



# Pay Progression Process

We all need to understand what is expected of us, how our contribution helps the UHB achieve its aims, and that we are rewarded for doing things well not just for another year in post. Pay steps are only given after we've shown we are ***doing the right things, doing them the right way, doing things better.***

Employee receives ESR notification 4 months and 1 month before pay step is due. The line manager is also informed, but the employee needs to make sure that they are aware a meeting is due



Line manager & employee meet to review if standards have been met. This should be 8-12 weeks before pay step is due. Refer to most recent appraisal during the discussion



If standards have not been met the individual is advised they will not progress onto next pay step immediately

Reasons:

1. Has not had appraisal in last 12 months
2. Formal capability process in place
3. Live formal disciplinary sanction
4. Statutory/mandatory training not complete
5. Line managers – appraisals not completed for their staff



Line arranges a pay step review meeting. Guidance is available on what to do if the employee is absent



If the standards have been met the individual is approved to move to their next pay step



If standards are not met, agree a plan for remedial action (including timescales). On successful completion, manager applies pay step following deferment n.b. after deferment the manager needs to update ESR AND notify payroll



Manager **MUST** record the outcome on ESR. If this doesn't occur the employee won't receive their pay step

To find out more visit the Pay Progression Toolkit on the UHB internet site:

<http://www.cardiffandvaleuhb.wales.nhs.uk/pay-progression-toolkit>

