



PAY PROGRESSION & ELIGIBILITY FOR BONUSES / RECOGNITION AWARDS

Introduction

1. This policy supports the City of London Corporation's commitment to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution.
2. This policy applies to all [graded employees](#). It therefore excludes, amongst others, casual workers and agency workers.

Definitions

Term	Definition
Career Grade	A post with scope for skill development that transcends a single pay grade.
Core scale	The range of pay points that an employee can achieve following an assessment of 'good' or above.
Contribution scale	The two pay points that employees on Grade D - J can achieve, once they reach the top of the core scale, on receiving an assessment of 'very good' or 'outstanding'.
<i>N:B. Performance assessment category definitions (e.g. 'good', 'very good') can be found in the Performance Appraisal Process Guidance Notes on the Learning and Development pages of Colnet.</i>	

General Principles

3. The appraisal year runs from 01 April – 31 March.
4. Bonuses and recognition awards are at the complete discretion of The City of London (i.e. they are non-contractual).

Appointments

5. In normal circumstances new appointees should be placed on either:
 - The bottom point of their pay scale; or
 - A point which at least matches their existing salary (as verified during the recruitment process), providing this falls within their core pay scale.

Where there is a justifiable business case, however, Chief Officers, in consultation with the Director of HR, may offer any point on the pay scale.



N.B: In all cases where appointments are made above the bottom point of the scale, a brief business case must be logged with the recruitment papers to support the reasons for this decision.

6. Where employees are promoted into a higher grade (including via a career grade) they will either be appointed to the bottom of the new pay scale or, if their salary already exceeds this, receive one additional increment.
7. Employees who have formal supervisory or staff management responsibilities for employees on the same grade as them will have their core scale extended by 2 points but they will progress through the scale in the normal way. These additional points will be removed if supervision or management ceases to be a requirement of the post, subject to normal protection arrangements.

Incremental Progression

8. Progression will normally be considered annually and, where earned, increments will be payable from 1st October, until the maximum of the grade is reached.
9. Increments are earned following an assessment of performance against both individual objectives and core behaviours through the [appraisal](#) process, normally over a period of 12 months, but at least 6 months in the case of new starters.
 - Incremental progression within the core scale is based on an overall assessment of 'good' or better.
 - Incremental progression within the contribution scale (applicable to grades D – J) is based on an overall assessment of 'very good' or 'outstanding'.
10. For the groups shown below, where an assessment over a 6 month period is not possible, increments will be based on previous assessments. Where no previous assessment exists, one should be completed either during the employee's absence (by mutual agreement) or at the point the employee returns to work. In such circumstances, recommendations that affect pay may be dealt with, by exception, outside of the normal time frames. This provision applies to:
 - Employees on maternity or adoption leave;
 - Employees on certain categories of [special leave](#) (see departmental HR for details); and
 - Employees who are absent in relation to a condition covered by the Disability Discrimination Act.
11. Incremental progression (if earned) will occur no less than 6 months and no more than 18 months after the date of appointment (until the top of the grade is reached), save where the performance / capability of the post holder warrants increments to be withheld.
 - Employees appointed between January and March will receive (if earned) their first increment with effect from October in the year of their appointment;



- Employees appointed between April and December will receive (if earned) their first increment in October of the year following their appointment.
- 12. Increments may also be withheld as a sanction following the outcome of either the [capability](#) or [disciplinary](#) procedures.
- 13. Incremental progression may be due where jobs are re-graded via [job evaluation](#). Such increments will be backdated to the 1st of the month in which the criteria was achieved or the re-grading became effective. Whilst Chief Officers have the authority to backdate increments for up to 12 months, further backdating must be agreed by the Chairman and Deputy of the Establishment Committee.
- 14. Progression into the next grade of a recognised career grade scheme is dependent upon the employee meeting the criteria of the grade and there being sufficient work available for them to undertake at the higher level.
- 15. Where jobs have significant content added, but not enough to be graded at a higher level, Chief Officers, in consultation with the Director of HR, may award additional increments to take effect from the date that the increased responsibilities are undertaken.
- 16. Chief Officers, in consultation with the Director of HR, may award additional increments where there is a justified business case, e.g. as a recognition of examination success related to the post and agreed as a development requirement (but not linked to a recognised career grade scheme).

Recognition Awards & Discretionary Bonuses

- 17. Only those employees who are already at the top of their grade may earn a recognition award or discretionary bonus (i.e. it will not be possible to simultaneously qualify for incremental progression and receive a recognition award /discretionary bonus).
- 18. Eligible employees may earn:
 - Grade A – C: a recognition award;
 - Grade D – J: a contribution based bonusDetails of the above schemes can be found on the Learning and Development pages of Colnet.
- 19. Where recognition awards / contribution bonuses are awarded for the appraisal year from April - March, employees will receive their one-off recognition award / discretionary bonus in October.
- 20. Recognition awards / discretionary bonuses, where earned, are normally only payable after:
 - a minimum of a 12 month assessment; or



- For the groups of employees referred to in paragraph 10, where a 12 month assessment is not possible, assessments will be based on a period of at least 6 months (this does not need to be a continuous period and will include any periods of maternity or adoption leave).
- 21.** Recognition awards / discretionary bonuses, where earned, will normally only be payable to employees still in employment on 1st October in the year following the assessment period. Exceptions will be made, however, for employees who (following a 12 month assessment that links into the corporate appraisal cycle):
- leave their employment due to retiring at either the normal retirement age or due to ill health; or
 - leave as a result of organisational change (e.g. redundancy or efficiency).

Responsibilities

- 22.** Chief Officers may delegate responsibility to a nominated manager at or above grade I / Chief Superintendent (in the City of London Police) / Deputy Head (in schools) in the award of incremental points, within the scope of this policy.

Monitoring

- 23.** Corporate HR will monitor the application of this policy in line with the City of London's commitment to equal opportunities.

Further Information

- 24.** [Performance Appraisal Process Guidance Notes](#) can be found of the Learning and Development pages of Colnet.