



Assimilation Policy

Assimilation arrangements to the new grading structure will depend on the individual's current base salary and the salary range for the grade of the post, with the grade determined by Job Evaluation. There are three possibilities:

1. Current salary falls within the salary band of the grade (including the discretionary and assimilation only points) (white circled)
2. Current salary is lower than the salary band for the new grade (green circled)
3. Current salary is higher than the salary band for the new grade (including the discretionary and assimilation only points) (red circled)

Assimilation to the new spine will take place after current incremental progression (where appropriate) has been applied on 1 August 2006.

White Circled

Where the current salary matches salary for the new grade, individuals will be paid at the point on the new spine, which is equal to or immediately above their current salary. In a limited number of cases, assimilation to a higher point will take place to ensure application of the Memorandum of Understanding.

Green Circled

Where the current salary is lower than the salary at the bottom of the new grade, the following options apply:

- The individual is moved to the appropriate higher grade and placed at the bottom of the range for that grade.

Or

- By agreement between the individual and the head of department, the responsibilities of the post are reduced such that (following re-evaluation of the post) the grading is reduced to reflect the current salary.

Or

- By agreement between the individual and the head of department, the individual moves to a post that has been evaluated at the lower grade if one is available.

Red Circled

Where the current salary is higher than the salary for the grade (including where appropriate, the special assimilation only points).

- By agreement between the individual and the head of department, the responsibilities of the post are increased such that (following re-evaluation of the post) the grading is increased to reflect the current salary.

Or

- By agreement between the individual and the head of department, the individual undertakes a Development Plan to facilitate movement into a post that has been evaluated at the higher grade.

Or

- The individual continues at their current salary level on a protected basis in line with the agreed salary protection arrangements and development agreement.

15 March 2006