PRESCRIPTION PRICING AUTHORITY

PAY, ALLOWANCES AND BONUS PAYMENTS

1. INTRODUCTION

The policy on Pay, Allowances and Bonus Payments to staff employed by the Prescription pricing Authority conforms to the general guidelines contained in the Equal Pay Act 1970, the Sex Discrimination Acts 1975 and 1986, the Pensions Act 1995 and is in line with best practice.

2. PURPOSE

The PPA supports current legislation and equality of treatment in employment and believes that all its staff should receive equal pay for the same, or broadly similar, work.

3. SCOPE

The PPA will apply this policy to all posts, whether substantive, temporary, fixed term or part-time in nature, for which a contract of service is issued, and will apply it to all Divisions within the PPA.

4. THE POLICY

Pay Scales

4.1 All salaries and wages for staff covered by the various Functional Whitley Councils, ie Administrative & Clerical Staffs Council, (A&C) Ancillary Staffs Council, (ASC) Professional Technical Staffs B Council, (PTB) and Maintenance staff in the PPA, are negotiated by their respective functional Whitley Council, and are subject to regular review.

Incremental Scales

4.2 Applicable increments will be paid annually on the anniversary of an employee's start date except on promotion or where there has been a period of Acting-up or Temporary Promotion to a higher graded post. In these circumstances the Incremental Date will be advanced by the number of days during which the employee was paid at the higher rate.

Bonus Arrangements

4.3 Eligibility for bonus payments is detailed in the relevant Bonus Manuals. These are held by line management and Human Resources Division and are subject to regular review.

Allowances

4.4 Allowances to which staff may be entitled are detailed in the appropriate general and functional Whitley Council handbooks. Guidance dealing with the payment of Typing and Shorthand Proficiency Allowances for staff up to and including Grade 3 whose tasks include typing, shorthand or audio typing is available in Section 24 of the Administrative and Clerical Staffs Whitley Council handbook.

4.5 The table of allowances payable to officers employed on Automatic Data Processing (ADP) may be found in Table 11 of the Administrative and Clerical Staffs Whitley Council handbook

4.6 All allowances are subject to regular review and are usually updated in line with any agreed percentage increases which may be negotiated.

Protection Arrangements

4.7 Where a management led restructuring has taken place arrangements to protect the earnings or allowances for individuals or groups of employees are encompassed in Section 48 of the General Whitley Council.

Promotion and Bonus Earnings

4.8 When an employee who is in receipt of bonus earnings is successfully promoted, when calculating the starting salary in the higher grade, the combined salary and bonus payments in the current post will be included and the entry salary level for the new post will be placed at one incremental point higher than the combined salary and bonus earnings of the lower graded post. The only exception to this will be where the total salary and bonus earnings in the lower graded post exceed the maximum of the pay scale for the higher graded post. In these circumstances the employee will be placed on the maximum point of the higher graded pay scale.

PRESCRIPTION PRICING AUTHORITY

PROCEDURE FOR CALCULATION & PAYMENT

1. INTRODUCTION

1.1 The following procedure will apply to all Pay, Allowances and Bonus Payments for staff employed by the PPA.

2. PAYMENT ARRANGEMENTS

2.1 Payments of salaries, allowances and bonus earnings calculated, as shown below, will be made on a monthly or weekly basis by direct transfer to employees' bank accounts by the Salaries and Wages Section of Finance Division.

3. CALCULATION OF PAYMENTS

Annual Salaries

3.1 Annual salaries for full-time employees who are paid monthly will be apportioned on the basis of one twelfth of the annual salary for each calendar month.

Weekly Salaries

3.2 Annual salaries for full-time employees who are paid weekly will be apportioned on the basis of 7/365ths of the annual salary for each week worked.

Part Time Staff Salaries

3.3 Annual salaries of part-time staff who are paid monthly or weekly will be apportioned as above.

Bonus Payments

3.4 Bonus payments, where appropriate, will be calculated to an agreed formula and will normally be paid one month in arrears with salary payments.

ADP Allowances

3.5 Annual ADP allowances at all points for officers in programming, systems analysis or operations who have successfully demonstrated aptitude to the satisfaction of management will, on receipt of written management authorisation, be payable on a pro-rata monthly basis with salary payments.

Typing and Shorthand Proficiency Allowances

3.6 Typing and Shortand Proficiency Allowances will be paid at agreed rates, where appropriate, following production of the relevant certificate and the written authorisation of the Human Resources Department.

4. PROTECTION ARRANGEMENTS

4.1 Employees who are entitled to have their salaries protected following a restructuring or reorganisation exercises will be informed in writing by the Human Resources Department of the level of protection and duration of the arrangements.