

Breckland Pay Scheme Eligibility Guidance - April 2018

Process & Eligibility

- All Spinal Column Points (SCPs) to be uplifted by the agreed Basic Performance Increase (BPI) %, with effect from 1 April 2018, and each April thereafter whilst the pay scheme is in operation.
- Staff who have received an appraisal rating of at least 'Performing' will be eligible to receive incremental progression to the next SCP within their pay band, up to the band maximum, effective from 1 April
- Any staff rated as 'Underperforming' in their annual appraisal (and so not attaining the 'Basic' level of performance) will not be eligible for either the BPI or incremental progression from 1 April.
 - Where a formal Performance Improvement Plan (PIP) is in place and an Officer later brings their performance up to the required level, the BPI (only) can be awarded from that date; A formal PIP must be in place before the end of the applicable appraisal/performance period for someone to be rated Underperforming for the purpose of withholding any pay award.
- Staff in post but on probation at 1 April will be entitled to the BPI from 1 April. From the date the probationary period is completed successfully an Officer can then receive an increment to the next SCP within their pay band.
 - Example:
 - Start date 1 December 2017
 - BPI awarded 1 April 2018
 - Probation completed 31 May 2018
 - Eligible for incremental progression 1 June 2018
- Staff who join after 1 April, who successfully complete their probation on or before 31 March (so within the same Appraisal/Performance year), will be eligible for incremental progression on 'the next' 1 April.
 - Example:
 - Start date 1 May 2018
 - Probation completed 30 November 2018
 - Eligible for BPI & incremental progression 1 April 2019
- Staff who may not have received an appraisal due to long-term absence (including Maternity), will, for pay award purposes, be adjudged to be 'Performing'
 - Staff subject to the Council's Sickness Absence Management procedure may have any increment withheld until such time that satisfactory attendance levels have been maintained. In such cases HR will confirm such details in writing to the staff member.
- As per the Pay Protection section in the HR Policy Handbook, staff on 'Protected Pay' will not receive any consolidated increase to pay (BPI or Incremental progression).