



Salary and Grading Policy (Police Staff) (376/2022)

Abstract

This policy provides guidance on the grading structure and salary bands to be applied to all police staff grades, payment of salaries, incremental progression, payment of arrears and recovery of overpayments.

Any queries regarding this policy should be directed to Shared Business Services in the first instance.

Policy

1. Introduction

1.1 This policy will ensure Sussex Police provide fair and non-discriminatory pay for all employees, complying with equal pay legislation and associated codes of practice whilst giving regard to good resource management. This policy provides guidance on the grading structure and salary bands, payment of salaries, incremental progression, payment of arrears and recovery of overpayments. This will enable Sussex Police to create and maintain competitive reward arrangements which will attract, reward, develop, motivate and retain high quality staff in order to achieve Sussex Police objectives. It also seeks, through agreeing reward arrangements and job evaluation processes in partnership with recognised trade unions and the Police Staff Council, to minimise conflict and promote fairness and equality of opportunity in reward matters.

1.2 This policy applies to all police staff falling within the following grades:

- Grades 4 to 11
- M1 to M4 Grades

This policy does not apply to agency staff who are covered by separate arrangements.

1.3 Part-time and fixed term contract employees have the same employment rights as full-time employees. This means that they must receive (pro rata where appropriate) the same treatment as comparable full employees. This will include no less favourable:

- Rates of pay (including overtime pay in order to qualify for enhanced overtime payment a part-time employee is required to have worked more than the full-time equivalent hours of 37 hours per week);
- Access to pension schemes and pension scheme benefits.

2. Scope

2.1 This policy and supporting procedures detail the current pay structure including incremental progression and the steps that will be taken for under and over payments.

3. Policy Statement

3.1 Sussex Police will ensure that:

- Pay bands and pay rates applied to police staff posts are determined by analytical job evaluation and based on a formal, authorised job description questionnaire;
- Staff are paid in accordance with the pay arrangements agreed with trade unions and the Police Staff Council;
- All staff will be paid by credit transfer to a bank or building society on the 20th of each month (or nearest preceding working day if the 20th falls on a weekend or Bank Holiday). Police staff who are new to Sussex Police, commencing work after the key payroll deadline (as shown within the Payroll section of the People Services and Shared Business Services (SBS) How Do I site) may not receive payment into their bank account until the following month;
- Deductions from pay will be shown on the individual's pay slip;
- Individuals are responsible for checking their pay is correct in accordance with their statement of written particulars / contract of employment;

Policies and associated guidance should inform decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the National Decision Making Model.

Procedure

1. Introduction

1.1 Current Police Staff Pay Scales can be found in the Payroll section of the People Services and SBS How Do I site on the Force Intranet.

2. Job Evaluation

2.1 Existing and new positions are evaluated by a panel of trained evaluators, in association with trade union representatives where appropriate.

2.2 The job evaluation panel determine the grade of the position with reference to the knowledge, problem solving and accountability of the duties and responsibilities, required of the role.

2.3 Once the panel have determined the relevant grade for the position, the funding has been agreed for any increase in establishment and the establishment control process has authorised the creation / upgrading / downgrading of the post, an authorised job description is created and the post can be advertised or the existing jobholder advised as applicable.

2.4 Only authorised job descriptions are to be used and all positions must have been through the evaluation and establishment control process to ensure the correct grading of the position is used in recruitment. The authorised job description specifies the grade for the position and therefore only this grade is to be applied.

2.5 All job grades and salary conditions will be found only by reference to the HAY Guide Chart and Profile Method of Job Evaluation.

2.6 Information in relation to the Job Evaluation process can be found by searching the joint intranet pages and in the Job Evaluation Guidance and Job Evaluation Flowchart.

2.7 Charges may be applicable for job evaluation of a complex and/or specialist nature that require assistance from HAY. The charges incurred from HAY will be re-claimed from the division / department requesting the evaluation. If a charge is likely to be incurred the requesting line manager will be advised of this by their People Services Business Partner / People Services Assistant Business Partner prior to the HAY evaluation.

3. Incremental Progression - Grades 4 to 11

3.1 Staff appointed to Grades 4 to 11 between 1st April and 30th September will receive an increment on the following 1st April to the next spinal column point within the grade, subject to satisfactory performance.

3.2 Staff appointed to Grades 4 to 11 between 1st October and 31st March will receive an increment after 6 months service to the next spinal column point within the grade, subject to satisfactory performance.

3.3 Thereafter increments will be granted each successive 1st April, subject to satisfactory performance, until the maximum of the grade is reached.

4. Incremental Progression - M Grades

4.1 Incremental progression is granted on the anniversary of appointment to the job or on the anniversary of a re-graded job, subject to satisfactory performance.

4.2 Further increments will then be applied on the anniversary of the upgrade, subject to satisfactory performance.

5. Principles applicable to all Grades

5.1 Staff starting in a new role (new joiners / internal moves) should start at the bottom of grade unless there is a justifiable reason, bearing in mind equality and fairness with colleagues undertaking the same, similar or equivalent roles, to appoint to a higher point in grade. Rationale for a starting salary above the bottom of grade but below top of grade should be discussed with your People Services Assistant Business Partner or Business Partner and be fully documented and submitted to Reward and Recognition for recording purposes. Appointment to the maximum point of a grade can only be agreed in exceptional circumstances and with prior authorisation from the Reward and Recognition Lead. Clear rationale must be submitted for consideration and approval.

5.2 The SAP system has the ability to pay above grade M4 in situations where specialists need to be employed. Application for appointment to this scale, i.e. above M4 grade, must be authorised by the Head of Strategy and Projects from whom further details will

be available upon request. Once appointed to the Senior Management Scale there will be no further increments payable during the employment.

5.3 Any salary agreed on appointment must be in line with current spinal column points on the appropriate salary scale.

5.4 An accelerated increment can be awarded to any level, except top of grade / band. A justified rationale must be submitted to Reward and Recognition for recording purposes; for example, due to exceptional skills / abilities, or for obtaining a recognised qualification. Requests for top of grade / band will be forwarded to the Reward and Recognition Lead for consideration and authorisation.

5.5 Where a post has been graded spanning two or more grades, progression between grades will be subject to agreed progression criteria for the posts concerned as detailed in the authorised job description.

5.6 Incremental progression may be withheld in cases of unsatisfactory performance, unsatisfactory attendance or as a result of disciplinary action taken. The line manager must clearly advise the individual of their recommendation on incremental advancement at the time of making the decision, and must inform SBS - Payroll when incremental progression should be withheld and when incremental progression should be reinstated upon a satisfactory outcome of the process. People Services Assistant Business Partners should be consulted to aid this decision. Police staff dissatisfied with a decision to delay progression shall have the right to raise the issue through the Workplace Resolution Procedure.

5.7 The line manager should ensure all circumstances are taken into account before deciding to withhold someone's incremental progression, taking particular care with regards to disability related issues, and should seek the advice of the relevant People Services Assistant Business Partner where unsure.

5.8 No changes to conditions of service derived from the Police Staff Council affecting salaries within the range will be incorporated unless accepted with prior consultation with trade unions.

6. Voluntary Deductions

6.1 Voluntary deductions from pay may be made on request; examples are as shown below but this list is not exhaustive. The appropriate documentation should be forwarded to SBS – Payroll, Headquarters.

- Local Government Pension Scheme;
- Sussex Police Charitable Trust;
- Death Benefit Scheme;
- Police Staff Union Subscriptions;
- Sports Lottery;
- Health Schemes;

- Police Mutual Assurance Society;
- Group life scheme;
- Hospital Savings;
- Police Staff Insurance Scheme.

6.2 All variations to deductions are to be notified to the National Audit Office.

6.3 Deductions from pay will be shown on the individual's pay slip.

7. Underpayments

7.1 Any underpayment of salary will be payable in the nearest following pay period by credit transfer to a bank / building society. In cases of financial hardship resulting from computer or human error the individual's line manager may make a request (explaining the circumstances surrounding the reasons for hardship and any extenuating circumstances) to Shared Business Services-Payroll for an out of course BACS payment to be made. Requests should then be submitted to the Payroll Team Leader for authorisation.

NB: Non payment of overtime or expenses will not be considered as hardship as these do not form part of basic pay.

8. Overpayments

8.1 All police staff should take reasonable steps to ensure they have been paid the correct amount of pay (including deductions), increments, expenses and overtime in accordance with their contract of employment. Advice should be sought from Shared Business Services regarding any discrepancies.

8.2 Sussex Police will seek full repayment of any overpayments made, the deductions for overpayments will be negotiated with the individual by Shared Business Services-Payroll.

8.3 The police staff member will be provided with a full breakdown of the overpayment and a recovery plan will be confirmed specifying the amount and period over which the overpayment is to be recovered.

8.4 Overpayments will normally be recovered via deductions of salary by the end of a financial year (31st March), however in exceptional circumstances or cases of hardship this period may be extended.

8.5 Alternatively the police staff member can have the whole amount deducted from their next salary payment or make a payment in full to Sussex Police either by Bank transfer or cheque.

8.6 Any employee leaving the organisation with an outstanding overpayment will be invoiced for the outstanding amount and recovery will be undertaken by the Finance Department under the Debt Recovery Scheme.

9. Further References

9.1 These procedures should be read in conjunction with the Unsocial Hours Policy (426) and the Job Evaluation Guidance

10. Employment Data

10.1 Surrey Police and Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet the force's data protection obligations. Further details can be located on the intranet by searching for 'Privacy Notice'.

Team: People Services Department