

HR 2.09 POL Mark – Time Pay Arrangements

1. Policy Name

Mark- Time Pay Arrangements

2. Policy description and purpose

This policy describes how mark-time pay arrangements are set out.

3. Status of policy

Current.

4. Scope of Policy

This policy applies to all MRC employees.

5. Policy statement

Mark-time pay arrangements may apply when an employee is no longer entitled, as of right, to their existing salary. In effect, all or part of their salary is frozen.

6. Policy detail

Mark-Time arrangements may be applicable in respect of:

- Basic pay
- Allowances

Mark-Time arrangements will typically apply in the following circumstances:

- when an employee transfers to a lower band for health management reasons.
- when an employee opts to revert to a lower band as an alternative to redundancy.
- when an employee transfers to a lower band as a result of reduced capability.

There may also be additional circumstances in which an employee's reversion to a lower band justifies mark-time pay arrangements.

Mark-Time arrangements will not apply in situations where the imposition of down banding is a disciplinary penalty. In such cases pay will be reduced immediately.

A mark-time pay element will form part of an employee's salary when a decision is taken to freeze all, or part, of their salary as a result of downbanding and when their existing salary exceeds the maximum of the lower band. This may occur for a variety of reasons and may be on a permanent or temporary basis. The mark-time element will constitute the differential between the salary the employee is entitled to in their re-banded position and their existing salary. It is expected that the mark-time element will be eroded as a result of pay awards and any other pay adjustments over a four year period. If the mark-time element has not been completely eroded by this time the balance will be 'bought out' by means of a one-off, non-consolidated, taxable lump sum bonus equivalent to the value of the

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differential over twelve months. The employee will then revert to the maximum basic salary point and, if appropriate, allowances of the lower band.

7. Effective Date

18 June 2006

7. 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