



# **SALARY PLACING AND PROGRESSION GUIDANCE**

## **DETERMINING SALARY PLACING**

### ***New Appointment (Internal or External via Recruitment and Selection Procedure)***

With the exception of those whose placing is determined by a career grade structure, managers have discretion in determining the salary placing of an individual who has been selected following fair recruitment. This should be determined by a number of factors including current employment status, current salary and relevant experience to the post. All proposed salary placings must be confirmed with the Recruitment Team before any offer is made to the successful candidate.

It should be noted that it would be extremely rare for an individual to be placed at the top end of the salary scale however, if managers feel that this would be appropriate this must be discussed with the Recruitment Team.

For any new appointments made onto GE1 grade, spinal column point 18 will apply, in line with the Scottish Local Government Living Wage (with the exception of Modern Apprentices).

### ***Fixed Term Appointment***

Similar discretion should be used in determining the salary placing of an individual who is being offered a fixed term contract. If a fixed term employee is being confirmed as permanent there should be no change to their salary placing. If a fixed term employee is required to go through a competitive interview process, this should be treated as a new appointment (see above).

### ***Transfer***

If an employee is transferred from one post to another due to redeployment or restructuring to the same grade they should transfer on the same salary placing. If the transfer is to a post of a lower grade the salary placing should be that which is closest to their current salary placing.

Care should be taken to ensure that, in this situation, if the employee is still due any increments, the original increment due date should apply.

## ***Re-evaluations***

Employees who have been re-evaluated under the Single Status Job Evaluation Scheme will transfer to the bottom of the salary scale of their new grade, subject to a minimum of two increments being applied with immediate effect. .

Thereafter salary progression will be as below.

## ***Determining Salary Progression***

- Employees with less than six months service in their new salary placing by 1 April (i.e. those appointed between 1 October and 31 March) should receive their next two increments with effect from the day following completion of six months service.
- Employees with at least six months service in their new salary placing by 1 April will receive their next two annual increments on 1 April until the maximum of the salary scale is reached.
- Salary progression linked to competencies, experience and where applicable career grade structure should be detailed in the Statement of Employment Particulars or subsequent letter of amendment.

## ***Additional Guidance***

For further information or guidance, please contact the Recruitment Team.