



Pay Transition Arrangements

Following a decision of the Corporate Policy & Performance Committee on 29th November 2012 in relation to pay transition, the following applies:

1. Pay transition applies where following an organisational review an employee is job matched into a post at a lower grade.
2. Pay transition will last for 12 months in total and will be applied on a cash conservation basis. The first six months will be paid at 100% of the difference in basic pay and the second six months will be paid at 50% of the difference in basic pay.
3. Pay allowances such as overtime, non-standard working week allowance etc. are always paid based on the hourly rate for the job, not on the transition rate.
4. Pay transition does not apply:
 - Where an employee chooses to resign from one post and apply for another post within the Council;
 - When an employee is redeployed due to a redundancy situation;
 - When an employee is redeployed on medical grounds.
5. The only exception to the criteria outlined in (4) above is where an employee is redeployed on medical grounds due to a disability and pay transition could be viewed as a 'reasonable adjustment' for this employee. In this case some form of pay transition may be considered.
6. Where employees are redeployed to a post of a lower grade and no pay transition is applied, the employee will be placed on the top point of the grade for the job.
7. Pay transition will be on basic pay only. Non-standard working week allowance will not be protected. If the working arrangements change as a result of the job matching and the employee is no longer required to work non-standard working hours, no non-standard working week allowance will be paid and the previous non-standard working week allowance will not form part of the transition arrangement. If the employee continues to work non-standard hours in their job matched post then they will be paid non-standard working week allowance based on their new working arrangements.
8. Pay transition arrangements will be based on a maximum of one grade difference i.e. where an employee is job matched into a job which is more than one grade lower than their former job, their pay transition arrangements will be based on the top point of the grade above the actual grade for the job. For example, if an employee is on grade G14 and they are job matched to a job at G12, their pay transition arrangements will be based on the top point of G13.



9. Employees to whom pay transition applies should be placed at the top point of the grade for the post. This means that increments will not be applicable to those in pay transition. When the pay transition period comes to an end the employee will remain on the top point of the grade for the post.
10. Pay transition is applied on a cash conservation basis. The amount of the pay transition allowance will be calculated as the difference between the original pay (subject to the criteria outlined in (8) above) and the pay for the job matched post. This means that any national pay award during the transition period will reduce the value of the pay transition allowance. This may mean that employees are taken out of pay transition before the end of the pay transition period.
11. Any changes during the transition period which increase an employee's basic earnings e.g. increase in contracted working hours will reduce the value of the pay transition allowance. This may mean that employees are taken out of pay transition before the end of the pay transition period.
12. If an employee decreases their contracted working hours or contracted working weeks during the transition period, pay transition arrangements will continue to apply based on the reduced basic pay.

Pay Transition Scenarios

Scenario 1a – Increase in Contracted Working Hours or Working Weeks

Employee 1 is in pay transition due to being job matched into a lower graded post.

Prior to being job matched they are paid at £11.21 per hour for 15 hours per week (£8743.80 per year). As a result of job matching they are paid at £10.40 per hour for 15 hours per week (£8112 per year). This equates to 6 months of pay transition at approximately £52.65 per month (100% of difference between old and new pay) and 6 months of pay transition at approximately £26.33 per month (50% of difference between old and new pay).

After being job matched Employee 1 increases their contracted weekly hours to 25 hours per week. Based on earning £10.40 per hour, this takes their new salary to £13520 per year. As new basic pay is more than the employee was earning in basic pay immediately before being job matched, their pay transition arrangement will end*.

* The same provisions apply if an individual increases their contracted working weeks e.g. from term time to 52 weeks per year.



Scenario 1b - Increase in Contracted Working Hours or Working Weeks

Employee 1 is in pay transition due to being job matched into a lower graded post.

Prior to being job matched they are paid at £11.21 per hour for 15 hours per week (£8743.80 per year). As a result of job matching they are paid at £10.40 per hour for 15 hours per week (£8112 per year). This equates to 6 months of pay transition at approximately £52.65 per month (100% of difference between old and new pay) and 6 months of pay transition at approximately £26.33 per month (50% of difference between old and new pay).

Employee 1 increases their hours to 16 hours per week. Based on earning £10.40 per hour, this takes their new salary to £8652.80 per year.

Although Employee 1 has increased their weekly working hours and their basic pay, their new basic pay is still less than the employee was earning in basic pay immediately before being job matched and so their pay transition arrangement will continue until the end of the pay transition period*. The value of their pay transition allowance will be proportionally reduced based on the increase in basic pay.

* The same provisions apply if an individual increases their contracted working weeks e.g. from term time to 52 weeks per year.

Scenario 2 – Decrease in Contracted Working Hours or Working Weeks

Employee 2 is in pay transition due to being job matched into a lower graded post.

Prior to being job matched they are paid at £11.21 per hour for 15 hours per week (£8743.80 per year). As a result of job matching they are paid at £10.40 per hour for 15 hours per week (£8112 per year). This equates to 6 months of pay transition at approximately £52.65 per month (100% of difference between old and new pay) and 6 months of pay transition at approximately £26.33 per month (50% of difference between old and new pay).

Employee 2 decreases their hours to 10 hours per week. Pay transition continues until the end of the pay transition period but the value of the pay transition allowance changes to take into account the decrease in hours. The percentage difference between the previous and new basic pay is applied to new basic pay to get the revised pay transition allowance value*.

The same provisions apply if an individual decreases their contracted working weeks e.g. from 52 weeks per year to term time.

It should be noted that if Employee 2 then chooses to increase their hours again, pay transition allowance at the higher rate will not be reinstated.