

**HR Guidance**

**Pay**

**Progression Process -Arrangements**

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| Version Control | Changes Made | Author |
| Version No 1.1  Sept 2018 | Review following changes to Council structure | People Management |
| Version No 1.2 | Review following the introduction of the VIP process. | People Management |

Introduction

The terms and conditions for Green Book employees provide a competence based system of progression with two increment levels in each grade (Level A & Level B).

The pay progression process will determine when new employees within a role, with more than 6 months service can be considered for pay progression. The review process will identify if the employee has met the required level of experience, competence and behaviours to be able to progress to Level B.

This assessment process is separate to, but may run concurrently with any induction and probation period.

Scope

This procedure applies to all employees of the county council and all community and voluntary controlled school based staff employed under NJC Terms and Conditions (Green Book).

Foundation and voluntary aided schools and academies who adopted Single Status are encouraged to adopt the procedure.

For Manager / read Headteacher and for “People Management” or “Service Centre” read “HR / payroll provider”.

[Eligibility](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

* Eligibility is for those employees who are currently on Level A of their grade and have completed 6 months service in that post. Regardless of location i.e. where employees remain in the same post but transfer to a different work location their service will be counted from the original start date in the job.
* It is expected that most employees will have been providing an excellent service and therefore will progress. Where performance is a concern, pay progression may have to be deferred until a satisfactory level of performance has been reached.
* There is no system for staff to appeal or challenge this process.

[Process](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

Managers should check iTrent People Manager to identify which employees are currently on Level A of their grade.

* + Employees will be considered for pay progression after 6 months in post at their next Valuing Individuals and Performance (VIP) meeting.
  + The assessment should take account of:
  + The competencies and behaviours expected in the role
  + Occupational / professional standards as outlined within the Role Profile
  + The essential knowledge and skills described in the post specification for the post.
  + Discussions and output collected from the employee’s regular “one to one”, VIP or “supervision” meetings with their line manager.
  + The manager must then decide which level of performance, described below, the employee meets:

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| **Criteria** | **Recommendation** |
| Satisfactorily meets the requirements of the job and the standard of behaviours and competencies | **Recommend Progression** |
| Meeting some but not all of the requirements of the job, or the standards of behaviours and competence required. Needs further action including training and development before progression can be granted. | **Do not recommend progression** |

* + Where an employee successfully progresses from Level A to B, at the first opportunity for review, any subsequent pay change will be effective 6 months from the date of their appointment in their current post.
* Where progression has been agreed the manager should complete the progression form on the Service Centre portal:-

**Link to:** [Service Centre Portal](https://servicecentre.cumbria.gov.uk/helpdesk/WebObjects/Helpdesk.woa)

* + There is no guarantee that an employee will progress from Level A to Level B after 6 months from the date of commencement within that post. Reassessment may be carried out as set out below.
  + Where pay progression is not recommended:
  + The manager and employee should agree an action plan which will include learning and development activities and any other support necessary to assist the employee to achieve a satisfactory level of performance.
  + A further review will take place and any pay progression from Level A to B would be effective from the subsequent date of review.
  + In the event that an employee has not progressed within 18 months from commencement of their post then further action will be required from the manager and People Management.
  + Where an employee is subject to formal capability procedures, they should be informed that their progression will be discussed during a review meeting once the formal capability process has been concluded.
  + There is no right of appeal or challenge to the outcome of a review and subsequent non progression from Level A to Level B.

[Further](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc) information

If you have any further queries about this process please raise them with People Management via the [People Management Portal](http://www.intouch.ccc/tools/IE8PMCheck.asp) or for schools please contact your School HR provider/Diocesan Officer.

For Schools:

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| Name of School: |  |
| Date by which School have adopted procedure: |  |
| Signature of Chair of Governors |  |

**June 2019**