



# Pay Progression – A Guide for Managers and Staff

## What has changed?

As part of the agreement to shorten pay bands so staff get to the top quicker, staff will find that they stay on the same point for longer. This means that instead of a small annual increment, increases will be larger but there will be a longer interval between them.

Managers and staff will receive an ESR notification to remind them that a pay progression meeting is due. **It is very important that the outcome of the meeting is recorded on ESR** as pay increases will no longer be awarded automatically.

To move up to the next pay step point you need to demonstrate **ALL** of the following:

- You have had an **appraisal** within the last 12 months
- **Statutory** and/or **mandatory training** has been completed
- There is no formal **capability process** in place
- There is no formal **disciplinary sanction** live on your record
- **Line managers** – appraisals have been completed for all of your staff

The expectation is that all staff will meet the required standards and be able to progress on their pay step date, but if you don't meet the standards your pay step will be **delayed**. Your line manager will agree an **action plan** with you to help you achieve the standards within an agreed period. Another pay progression meeting will be set up and if you have met the requirements you will be able to move to the next pay date from that date. n.b. If you can demonstrate that it is not your fault that the standards haven't been met your pay progression shouldn't be affected.

## How will I know a pay step is due?

- Your pay step date is the anniversary of the date you commenced in your current band
- You will receive an ESR notification 4 months and 1 month beforehand, your manager will also be notified but you must make sure they are aware that you need a meeting.
- You can check your pay step date and which pay step you are on by looking at ESR or your payslip

**IMPORTANT:** there are only a small number of staff due to go through the Pay Progression process each month – if you need additional advice or support please contact HR

More information about the pay steps, Pay Progression Policy and the process to follow is available on the [Pay Progression Toolkit](#)

