

HR 2.04 POL Basic Pay Adjustments

Staff Code Policy Document

1. Policy Name

Basic Pay Adjustments

2. Policy description and purpose

This policy sets out how annual pay reviews impact on employee pay.

3. Status of policy

Current.

4. Scope of policy

The policy applies to all MRC employees.

5. Policy statement

Employee pay adjustments are subject to the annual pay review

6. Policy detail

Subject to the detailed outcome of the annual pay review, staff on pay points in pay bands 2 to 7 can expect to progress from their current pay point to the next pay point after implementation of the annual pay award, subject to satisfactory performance.

Subject to the detailed outcome of the annual pay review, staff between SPPs and band maxima can expect their salaries to be reviewed annually, subject to satisfactory performance.

Subject to the detailed outcome of the annual pay review, staff at band maxima can expect their salaries to be reviewed annually, subject to satisfactory performance. All or part of any salary adjustment may take the form of a non-consolidated lump sum payment.

New employees who join the MRC prior to 1st April will receive the full value of the annual pay award. New employees who join the MRC after 1 April, but before implementation of the annual pay award, will remain on their revalorised pay point.

Pay bands 5 and 6 have underpinning pay points for employees with 10 and 12 years service in each band. Employees whose salaries are below these pay points after 10 and 12 years service in the same band will automatically move to the relevant underpinning pay point at the time of the next pay review, subject to satisfactory performance.

All service in band, including paid and unpaid leave, is reckonable in calculating pay point eligibility with respect to length of service in band considerations.

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There is no pay progression for staff in Band 1. Instead, band 1 employee salaries are reviewed annually by Council's Remuneration Sub-Committee.

All basic salary payments are consolidated and superannuable except for staff at band maxima.

Employees who receive an 'Unacceptable' rating in an annual Performance and Development Review (PDR) are not entitled to progress through their pay band. Employees in Bands 3 to 7 who receive an 'Unacceptable' rating will only receive the revalorisation element of any pay award until such time as their performance reaches a satisfactory standard as assessed by an interim appraisal. The full pay award will be implemented from this point in time and will not be backdated. Staff in Band 2 who receive an 'Unacceptable' rating will have their pay frozen until such time as their performances reaches a satisfactory standard.

7. Effective Date

18 June 2007

8. Amendment History

Date	Version	Date in force	Date expired	Status	Summary of amendments	Author	Publisher
18/6/2007	0.1	18/6/2007		Published on Portal	Staff Code re-organised to support shared service centre implementation	Robert Stagg	Toni Allen