

## APPENDIX C

### Breckland Pay Scheme Eligibility Guidance - April 2014

#### Process & Eligibility

- Staff in post before 1 April 2013 (i.e. 31 March 2013 and earlier) will be entitled to the Basic Performance Increase. Staff who may have joined on or after 1 April 2013 may receive an uplift to salary if the new grade minimum 'overtakes' their current salary.
- Staff eligible for PRP awards will be those who have received an appraisal; any probationary period must have been completed before 31 March 2013.
- Any staff who may have received increases to pay in the 6 months previous to 1 April 2013, including grade changes resulting in increases in salary, will not be entitled to the PRP element.
- - The general test for such cases where an individual has changed role or grade is whether, at 31 March 2013, they have been in that post sufficient time to be adequately appraised.
  - Additionally where someone has been on long-term leave, including maternity leave, whilst (depending on timings) a full appraisal may be carried out, it should be considered whether the Officer has been carrying out his/her duties for 'enough of the year' to be able to be rated anything other than 'Performing'. The general principle has to date been that the Officer must have been 'in-post' for at least 6 months of the Appraisal year (at 31 March 2013) to reasonably qualify for a rating other than 'Performing'.
- Staff on 'Protected Pay' will not receive any consolidated increase to pay. As per the Redeployment Policy non-consolidated payments may be made. For the purpose of clarity staff on Protected pay will be entitled to a non-consolidated payment equal to the appropriate PRP award due only; award value calculated on actual salary at 31 March 2013.
  - Underlying' salary (the salary that the officer will revert to) will be reassessed to reflect the BPI plus PRP award due if they were on that salary at the effective date of the pay award