

Extract from the Pay and Recognition Policy

9.4 TEMPORARY PROMOTION

- 9.4.1 Arrangements to cover a promoted post, where it is anticipated to be for a period of time in excess of 28 days, will be through the application of a temporary promotion process.
- 9.4.2 Staff undertaking a temporary promotion will be paid at the development rate of pay for the role, unless they are temporarily moved from an A to a B within the role map that they have previously demonstrated and maintained competence in; and are already in receipt of the competent rate of pay.
- 9.4.3 Staff undertaking a temporary promotion will be entitled to all the terms and conditions of service associated with the role to which they have been temporarily appointed.
- 9.4.4 Staff undertaking a temporary promotion will be entitled to receive a letter confirming the temporary change to their contract of employment.
- 9.4.5 Staff who are temporarily promoted and who experience long term sickness i.e. more than 28 calendar days absence may forfeit their temporary promotion and associated rate of pay, to enable the Service to arrange another temporary promotion for the purposes of resilience and business continuity.
- 9.4.6 The salary for all temporary promotions will be pensionable and subject to normal deductions for tax and national insurance. However, for staff who do not transfer into the 2015 Firefighter Pension Scheme, the salary for all temporary promotions will be pensionable as an APB with effect from 1st April 2015. After this date, employees who were in receipt of temporary promotion on 31st March 2015 will continue to have it regarded as pensionable pay until there is a break in the payment after which time any further temporary promotion will be pensionable as an APB.

9.7 ADDITIONAL RESPONSIBILITY ALLOWANCE (NO CHANGE)

Under the Grey Book (Part B, paragraph 21) Fire and Rescue Services reserve the right to pay an additional responsibility allowance (ARA) in order to reward additional skills and responsibilities that are applied and maintained outside of the requirements of the role but within the job function.

9.7.1 Any requests for an ARA must be supported by a full business case and must be forwarded to the [Resource and Development Group (RDG) – to be updated] for consideration in order to ensure equality and consistency.

9.7.2 ARA payments are temporary and non-pensionable and may be withdrawn following reasonable notice from the Fire and Rescue Service.

9.8 TRAINING (INSTRUCTOR) OFFICER ALLOWANCE (NO CHANGE)

The Fire Authority has agreed to pay an additional allowance to staff posted into the role of training officer to compensate for flexible working arrangements.

9.8.1 This includes the requirement to work some evenings and weekends (specifically a requirement to work a maximum of 10 weekends in any 1 year as well as providing a maximum of 26 evenings per year (a maximum of 1 per week)).

9.8.2 Any time accrued on weekend working will be given back as straight time in lieu which will be programmed into the shift pattern at the earliest opportunity.

9.8.3 The training allowance is 10% of actual salary and will therefore be increased on an annual basis in line with the appropriate cost of living pay award.

9.8.4 The training allowance will be subject to normal deductions for tax and national insurance and will be non-pensionable.

9.8.5 The allowance will cease if the training officer is transferred or voluntarily accepts any post outside of the [Learning and Development Centre – to be updated].

9.8.6 Further details can be found in the collective agreement which specifically covers Training Officers.

9.12 DAY CREWING DUTY SYSTEM

The pay package for Day Crewing staff will include the following pay elements, all of which shall be pensionable in the FPS, with the exception of the fuel/light allowance. Please note that Public Holiday Pay and the Fuel/Light allowance are not pensionable in the NFPS.

- Basic Pay (as contained in circulars issued by the NJC)
- Retaining fee (12.5%)
- Disturbance fee (12.5%)
- Public Holiday Pay (1.85%)
- Fuel/Light allowance

~~The pay elements of the Day Crewing package and their pensionability are currently under review.~~

- 9.12.1 Accommodation may be offered to employees taking up appointments at Day Crewed Stations where available. However, the availability of Service housing can be withdrawn if the employee chooses to move Station or the Service requires the employee to work from another location.
- 9.12.2 An annual fuel and light allowance (the current rate is detailed in Appendix G) will be paid to all staff on the Day Crewing System whether they are in Service housing or not. A rent deduction will be made on a 4 weekly basis from April 2009 to those staff in Service housing and will be reviewed annually. The current rate is detailed in Appendix G. A deduction for Council Tax based on family or single occupancy will also be made for those staff in Service housing with effect from April 2009.
- 9.12.3 For those Day Crewing staff that are not in provided accommodation the package will include a non-pensionable housing allowance. The current housing allowance is detailed in Appendix G.
- 9.12.4 A compensatory grant equal to the income tax paid in the previous tax year on both the housing/fuel and light allowance and on any previous compensatory grant received is payable to those Day Crew staff who are not in provided accommodation and is paid in the first period of the new tax year. A compensatory grant is also payable to those Day Crew staff who are in provided accommodation although the grant is equal to the income tax paid in the previous tax year on the fuel and light allowance and on any previous compensatory grant received only (and not the housing allowance).
- 9.12.5 Allowances will be reviewed each year in line with the annual pay award and the Day Crewing Collective Agreement.

11.8 ~~WORKSHOP MECHANICS~~ **MULTIVEHICLE TECHNICIANS**

~~Workshop mechanics~~ **Multivehicle Technicians** receive a basic rate of pay which incorporates a consolidated 30% mechanics bonus. This amount will be subject to an annual pay award applicable from 1st April each year and, when necessary due to delays in reaching agreement at national level, will be applied retrospectively to 1st April.

11.8.1 The Fire Authority requires that cover is available outside normal working hours by ~~workshop vehicle mechanics~~ **Multivehicle Technicians** to ensure that the following type of incident can be attended to:

- ~~urgent~~ defects to maintain operational availability;
- accidents that require urgent repairs or safety inspection;
- major incidents when requested by the incident commander via **Control**. ~~fires requiring 10 appliances at an incident or incidents requiring 5 appliances on request of the Officer in Charge.~~

11.8.2 **Standby Allowance**

In recognition of any out of hours cover, a monthly standby allowance will be paid. **The Standby Duty Agreement for Technicians in Workshops is available for reference on the Service's intranet.** ~~calculated by using the NJG Conditions of Service Standby rate formula. The standby pay formula will include within the basic pay element any annual pay award for the purpose of calculating the appropriate hourly rate.~~

11.8.3 **Tool Allowance**

A non-consolidated tool allowance is also applicable to ~~workshop mechanics~~ **Multivehicle Technicians** and will be paid on a monthly basis. This allowance will also be subject to an annual pay award applicable from 1st April each year and, when necessary due to delays in reaching agreement at national level, will be applied retrospectively to 1st April. The current rate is show in Appendix G.

12.1 RECOGNITION AWARD SCHEME (NO CHANGE)

Recognition awards to individual employees should be given for exceptional performance, normally something additional and something that requires greater skills or carries greater responsibilities.

- 12.1.1 Awards should not be awarded for anything that relates to a core duty/task within the employee's existing job description/role map or for undertaking a duty which is just different from the norm - it should be for something which exceeds the demands of the substantive role.
- 12.1.2 An award should not be given as a way of avoiding reviewing the grading of the job or in recognition of extra hours worked. These should be addressed through grading reviews, payment for additional hours, time off in lieu, etc.
- 12.1.3 The maximum payment should not exceed 7.5% and the payment of anything in excess of 5% should be exceptional.
- 12.1.4 Payments are temporary and will be subject to the normal deductions for tax and national insurance and will be non-pensionable.
- 12.1.5 No award should be promised or paid without the approval of the relevant Head of Department and Director of People and Organisational Development. An award will also require the endorsement of a Brigade Manager (proforma located at Appendix J).
- 12.1.6 Awards will be paid as a lump sum and will be funded from within the section budget applicable to the role.
- 12.1.7 Any manager who has not carried out appraisals of their staff (which have been verified by the grandparent) will not be eligible to receive a payment under this scheme.
- 12.1.8 The Head of Department will review all awards every six months aligned to the appraisal cycle.
- 12.1.9 If an award is agreed, the employee will be notified the following in writing by the HR department;
- what the additional project or specific task is;
 - the amount payable;
 - the date on which the award will be paid (i.e. next pay period);
- confirmation that it does not form part of pensionable pay

12.3 PAY PROTECTION

The Fire Authority agrees to compensate substantive postholders staff who suffer a reduction in their basic salary and duty system allowance (where applicable) for loss of earnings, which has resulted from a reorganisation of the Service and/or a review of duty systems.

12.3.1 Staff who find themselves in these circumstances will receive pay protection at the current rate of pay, to include duty system allowance, if applicable, for a period of 3 years. Current rates of pay mean that the salary level will increase for the duration of the pay protected period in line only with the annual cost of living rise. The final day of protection will be the day before the anniversary of it starting. The grading and the allowance (where applicable) of the job occupied will then be applied.

12.3.2 Increments and Pay Awards

~~All normal service increments associated with the protected grade and normal annual pay awards will apply for the entire period of protection. If grades are restructured, adjustments may be necessary to the terms of protection, but the employee will not be allowed to benefit financially from the change.~~

Cost of living increases/pay awards will be applied to the new grade but there will be no further progression through the old grade or cost of living increases/pay awards applied to the old grade from the position when the protection arrangements apply.

Long Service Increments were removed with effect from 1 January 2010.

12.3.3 Terms of Employment

Pay protection is applied to basic pay (including the flexi duty allowance where applicable) and duty system allowances only. There is no protection for any other terms of employment.

12.3.4 Pension

For employees on protected pay and who are members of the Local Government Pension Scheme, If a member's pay is reduced or restricted (after 1 April 2008) within 10 years of leaving or retiring, they can choose to have their pension benefits calculated using the average of any 3 consecutive years in the last thirteen, ending on 31 March. The pension scheme benefits are increased by pensions increase from the last date the pensionable pay is averaged over.

This protection does not apply if the pay reduction is because a temporary increase in pay has stopped and only applies where members have been continuously employed by the same employer following the pay reduction, unless members have been transferred to a new employer under a TUPE arrangement.

~~a certificate of protection against loss of pension benefits may be offered under the relevant regulations.~~

Employees who are members of the FPS and NFPS may be eligible to have pension benefits protected under the “two pension” provisions.