2013 has now been released and discussions are progressing with our National Trade Union Side colleagues on the award. We will update you as soon as we can.

11. What about Career Development Fellows (CDFs) – we have received little increase as we are not eligible for A to B promotions?

As part of the 2011 Pay and Grading Proposal the MRC management made a commitment to improve the pay of CDFs from April 2013. The MRC management is still committed to this and is working with the National Trade Union Side and HR teams to develop the most effective means of implementing this.

More communication will follow on this as soon as is available but to reassure that the MRC will be dealing with this area.

12. Does this affect the Special Awards Scheme?

No, the Special Awards Scheme will continue as per Staff Bulletin 468. Non-Consolidated Special Awards will also be paid in April 2013.

13. What happens next?

Work is now in its final stages with the local HR teams making sure that all employees are placed on the appropriate point in the new system. We are also working very closely with SSC to ensure that the pay award is fully implemented in the April 2013 pay run.
14. When will I see my new salary and band/point in Oracle?

In the first two weeks in April the SSC will be busy loading the information into the system, this means that you may see some changes on your Oracle record through Employee Self Service during this time.

**However,** it is important to note that this may not be the finalised information as there are a number of manual updates and rigorous checks that will be done in mid-April which for many staff will result in further changes to the initial information.

SSC will be busy working on the pay award during the first three weeks of April so wherever possible please withhold questions to them specifically about the pay award until the end of April.

15. Where can I go to find more information?

For more information please speak to your local HR team who, from mid-April onwards, will have details of individuals revised pay.