

**Reference No:** E109/161/77; **Date:** 24/10/77

### **Circular 34/1977:- Starting Pay on Promotion or Establishment**

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I am directed by the Minister for the Public Service to state in continued pursuance of the policy of consolidating circulars by this Department and thereby facilitating the work of personnel administration in Government Departments it has been decided to reissue in this Circular existing instructions relating to starting pay on promotion or establishment.

#### **I PROMOTION**

Pay on promotion from one established grade to another or from one unestablished grade to another

2 (1) On promotion the officer will, unless (2) applies, enter the scale for the higher post (i) at the minimum or (ii) at a point equivalent to his existing pay plus accrued increment, if any, plus an immediate increment on the new scale, whichever is the greater. The date of promotion will become the officer's future incremental date.

(2) Where an officer has been on the maximum of his scale for at least three years he will enter the new scale either (i) at the minimum or (ii) at a point equivalent to his existing pay plus two increments on the new scale, whichever is the greater, the date of promotion becoming his new incremental date. If the three years are completed at any time within a year from the date of promotion, this arrangement may be applied as from the date of completion of the three years and that date will then become the officer's new incremental date.

Where, through application of the foregoing starting pay rules, an officer is placed, on promotion, on a rate of salary which lies between two points on his new scale he should, subject to subparagraphs (6) and (7), be put on a point on that scale on the following basis:

On the date by which he has earned a portion of the increment on his new scale sufficient to bring his entry pay to the next highest scale point, he should be put on that point and the date of the adjustment should then become his incremental date.

The following is a theoretical example of the foregoing arrangement.

An Officer is promoted on 1 August and enters his new scale at £1825 between the scale points £1800 and £1900. The increment between these points is £100 and the officer requires £75 to bring him up to point £1900. He needs to serve 274 days on an annual increment of £100, i.e.  $365 \times 75$  before he can earn £75. The last of these 274 days will be the following 1 May. On 2 May, therefore, he should be placed on the scale point £1900 and that date should then become his future incremental date.

(4) Departments/Offices should consider whether it would be more convenient for them to determine at the time of the promotion the date on which the adjustment provided for at (3) would be due. However, if the adjustment date is determined at the time of promotion it may be necessary to redetermine it in the light of any pay increases which have effect before the date of the adjustment.

(5) Where an officer is again promoted before the adjustment provided for at (3) is due to be made, starting pay on the occasion of the further promotion should be determined in the normal way, without reference to the adjustment, and the provisions at (3) should be applied in relation to the further promotion only.

(6) Where an officer enters a scale in circumstances which allow him to serve or progress, to a limited extent, beyond an efficiency bar or barrier point pending fulfilment of the conditions normally governing progress beyond the bar or barrier, consideration of the application of the provisions at (3) should be deferred until after these conditions are fulfilled.

(7) Where entry pay is determined under (2) and the officer is entitled to a second increment within a year of promotion the adjustment provided for at (3) should be deferred until after that second increment has been awarded.

(8) In the case of a promoted officer who qualifies for a "special addition" to pay under paragraphs 10 and 11 of Circular 8/76 before being put on scale the terms of (3) should be applied to basic pay only.

Pay on promotion to grades to which there is recruitment by open competition

3 (1) The rules at (1) and (2) of paragraph 2 will apply except that only such amount of an increment or increments on the higher scale as will bring an officer to the point he would have reached had all his service been in the higher grade will be granted. Where an officer's salary plus accrued increment, if any, is higher than the point he would have reached had all his service been in the higher grade he will be required to mark time on his salary plus accrued increment, if any, until that ceases to be in excess of the point referred to.

(2) Officers promoted to general service grades to which there is recruitment by open competition will be treated for the purpose of determining notional pay under sub-paragraph (1), as if all their service had been given on the scale applying to the higher grade at the date of promotion.

Under this arrangement, for example, the notional pay of an officer with 5 years' service being promoted now to Clerical Assistant (clerical and other duties) would be the sixth point of the current Clerical Assistant (clerical and other duties) scale. The notional pay of an officer whose date of birth is 1 January 1952, who entered the service on 1 September 1970 (at age 18) and is being promoted now to Executive Officer would be the 2nd increment after the 23 age point on the current Executive Officer scale, determined as follows - if the officer had given all his service on that scale he would have entered at the 18 age-point, have progressed to the 19 age-point on 1 January 1971 (his 19th birthday) and by now would have reached the 2nd increment beyond the 23 age-point.

(3) The arrangement at (2) applies to notional pay only and does not affect the calculation of actual pay on promotion or the rules governing the assimilation of officers to revised scales. Where the salary scale for any of the general service grades concerned is revised so as to introduce or extend age-related pay, notional pay should be recalculated on the new scale, in accordance with sub-paragraph (2), with effect from the date of the revision.

(4) Subject to (5), where an officer has held an acting appointment for less than a year his entry pay to the new grade will be determined by reference to his substantive pay, as adjusted in accordance with the foregoing rules. Where he has held the acting appointment for at least a year he may retain his acting pay until such time as his substantive pay calculated on the basis set out in the preceding sentence is greater.

(5) Staff Officers who, while serving in that grade in an acting capacity, are promoted to Executive Officer by way of confined competition, should be given substantive appointments as Staff Officer on the day prior to their promotion to Executive Officer. Their starting pay as Executive Officer should be determined accordingly.

(6) Promoted officers should, as appropriate, be subsequently put on scale points in accordance with the provisions of paragraph 2. Where an officer is marking time consideration of the

application of the relevant provisions of paragraph 2 should be deferred until after mark-time has ceased. Where mark-time ceases under sub-paragraph (1) the officer will be on a scale point but in other cases an adjustment may be necessary to put the officer on scale. Where the officer is receiving an addition to pay, under paragraph 2 (b) of Circular 10/73, for computer programming duties the addition should not reckon for the purpose of putting the officer on a scale point.

(7) This paragraph does not apply to promotion to former posts of Staff Officer Grade II which were regraded Executive Officer under Circular 3/60.

Treatment of additions to scale pay other than those deriving from service as a Private Secretary or Confidential Clerical Assistant (see paragraph 5).

4 (1) Subject to (2) following, an officer who holds an allowance in the nature of pay, other than an allowance referred to in paragraph 5, at the time of promotion to a higher grade will enter the scale for the higher post

(a) on the basis of application of the normal starting pay on promotion rules to his scale pay exclusive of the allowance or if more favourable and provided he has held the allowance for at least a year, at his existing scale pay (exclusive of accrued increment) plus the allowance subject to mark-time by reference to entry as at (a).

(2) Officers who on 14 May 1973 held and still hold allowances designated as pensionable before 24 May 1968 will have these allowances reckoned as scale pay for starting pay on promotion purposes, provided they are held at the time of promotion. This arrangement does not apply to those given the equivalent of these allowances after 14 May, 1973.

(3) For the purposes of calculating starting pay on promotion, service pay should be regarded as part of existing pay where promotion is to a grade which is not in receipt of service pay, but not otherwise.

(4) In accordance with paragraph 2 (b) of Circular 10/73, the increase on scale points paid to officers assigned to computer programming duties is reckoned as scale pay for starting pay on promotion purposes.

(5) Officers who come within the scope of sub-paragraph (1) (b) should be put on scale points, as appropriate, in accordance with the terms of paragraph 2, after they have ceased to mark time. Other officers should in this respect be dealt with in accordance with the arrangements appropriate to the entry pay provisions applying to them.

Treatment of officers who serve as (i) Private Secretary or Confidential Clerical Assistant (shorthand-typing duties) to a Minister or Parliamentary Secretary or (ii) as a Private Secretary to a Head of a Department

5 (1) If an officer who, by reference to service as a Private Secretary or Confidential Clerical Assistant, has been granted a "special addition" to pay, in accordance with paragraphs 10 and 11 of Circular 8/76 or previous similar provisions, is (while still benefiting in his pay from the special addition) promoted at any time subsequently the special addition will cease to be payable, but he will enter the scale for the higher post at a point equal to his substantive salary plus the special addition plus accrued increment (if any) plus one increment on the new scale or at the minimum, whichever is greater. If the officer has been not less than three years on the maximum of his existing scale he will be allowed to enter the new scale at the minimum or at his existing pay plus the special addition plus two increments on the new scale. If the three years are completed at any time within a year from the date of promotion, the officer may be granted the second increment as from the date of completion of the three years, which date will then become his incremental date.

(2) If an officer who has acted as Private Secretary or Confidential Clerical Assistant for not less than six months is promoted while so acting to a substantive or acting post, he will be allowed to enter the higher scale (i) on the basis set out in sub-paragraph (1) or, if more favourable to him, (ii) at his existing total pay (to which accrued increment should not be added), including allowance. If (ii) applies, the officer should mark time at this point until such time as he would have reached a higher point on the new scale had he entered it on the basis set out in sub-paragraph (1).

(3) Officers promoted under the terms of (1) or (2) should subsequently be put on scale points, as appropriate, in accordance with the terms of paragraph 2. Where the officer is entitled, under (1), to a second increment within a year of promotion consideration of the on scale adjustment should be deferred until after that second increment has been awarded; where the officer is marking time under (2), the deferment should be until after mark-time has ceased.

#### Starting Pay and Salary Revisions

6 (1) Subject to (2) following, officers who, by their acceptance of appointment to a new grade, sever their connection with their former grade, cannot be granted any benefits which may subsequently be accorded to any grade in which they previously served.

(2) Where the pay of two grades is adjusted in the course of the same series of pay revisions and there is an interval between the two adjustments, the salary of an officer who is promoted from one grade to the other during such interval will, following the second adjustment, be determined as follows:

(a) Where the pay of the higher grade is the first to be adjusted, the officer will, if more favourable to him, be treated for pay purposes as if his promotion had been deferred until the date on which the pay of the lower grade was subsequently adjusted, which date will then become his incremental date.

(b) Where the pay of the lower grade is the first to be adjusted, the officer will, with effect from the date on which the revised scale for the higher grade becomes effective, be assimilated to that scale at the point he would have reached if the revised scale had been applied to him at the date of promotion, which date will remain his incremental date.

These arrangements apply to grade revisions where assimilation is effected by corresponding points.

(3) Officers promoted in accordance with the terms of (2) (a) or (b) above should subsequently be put on scale points, as appropriate, in accordance with the terms of paragraph 2.

#### General

7. An officer whose promotion is in an acting capacity should be treated for purposes of transfer to the new pay scale in the same manner as if his appointment to the higher grade were substantive in the first instance. Promotions of established officers to higher temporary posts should be regarded as acting appointments.

8. In applying this Circular an officer should not be granted a salary in excess of the maximum of his new scale. This does not apply where an officer goes on mark-time under paragraph 5 (2) (ii) Note: This second sentence of paragraph 8 was deleted by paragraph 4(ii)(b) of Circular 11/79

9. Officers whose pay is adjusted under the provisions of this Circular should be informed, in writing, of their new rate of pay and their incremental date when the changes are being effected.

## II ESTABLISHMENT THROUGH CONFINED COMPETITION

10 The starting pay arrangements for officers who secure establishment through competitions confined to serving unestablished and/or temporary staff will be as follows:

(1) (a) Except where (2) applies the officer will enter the scale for the established post at the minimum or, subject to (b) following, at his existing pay plus accrued increment, if any, whichever is the greater, and the date of appointment will become his future incremental date,

(b) Where the rate of increment is the same, the officer will enter the scale at his existing pay and will retain his incremental date.

(2) Where establishment involves appointment to another grade carrying a higher salary scale the following will apply:

(a) If the appropriate scale for the established grade is age-pointed and the officer is, by reference to age, within the range of the age pointing, he will enter the scale at the appropriate age point. If his existing pay is greater than that point, he will retain his existing pay, marking time by reference to entry at the appropriate age point.

(b) If (i) the appropriate higher scale is age-pointed and the officer is older than the highest age to which age-related pay applies, or

(ii) the appropriate higher scale is not age-pointed, the officer will enter the scale in accordance with the terms of paragraphs 2 and 3 above, as appropriate.

(3) Officers who secure establishment should subsequently be put on scale points, as appropriate, in accordance with the provisions of paragraph 2 above. Where an officer retains his existing incremental date under (1) (b) above the application of paragraph 2 should be deferred until he has received his first increment on the scale for the established post. Where an officer is marking time following establishment, consideration of the application of the terms of paragraph 2 should be deferred until mark-time has ceased.

### III OFFICERS WHO SECURE HIGHER POSTS BY OPEN COMPETITION

11. The starting pay of officers who secure higher posts by open competition is determined by the entry pay provisions of the Conditions of Service prescribed for the competition. Any such officer who enters the scale of his new grade above the minimum on an off-scale point should subsequently be put on scale on the basis provided for in paragraph 2.

### IV APPLICATION

12. Where Departmental arrangements concerning starting pay on promotion are more favourable than the provisions of paragraph 2 (1) and (2) and of paragraph 3 (1) and (4) they may be retained. The arrangements governing establishment in departmental grades of the Department of Posts and Telegraphs are not affected by the provisions in paragraph 10 (1) and (2). Subject to those exceptions the provisions of the present Circular apply to all officers.

13. All instructions in previous Circulars which are still applicable are now contained in this Circular and the following are superseded accordingly:

Circulars 8/57, 2/61 (to the extent to which it governs entry to former marriage-differentiated scales), 18/64, 37/64, 11/65, 37/65, 17/66, 9/67, 21/67, 17/71, 15/72, 29/75 (apart from paragraph 13) and 39/75.

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