

## OUTLINE TERMS FOR SETTLEMENT OF EQUAL PAY CLAIMS

### 1. PURPOSE

- 1.1 This document outlines a proposal for settlement of all equal pay claims lodged by NIPSA on behalf of Administrative Assistant, Administrative Officer, Executive Officer II and analogous grades.

### 2. IMPLEMENTATION OF EQUAL PAY

- 2.1 Administrative Assistants and analogous grades - With effect from 1 February 2009 (the effective date), all Administrative Assistants and analogous grades (Annex A) in post will be assimilated to the Technical Grade 2 pay scale as set out below. Administrative Assistants, analogous grades and students appointed after the effective date will be assimilated to point 1 of the Technical Grade 2 pay scale with effect from the date of their appointment.

The revised pay scale is outlined below while the current pay scale is in Annex B.

Revised Pay scale 1/02/09	Period of Reckonable Service in AA or Analogous Grade at 1 February 2009
13,280	less than one year service in the substantive grade and below the maxima
14,131	From 1 year to less than 3 years service in the substantive grade and below the maxima
14,981	From 3 years to less than 5 years service in the substantive grade and below the maxima
15,619	From 5 years to less than 6 years service in the substantive grade and below the maxima
16,257	6 years service or more in the substantive grade and below the maxima
16,682	Staff on the maxima with less than 6 years service in the substantive grade
17,108	Staff on the maxima with 6 or more years service in the substantive grade
17,533	

## **WITHOUT PREJUDICE**

Should the assimilation terms result in staff being assimilated to a salary less than their current salary, staff will be assimilated onto the next highest point.

Arrangements for 'O' level trainees are in Annex C.

## WITHOUT PREJUDICE

- 2.2 Administrative Officers and analogous grades: From the effective date, all Administrative Officers and analogous grades (Annex A) in post will be assimilated to the Technical Grade I pay scale as set out below. Administrative Officers appointed to the grade after the effective date will be assimilated to point 1 of the Technical Grade I pay scale from the date of appointment.

The revised pay scale is outlined below while the current pay scale is in Annex B.

Revised Pay scale 1/02/09	Period of Reckonable Service in AO or Analogous Grade at 1 February 2009
15,277	less than one year service in substantive grade and below the maxima
16,312	From 1 year to less than 3 years service in the substantive grade and below the maxima
17,348	From 3 years to less than 5 years service in the substantive grade and below the maxima
18,038	From 5 years to less than 6 years service in the substantive grade and below the maxima
18,728	6 years service or more in the grade and below the maxima
19,419	Staff on the maxima with less than 6 years service in the substantive grade
20,109	Staff on the maxima with 6 or more years service in the substantive grade
20,799	
21,490	
21,835	
22,180	

Arrangements for Mapping and Charting TG1, Valuation Assistant, Post Mortem Attendant, Assistant Scientific Officer, Conservation Grade G and SGB1 Security Guards are in Annex C.

**WITHOUT PREJUDICE**

2.3 Executive Officer II and analogous grades – From the effective date, all Executive Officer II and analogous grades (Annex A) in post will be assimilated to a new EOII pay scale as set out below.

Revised EOII pay scale Feb 2009	
Max	23,250
7	22,718
6	22,186
5	21,654
4	21,122
3	20,590
2	20,015
1	19,450

August 2008 pay scale			Feb 2009 pay scale	
			Max	23,250
			7	22,718
Max <sub>1</sub>	21,132	→	6	22,186
9	20,884	→	5	21,654
8	20,637	→	4	21,122
7	20,390	→	4	21,122
6	20,018	→	3	20,590
5	19,647	→	2	20,015
4	19,152	→	2	20,015
3	18,657	→	1	19,450
2	18,163	→	1	19,450
1	17,668	→	1	19,450

1. Staff on the maximum of the Typing Manager scale will move to £22,186

**WITHOUT PREJUDICE**

**3. SETTLEMENT PAYMENT (AA/AO and analogous grades)**

3.1 Staff in employment on the effective date who served substantively during the period 1 February 2003 and 31 January 2009 in the Administrative Assistant, Administrative Officer or analogous grades, will be entitled to the payment of non pensionable lump sums set out below. These payments are net of income tax and National Insurance liabilities. This also applies to staff who have left employment in the 6 months prior to the effective date and have more than 2 years reckonable service.

Grades AA and analogous

Less than 1 year	1 or more but less than 2 years	2 or more but less than 3 years	3 or more but less than 4 years	4 or more but less than 5 years	5 or more but less than 6 years	6 years or more
105	770	2,660	4,200	6,300	8,400	9,993

Grades AO and analogous

Less than 1 year	1 or more but less than 2 years	2 or more but less than 3 years	3 or more but less than 4 years	4 or more but less than 5 years	5 or more but less than 6 years	6 years or more
280	1,488	4,130	5,723	8,750	11,585	13,965

3.2 The settlement payment will be subject to the following adjustments

Non reckonable service/Career Breaks: Periods of non reckonable service greater than six months will result in the service period used to calculate the settlement payment being reduced by that period.

Part time working: The settlement payment will be reduced on a pro rata basis to reflect the part time hours of work based on the working hours in the February payroll file in each year from Feb 2003 to Feb 2008 inclusive.

**WITHOUT PREJUDICE**

**4. SETTLEMENT PAYMENT (EOII and analogous grades)**

4.1 Staff in employment on the effective date who served substantively during the period 1 February 2003 and 31 January 2009 in the Executive Officer II or analogous grades, will be entitled to the payment of non pensionable lump sums set out below. These payments are net of income tax and National Insurance liabilities. This also applies to staff who have left employment in the 6 months prior to the effective date and have more than 2 years reckonable service.

<b>Less than 3 years</b>	<b>3 or more but less than 5 years</b>	<b>5 years or more</b>
250	1,100	1,700

4.2 The above settlement payment will be subject to the following adjustments

Non reckonable service/Career Breaks: Periods of non reckonable service greater than six months will result in the service period used to calculate the settlement payment being reduced by that period.

Part time working: The settlement payment will be reduced on a pro rata basis to reflect the part time hours of work based on the working hours in the February payroll file in each year from Feb 2003 to Feb 2008 inclusive.

## WITHOUT PREJUDICE

### 5. OTHER PROVISIONS (AA/AO/EOII and analogous grades)

- 5.1 Casual Appointments: Previous service on a casual basis, where staff become permanent, will be included if the break in service between casual and permanent appointment is 6 months or less.
- 5.2 Pension entitlements for staff in employment at effective date: For staff in post at the effective date who are members of the Classic, Classic Plus or Premium Pension Schemes, and have retired since 1 February 2009 or are due to retire within one year (i.e. from 1 February 2009 to 31 January 2010), their pensionable earnings will be adjusted proportionately taking into account the revised pay scale. For staff in the Nuvos scheme, their pensionable earnings will be adjusted to take account of the revised pay scale.
- 5.3 Staff Retired/Left service/Deceased: Staff in the affected grades who have retired/left/deceased in the 6 months prior to the effective date between the period 1 August 2008 and 31 January 2009 will receive the compensation payment as outlined above in paragraphs 3.1 and 4.1. Their pensionable pay will be supplemented by one sixth of the compensation payment.
- 5.4 Gender: This proposal applies to both male and female staff in the affected grades.
- 5.5 NICS Departments: This proposal applies to the Northern Ireland Civil Service Departments.
- 5.6 Comprehensive Pay and Grading Review: Joint Management and Trade Union Side engagement in a comprehensive Pay and Grading Review covering all grades within the NICS. Examination of the Executive Officer II grade within the NICS pay and grading structures will be prioritised in this review process.

**ADMINISTRATIVE ASSISTANT AND ANALOGOUS GRADES**

<b>Grade Title</b>	<b>Analogous Grade</b>
Administrative Assistant	AA
Administrative Assistant (New Deal)	AA
Administrative Assistant London	AA
Assistant Custodian	AA
Cleaner	AA
Dental Surgery Assistant	AA
ICT level 1	AA
O Level Trainee Civil Engineering Assistant	AA
O Level Trainee Planning Assistant	AA
Sandwich Course student	AA
Sandwich Course student (IT)	AA
SGB2	AA
SGB2 Security Guard	AA
SGB2 Watchperson/cleaner	AA
Trainee Electrical Engineering Assistant	AA
Trainee Mechanical & Electrical Engineer	AA
Trainee Mechanical Engineering Assistant	AA
Trainee Planning Assistant	AA
Typist	AA
Typist London	AA
Vacational student	AA



WITHOUT PREJUDICE

**ADMINISTRATIVE OFFICER AND ANALOGOUS GRADES**

<b>Grade Title</b>	<b>Analogous Grade</b>
Administrative Officer	AO
Administrative Officer (New Deal)	AO
Administrative Officer London	AO
Assistant Programmer	AO
Assistant Supervisor (Office Machines) (Obsol)	AO
Custodian	AO
Field Monument Warden	AO
Healthcare Assistant	AO
ICT Level 2	AO
Mapper	AO
Medical Attendant	AO
Nurse Grade C	AO
Security Guard	AO
Security Officer	AO
SGB1	AO
SGB1 Security Guard	AO
Social Security Officer IIA	AO
Social Security Officer IIB	AO

WITHOUT PREJUDICE

**EXECUTIVE OFFICER II AND ANALOGOUS GRADES**

<b>Grade Title</b>	<b>Analogous Grade</b>
Executive Officer II	EOII
Audit Assistant (H&SS)	EOII
Trainee Careers Advisor	EOII
Law Clerk II	EOII
Senior Mapper	EOII
Programmer	EOII
Traffic Examiner EOII	EOII
Personal Secretary	EOII
Senior Personal Secretary	EOII
Social Security Officer 1	EOII
Agricultural Inspector Group 1,	EOII
Imports Inspector	EOII
Fisheries Officer II	EOII
Support Manager 3	EOII
Supervisor of Security Guards	EOII
Support Manager 3 (Supervisor of Security Guards	EOII
EOII London	EOII
Personal Secretary London	EOII
Typing Manager	EOII
Driver and Traffic Examiner	EOII
Enforcement Officer	EOII

**CURRENT PAY SCALES**

**AA and analogous**

Pay scale 1/08/08
13,130
13,493
13,872
14,201
14,420

**AO and analogous**

Pay scale 1/08/08
14,890
15,539
16,136
16,714
17,099

**'O' Level Trainee assimilation**

From the effective date, all 'O' level trainees in post will be assimilated to a new pay scale as set out below. 'O' level trainees appointed after the effective date will be assimilated to point 1 of the new pay scale with effect from the date of their appointment.

Revised 'O' level trainee pay scale 1 Feb 2009	
Max	17,533
3	16,257
2	14,981
1	13,280

August 2008 pay scale			Feb 2009 pay scale	
Max	16,136	→	Max	17,533
3	14,890	→	3	16,257
2	13,872	→	2	14,981
1	13,130	→	1	13,280

**WITHOUT PREJUDICE**

**EOII Accountant, Audit Assistant (H&SS) (Accountant) assimilation**

August 2008 pay scale			Feb 2009 pay scale	
			Max	26,250
			7	25,718
Max <sub>1</sub>	24,132	→	6	25,186
9	23,884	→	5	24,654
8	23,637	→	4	24,122
7	23,390	→	4	24,122
6	23,018	→	3	23,590
5	22,647	→	2	23,015
4	22,152	→	2	23,015
3	21,657	→	1	22,450
2	21,163	→	1	22,450
1	20,668	→	1	22,450

**Mapping and Charting TG1 assimilation**

August 2008 pay scale			Feb 2009 pay scale	
Max	22,180	→	Max	22,180
9	21,868	→	Max	22,180
8	21,556	→	10	21,835
7	20,932	→	9	21,490
6	20,308	→	8	20,799
5	19,684	→	7	20,109
4	18,904	→	6	19,419
3	18,124	→	5	18,728
			4	18,038
2	17,188	→	3	17,348
1	15,940	→	2	16,312
			1	15,277

**WITHOUT PREJUDICE**

**Valuation Assistant, Post Mortem Attendant and  
Assistant Scientific Officer assimilation**

August 2008 pay scale			Feb 2009 pay scale	
Max	22,180	→	Max	22,180
11	21,644	→	10	21,835
10	21,018	→	9	21,490
9	20,408	→	8	20,799
8	19,817	→	7	20,109
7	19,244	→	6	19,419
6	18,686	→	5	18,728
5	18,144	→	5	18,728
4	17,620	→	4	18,038
3	17,109	→	3	17,348
2	16,265	→	2	16,312
1	15,049	→	1	15,277

**Conservation Grade G assimilation**

August 2008 pay scale			Feb 2009 pay scale	
Max	22,180	→	Max	22,180
10	21,820	→	10	21,835
9	21,460	→	9	21,490
8	20,740	→	8	20,799
7	20,020	→	7	20,109
6	19,228	→	6	19,419
5	18,437	→	5	18,728
4	17,645	→	4	18,038
3	16,925	→	3	17,348
2	15,989	→	2	16,312
1	14,981	→	1	15,277

## **WITHOUT PREJUDICE**

### **Support Grade Band 1 Security Guards**

Support Grade Band 1 Security Guards will be assimilated to the Technical Grade 1 scale as outlined at paragraph 2.2 and will be held on the resulting point but will receive any subsequent cost of living increases until alignment with the Support Grade Band 2 Security Guard pay scale.