



ABERDEEN CITY COUNCIL

Local Salary Progression Scheme

POLICY & PROCEDURE

**Approved at Finance and Resources
Committee on 2 February 2011**

Contents

Section 1: Policy

1.1 Policy statement

1.2 Scope

1.3 Core Principles

Section 2: The Policy Provisions

2.1 Attendance

2.2 Performance

2.3 Behaviour

Section 3: The Procedure

3.1. The application

Section 4: Review

SECTION 1 - POLICY

1.1 Policy statement

The Council is committed to achieving consistently high performance and this policy aims to underpin this commitment linking performance to pay.

Since the implementation of salary grade scales the progression of employees to the top of the scale has been achieved solely on length of service. This has been irrespective of the level of performance, attendance record or on whether or not the conduct of the employee has been acceptable. This policy is the first step in linking pay to performance.

1.2 - Scope

This procedure applies to SJC (Local Authority Workers) employees only. The Local Salary Progression Scheme means that the way increments are awarded in future will change. In 2011, progression will be on the basis of the criteria defined in Section 2 of this policy. However, this will be further developed during 2011 so that more comprehensive measures are in place prior to 01 April 2012. The measures for 2012 need not be contained to only one group of employees within the Council.

Appropriate measures will be put in place to ensure that those with disabilities or those with pregnancy related absences are not disadvantaged.

1.3 - Core Principles

The Council faces a period where budgets will be reducing but customer expectation in relation to the flexibility and quality of service delivery will continue to rise. As a result of this there is a need ensure that every area of expenditure is fully maximised.

The existing arrangements for the awarding of increments has been in place for over twenty years, against a background of massive changes in the way public services are delivered.

This policy is the first step in modernising the pay arrangements for all employees starting with SJC (Red Book) employees. Previously an employee would receive an increment regardless of their conduct at work, whether or not they take frequent sick leave and whether they are competent or not to carry out their duties. This policy aims at removing this inequity in the workplace by allowing increments not to be applied where one or more of the above is unsatisfactory.

This policy is an interim position during which time a more sophisticated model of performance and reward will be developed which will link pay to council objectives. This model will be developed through consultation with

employees, managers and the trade unions. The policy is aimed at breaking the automatic link between length of service and the awarding of increments.

For the majority of employees this policy will have little impact. It is considered that within the organisation the vast majority of employees perform within the criteria defined as acceptable.

SECTION 2 - POLICY PROVISIONS

This will affect the increment for April 2011 but will apply until a comprehensive review of the appraisal process has been conducted with employees and Services alongside the competence review referred to above.

Under the provisions of this policy payment of increments will be dependent on employees achieving or demonstrating:

- Acceptable **attendance**
- Adequate **performance**
- Appropriate **conduct**

Where any one of the above falls below the standard required, i.e. has been the subject of formal Council procedure in the 12 months prior to the due increment date, the increment will not be applied. More specifically, this will be the case where an employee has:

2.1 Attendance

Reached stage 2 of the Maximising Attendance Policy

Employees with disability or pregnancy related absences will be afforded the same protection as defined in the Maximising Attendance Policy.

2.2 Performance

Reached stage 1 of the Managing Performance Policy

Where the employee has reached stage 1 of the Managing Performance Policy during the period from their last increment and the 1st April, then the increment will not be applied.

2.3 Behaviour

Been issued a first level warning or higher disciplinary sanction under the Managing Discipline Policy.

If the employee has received any form of live warning (either oral, written or final warning), or there is still a live warning on record for the employee on the 1st March, the increment will not be applied. Also, the increment will not be applied if, on the 1st March the employee is under investigation for a matter relating to conduct. If however the result of the investigation exonerates the employee at a subsequent date, then the increment will be applied with effect from the 1st April.

Whilst employees in these categories will still be eligible for any national pay award, there will be no facility to make a merit increment during the following 12 months.

Any employee who considers the decision not to apply the increment to be unfair will have the right to raise this matter through the Council's Grievance Procedure, stating the grounds for the grievance. The grievance hearing shall only consider matters relating to the facts of the case.

SECTION 3 - THE PROCEDURE

It will be the responsibility of the employing service to ensure that they notify the Payroll Section of any employee who is not eligible to receive the increment. Each Service will be required to write to the Payroll Manager no later than the 1st March with a list of such employees. At the same time the Line Manager will meet with the employee to explain the reasons for this happening and confirm this in writing.

If the employee wishes to challenge this decision through the grievance procedure this needs to be raised prior to 1st July. In the event of a challenge the increment will not be awarded unless the grievance is upheld.

SECTION 4 - REVIEW OF THE POLICY & PROCEDURE

This policy will supersede the existing provisions on incremental progression. The policy will be reviewed in 2011 in order to build on the provisions to further enhance the link between reward and performance from 2012 onwards. Thereafter the Human Resources and Organisational Development Service will periodically review this procedure.