



**ABERDEEN**  
**CITY COUNCIL**

# **SALARY PLACING GUIDANCE**

## **SALARY PLACING GUIDANCE:**

This guidance applies to all Aberdeen City Council employees other than Teachers and associated professionals, where salary placement is governed by SNCT Terms and Conditions.

The Equal Pay and Modernisation Pay scales allow for a number of incremental steps within a grade until the maximum point of the grade has been reached.

When an employee is placed on a grade, placing should normally be on the first point of that grade. There may be vacancies where a prospective appointee might appear to justify the consideration of a higher placing. For example, the individual may presently or previously have earned more than the minimum point of the scale or perhaps (s)he has considerable relevant experience or competencies which a more favourable placing would reflect. An enhanced placing should be based purely on objective criteria and never due to age, sex or any other factors that are discriminatory. Care should be taken that assumptions are not made in relation to a candidate's experience or competencies on this basis. The present placing of other employees must also be borne in mind and a manager should not underestimate the detrimental effect of placing a new appointee on a salary point which is higher than that of his or her prospective colleagues.

Managers will also be fully conversant with the ever increasing financial strictures under which the Council must operate and given that recruitment advertisements clearly state the appropriate salary scale, the great majority of applicants will understand, if they do not already, that new appointees will normally commence at the beginning of the scale.

Recruiting Managers may, if necessary, appoint above the minimum point of the scale where there is an objective reason for doing so and with the agreement of their Head of Service.

This guidance aims to provide answers to queries on salary placement and hence a manager should refer to the above in the first instance. If the answer to a query cannot be found above it can then be raised with the HR Service Centre by calling (01224) 523939 or by e-mailing [AskHR@aberdeencity.gov.uk](mailto:AskHR@aberdeencity.gov.uk)