

FOI – 19/02002 Text of staff communication in relation to Scottish Government 2019 pay award

All staff message issued March 2019

2019 Pay Review

Colleagues will wish to be aware that Scottish Government management and the recognised trade unions are in discussions on the 2019 pay review. These are being held with PCS, Prospect and FDA for staff in the Scottish Government Main (SGM) bargaining unit, and Nautilus International and Unite the Union for staff in the Scottish Government Marine (SG Marine) bargaining unit. These discussions are at an informal, exploratory stage. Formal negotiations around union pay claims will take place in the weeks ahead.

Pay reviews must follow the terms of the Public Sector Pay Policy. There are significant issues to discuss and both management and the unions believe that it is important to take whatever time is necessary to explore all the flexibilities allowed under Pay Policy rather than focus entirely on processing a pay award at 1 April. Nevertheless, staff should be assured that discussions are being taken forward as a priority and an outcome sought as soon as possible.

The outcome of pay discussions (a pay award) will, therefore, not be processed with end-April salaries. We will further update staff during the course of the pay review, including the timing for implementing the outcome. When payment of a pay award is processed it will be backdated to 1 April and relevant arrears will be paid.

This communication has been agreed with the recognised trade unions listed above.

All staff message issued 23 May 2019

Scottish Government Main

Discussions on the 2019 pay review with the recognised trade unions representing staff in the Scottish Government Main bargaining unit have been completed and a formal pay offer has been made.

Details of the Scottish Government Main pay offer are available on Saltire. We hope to be in a position to implement changes to pay with end-June salaries, backdated to the pay review date of 1 April 2019. If you have any enquiries about the pay review process or the pay offer please contact the HR Policy & Reward mailbox.

PCS, Prospect and FDA will now go through their own internal governance process, which will include member consultation.

Line managers are asked to bring this information to the attention of those colleagues who are absent from the office, who do not use SCOTS or who otherwise may not have access to this message.

This messages applies to staff in Bands A to C in the following areas:

| Scottish Government Core Directorates | Agencies | Non Ministerial Departments (NMDs) and NDPBs |
|--|------------------------------------|---|
| Constitution and External Affairs | Accountancy in Bankruptcy | National Records of Scotland |
| Economy | Disclosure Scotland | Office of the Scottish Charity Regulator |
| Education, Communities & Justice | Education Scotland | Scottish Housing Regulator |
| Health & Social Care | Scottish Public Pensions Agency | Revenue Scotland |
| Organisational Development & Operations | Student Awards Agency for Scotland | Food Standards Scotland |
| Scottish Exchequer | Transport Scotland | Scottish Fiscal Commission |
| Permanent Secretary | Social Security Agency | Community Justice Scotland |

Scottish Government Marine (offshore staff)

Discussions with Unite, and Nautilus International, the unions representing staff in the Scottish Government Marine bargaining unit have not yet concluded. A further communication will issue to update Marine Scotland offshore staff once these discussions have concluded.

All staff message issued 20 June 2019

A recent staff message (23 May 2019) advised that a formal pay offer had been made to the recognised trade unions representing staff in the Scottish Government Main bargaining unit. All three unions have confirmed acceptance of the offer following member consultation. Pay awards will be processed with end-June salaries, backdated to the effective date of 1 April 2019.

Details of the Scottish Government Main pay offer are available on Saltire.

Line managers are asked to bring this information to the attention of those colleagues who are absent from the office, do not use SCOTS or who otherwise may not have access to this message.

This messages applies to staff in Bands A to C in the following areas:

| Core Directorates of the Scottish Government falling within the responsibility of: | Agencies | Non Ministerial Departments (NMDs) and NDPBs |
|---|------------------------------------|---|
| Constitution and External Affairs | Accountancy in Bankruptcy | National Records of Scotland |
| Economy | Disclosure Scotland | Office of the Scottish Charity Regulator |
| Education, Communities & Justice | Education Scotland | Scottish Housing Regulator |
| Health & Social Care | Scottish Public Pensions Agency | Revenue Scotland |
| Organisational Development & Operations | Student Awards Agency for Scotland | Food Standards Scotland |
| Scottish Exchequer | Transport Scotland | Scottish Fiscal Commission |
| Permanent Secretary | Social Security Agency | Community Justice Scotland |

Scottish Government Marine

A formal pay offer has been made to the unions representing staff in SGMarine who are undertaking member consultation.

SCOTTISH GOVERNMENT MAIN BARGAINING UNIT (SGM): PAY AWARD 2019

Key Features of the Pay Award

1. Over the period covered by this award 1 April 2019 to 31 March 2020:
 - All pay steps of £36,500 and under will increase by 3%;
 - The A3 minimum will increase to £19,314;
 - An underpinning increase of £750 (pro-rata for part time staff) for staff with a salary below £25,000;
 - Pay Range maxima at B3, C1, C2 and C3 will increase by 3%;
 - Staff in Bands A, B and C who are below their maximum will progress towards their pay range maximum;
 - Non-consolidated payments for staff on their pay range maxima;
 - Enhancements to a number of fixed-rate allowances;
 - The guarantee of no compulsory redundancies extended to 31 March 2020, the period of this pay agreement;
 - Amendments to the definition of the working day/week in contracts of employment; and
 - Introduction of a new rate of on call payment for single periods of on call that are under 10 hours in duration.

Pay Award

Coverage

2. This award applies to staff in the Scottish Government Main bargaining unit (SGM) and Legal Trainees who are employed directly by the Scottish Government. The composition of SGM is listed at **Annex A**.

Eligibility

3. Under the terms of this pay award individuals will only be considered eligible if they are:
 - subject to SGM terms and conditions;
 - employed by the Scottish Government on 1 April 2019; and
 - have achieved the required standard of performance during the relevant appraisal period (i.e. 1 April 2018 to 31 March 2019).

Effective Date

4. The effective date of this pay award is 1 April 2019 and all increases to pay that fall to be made as a result of this pay award will be backdated to that date unless otherwise specified.

Pay and Grading Structure

5. Pay steps £36,500 or less – all individual pay steps will increase by 3%. Pay steps of £25,000 or less will be subject to a £750 underpin (pro-rated for part-time staff). Where a 3% increase to a pay step produces a cash increase of less than £750, the balance will be added to the value of the pay step. The underpin increase is fully consolidated. In addition, the A3 minimum will increase to £19,314.
6. Pay steps above £36,500 – the pay range maxima at B3, C1, C2 and C3 will increase by 3%. All other pay steps will be increased to even out pay ranges as much as possible.
7. The revised values of the pay ranges from 1 April 2019 as covered by the terms of this award are set out in **Annex B**.

Progression

8. Staff in Bands A, B and C who are below the maximum of their pay range and were in post at 30 November 2018, and remain in that pay range to 1 April 2019, will progress towards their pay range maximum, by one pay step, subject to achieving the required standard of performance in the appraisal year. Staff promoted or recruited on 1 December 2018 or later are not eligible for pay progression as part of this pay award.
9. Management's position is that progression is not a contractual entitlement. It is subject to affordability and satisfactory performance as set out in Public Sector Pay Policy. No commitment to progression is given beyond the period of this pay award.

Non-consolidated payments

10. Staff on the maximum of their pay range as at 31 March 2019 will receive a non-consolidated lump-sum payment of 1% of the relevant pay range maximum (as at 31 March 2019 values). Payment will be calculated on the full-time equivalent of the relevant maximum and will be pro-rated for part-time staff. The payment will be subject to tax, NI and is non-pensionable. An illustration of these payments is provided at **Annex C**.

Fixed Rate Allowances

11. A number of fixed-rate allowances will be enhanced by 2.5% with effect from the first day of the month following pay award implementation. Details of the relevant allowances and revised rates are given at **Annex D**.
12. Some staff do not qualify for the current on call allowance because of the requirement to be available 24 hours (or from when they leave the office until they next return). In recognition of this, an additional rate of on call allowance will be introduced for staff who are required to be on call for shorter periods (i.e. up to 10 hours per day). This will be paid at the rate of £10. Detail of the revised on-call

entitlements is given at **Annex E**. This change is effective from the first day of the month following pay award implementation.

13. Any member of staff who is on call and is required to respond to a call out will be eligible to receive a minimum payment of one hour's overtime.

Guarantee of no-compulsory redundancies

14. Under the terms of Pay Policy, the guarantee of no compulsory redundancies will be extended until 31 March 2020.

Contract Wording – Definition of Working Day/Week

15. With effect from a date to be agreed contractual changes will be made to the definition of working hours arrangements. These changes will have no impact on the annual salaries of staff or the number of weekly working hours, which will remain the same. These changes will apply both to newly issued contracts and to the contracts of existing employees through a collective variation to terms and conditions of employment.
16. The current wording in SGM contracts on the working day (8.30 a.m. to 5.00 p.m. Monday to Thursday and 8.30 a.m. to 4.30 p.m. on a Friday) dates back many years and does not accurately reflect the nature of how staff now undertake their work. For most staff, flexi working hours (FWH) arrangements allow staff to undertake their working day across a broader range of bandwidth hours than those stipulated in contracts. This has been the situation for a number of years and includes significant improvements to FWH, and enables staff to make the most effective use of their time and helps to maintain a work life balance and wellbeing.
17. The revised wording of existing and new contracts in defining working hours and FWH to reflect current practice is attached at **Annex G**.

C3

18. SG wish to carry out an assessment of the use and requirement of the C3 grade to determine whether it continues to be a necessary grade in the SG Main pay and grading structure. This review will be carried out in partnership with the recognised trade unions with a view to informing pay discussions in 2020. The review will also be informed by the views of Directors and Chief Executives particularly those who have C3 roles within their business areas.

Pay Award Process

Performance appraisal

19. Pay is performance related. To qualify for a performance appraisal staff must have three consecutive months service in the relevant appraisal year.
20. Staff who have a 'Not effective' performance appraisal marking will have their pay frozen until performance is assessed as effective in their current pay range.

Calculation of Pay

21. A table showing how to calculate individual pay from 1 April 2019 is attached at **Annex F**. This is relevant only where an individual has not changed pay range after 30 November 2018.

Mark-Time and Frozen Salary

22. The following arrangements apply where staff have a mark-time or frozen salary:

- **Mark-Time:** staff on mark-time arrangements have a basic salary within their relevant pay range. Their basic salary will be increased in line with the table at **Annex F** with the mark-time element decreasing by the same amount.

Where staff are on their pay range maximum, where total earnings by way of basic salary plus mark-time element is less than basic salary plus 1%, they will receive the balance as a non-consolidated lump-sum payment.

- **Frozen Salary:** staff with a frozen salary above the maximum for their relevant pay range will receive no pay increase or non-consolidated payments.

New recruits and staff who have changed pay range on or after 1 December 2018

23. Staff recruited or promoted between 1 December 2018 and 31 March 2019 are not eligible for pay progression on 1 April 2019 and will remain on their current pay step, revalorised as appropriate.

24. Staff recruited from an Other Government Department (OGD) will be entitled to the SGM pay award provided they are not eligible for consideration of their previous Department's 2019 pay award.

Legal Trainees

25. Salary rates for Legal Trainees are set out in **Annex B**. Progression to the 2nd pay point will be due on the anniversary date of appointment.

Staff on non-SGM terms and conditions

26. Where staff have transferred to the SG and have retained the terms and conditions of employment of their previous employer, the terms of the SGM award that will apply are as follows:

- Salary within equivalent SGM pay range:
 - On max under retained terms – 3% consolidated up to max of SGM equivalent pay range. A non-consolidated lump-sum payment of 1% of the retained maximum; capped to ensure total earnings (consolidated and non-consolidated) do not exceed the SGM equivalent maximum plus 1%.

- Below max under retained terms – will receive pay progression based on progression within equivalent SGM pay range. Progression capped at retained maximum or SGM equivalent maximum, whichever is the lesser.
- Salary above equivalent SGM pay range max – salary frozen with no increase or non-consolidated payments.

Temporary Responsibility Supplement (TRS)

27. Processing the pay award may affect staff who are on, or have recently been on, TRS. The calculation of TRS is based on current substantive salary (in the lower pay range) and the higher range minimum. Where substantive salary increases a recalculation of TRS may result in the supplement decreasing. Basic pay is pensionable and TRS is non-pensionable; where basic pay increases (and TRS decreases) staff will pay increased pension contributions. Where a pay award is backdated an overpayment of TRS will have occurred which requires to be recovered from any arrears of backdated pay. Payment of backdated basic pay will be accompanied by repayment of TRS overpayment. The rate of TRS may have decreased.

Pension Thresholds

28. A backdated pay award results in lump-sum payments of basic pay arrears. This, along with lump-sum payments to staff on their pay range maximum, may result in staff falling into a new pension calculation threshold. Where this happens employee pension contributions will be increased in the month the pay award is processed.

Status

29. The terms of this pay offer if accepted will form the basis of a collective agreement between the Scottish Government, the Public and Commercial Services Union, Prospect and the FDA who are the recognised trade unions for the SG Main bargaining unit.

SCOTTISH GOVERNMENT MAIN BARGAINING UNIT

SGM comprises:

| Scottish Government Core Directorates | Agencies | Non Ministerial Departments (NMDs) and NDPBs |
|--|------------------------------------|---|
| Constitution and External Affairs | Accountancy in Bankruptcy | National Records of Scotland |
| Economy | Disclosure Scotland | Office of the Scottish Charity Regulator |
| Education, Communities & Justice | Education Scotland | Scottish Housing Regulator |
| Health & Social Care | Scottish Public Pensions Agency | Revenue Scotland |
| Organisational Development & Operations | Student Awards Agency for Scotland | Food Standards Scotland |
| Scottish Exchequer | Transport Scotland | Scottish Fiscal Commission |
| Permanent Secretary | Social Security Agency | Community Justice Scotland |

- Staff serving elsewhere on assignment, loan or secondment are regarded as being part of SGM except where provision has been agreed for other terms and conditions to apply.

PAY RANGES**1 April 2019**

| | A3 | A4 | B1 | B2 | B3 | BF | C1 | C2 | C3 |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Max-3 | | | 25367 | 29759 | 37418 | 29514 | 47504 | 62191 | 71881 |
| Max-2 | 19314 | 22557 | 26359 | 31201 | 38507 | 32297 | 50949 | 64354 | 72702 |
| Max-1 | 20398 | 23357 | 27351 | 32644 | 40965 | 34159 | 54487 | 67148 | 73522 |
| Max | 21482 | 24159 | 28341 | 34087 | 45241 | 36483 | 59229 | 71781 | 74343 |

LEGAL TRAINEES**1 April 2019**

Point 1: £25,367

Point 2: £28,285

NON-CONSOLIDATED PAYMENTS FOR STAFF ON RANGE MAXIMA

| | Range Max (2018) | Non-Consolidated payment (FTE) |
|----------------|-----------------------------|---|
| A3 | £20,732 | £208 |
| A4 | £23,409 | £235 |
| B1 | £27,515 | £276 |
| B2 | £33,049 | £331 |
| B3 | £43,923 | £440 |
| BFS/GDP | £35,420 | £355 |
| C1 | £57,503 | £576 |
| C2 | £69,690 | £697 |
| C3 | £72,177 | £722 |

INCREASED VALUES OF FIXED-RATE ALLOWANCES WITH

| Element | Current Rate | Revised Rate |
|--------------------|---------------------|---------------------|
| Add Hours | £81.95 | £84.00 |
| Discard Vessel | £62.04 | £63.59 |
| Officer In Charge | £18.25 | £18.71 |
| Seagoing Allowance | £62.04 | £63.59 |
| | | |
| Clothing Hire | £82.35 | £84.41 |
| Clothing Purchase | £352.91 | £361.73 |
| | | |
| Footwear (initial) | £85.56 | £87.70 |
| Footwear | £42.79 | £43.86 |
| | | |
| On Call (weekday) | £20.07 | £20.57 |
| On Call (weekend) | £30.09 | £30.84 |

ON CALL ALLOWANCE – ELIGIBILITY CRITERIA AND PAYMENT RATES

You can claim the On-call Allowance for time spent on call at management's request. Being on-call means you are continuously and immediately available and fit for work after leaving the office.

Anyone in the Scottish Government main bargaining unit who is on-call can apply for the allowance.

You will be eligible for the allowance as long as you:

- give details of where you can be contacted; and
- remain within reasonable travelling distance of your work if attendance at your place of work is likely to be required

Rate of Payment:

| | |
|---|--------|
| A period up to 10 hours | £10 |
| A period over 10 hours upto 24 hours (Monday to Friday) | £20.57 |
| Weekend, and Public & Privilege Holidays | £30.84 |

Normal overtime and travel rules will apply if you undertake work when on-call. You will be eligible to claim a minimum 1 hour of overtime.

CALCULATION OF 2019 PAY AWARDS

The following tables allow calculation of pay as at 1 April 2019. It is relevant only where an individual was in employment on or before 30 November 2018 and has not changed pay range after 30 November 2018.

Calculation of pay is by reference to the table shown below;

- Step 1 – find pay range (column 1)
- Step 2 – find salary as at 31 March 2019 (column 2)
- Step 3 – read straight across to find salary from 1 April 2019 (column 3)

| Column 1 | Column 2 | Column 3 |
|------------------|--|---------------------|
| Pay Range | Salary as at 30 November 2018 | 1 April 2019 |
| A3 | £18,392 | £20,398 |
| | £19,562 | £21,482 |
| | £20,732 | £21,482 |
| A4 | £21,769 | £23,357 |
| | £22,589 | £24,159 |
| | £23,409 | £24,159 |
| B1 | £24,580 | £26,359 |
| | £25,559 | £27,351 |
| | £26,538 | £28,341 |
| | £27,515 | £28,341 |
| B2 | £28,891 | £31,201 |
| | £30,292 | £32,644 |
| | £31,693 | £34,087 |
| | £33,094 | £34,087 |
| B3 | £36,328 | £38,507 |
| | £37,847 | £40,965 |
| | £40,305 | £45,241 |
| | £43,923 | £45,241 |
| Fast Stream | £28,654 | £32,297 |
| | £31,356 | £34,159 |
| | £33,164 | £36,483 |
| | £35,420 | £36,483 |

Annex F

| Column 1 Pay Range | Column 2 Salary as at 30 November 2018 | Column 3 1 April 2019 |
|-------------------------------|---|----------------------------------|
| C1 | £46,889 | £50,949 |
| | £50,427 | £54,487 |
| | £53,965 | £59,229 |
| | £57,503 | £59,229 |
| C2 | £60,379 | £64,354 |
| | £63,068 | £67,148 |
| | £65,862 | £71,781 |
| | £69,690 | £71,781 |
| C3 | £69,790 | £72,702 |
| | £70,586 | £73,522 |
| | £71,381 | £74,343 |
| | £72,177 | £74,343 |

DEFINITION OF THE WORKING WEEK – CHANGE TO CONTRACT

Current Contracts

HOURS

You will work a 5 day week of 37 hours excluding meal breaks of one hour per day. Your hours of attendance will normally be as follows:

- Monday-Thursday 8.30 am - 5.00 pm
- Friday 8.30 am - 4.30 pm

You may have the opportunity to work a flexible working pattern, details of which can be obtained from and authorised by your manager.

Revised Contract

Full-Time

You will work a 5 day week of 37 hours excluding meal breaks. Hours will be worked Monday to Friday within the bandwidth hours of 07:00 to 19:00.

The SG Flexible Working Hours (FWH) policy will apply to your attendance and, subject to business requirements being met and the approval of your manager, your hours of attendance may be flexible within the bandwidth hours. If due to the nature of your role it is not possible for you to work flexibly within the bandwidth hours, your manager will notify you of your required attendance times which will be within bandwidth hours. If after being subject to a corporate process it is determined that the FWH policy will not or will no longer apply to you, you will be notified of your required attendance times which will be within bandwidth hours.

Part-Time

You will work X hours per week excluding meal breaks. Hours will be worked within bandwidth hours of Monday to Friday, 07:00 to 19:00. Your agreed working attendance pattern is:

- X
- X
- X
- X
- X

The SG Flexible Working Hours (FWH) policy will apply to your attendance and, subject to business requirements being met and the approval of your manager, your hours of attendance may be flexible within the bandwidth hours. If due to the nature of your role it is not possible for you to work flexibly within the bandwidth hours, your manager will notify you of your required attendance times which will be within bandwidth hours. If after being subject to a corporate process it is determined that the

FWH policy will not or will no longer apply, you will be notified of your required attendance times which will be within bandwidth hours.

Changes to Work Patterns

Any Scottish Government employee can make a request to work flexibly. Any informal agreement made between an employee and their line manager to amend a work pattern which does not result in a contractual change will be kept under review and may be amended from time to time, including for business reasons or transfer to another post. Any changes to work patterns requested by management will be discussed with the individual and where relevant, the trade unions.

Shift-workers

You will be notified of your shift pattern by your manager. This may be a single fixed shift without rotation or a shift pattern that includes rotation between a range of different shifts e.g. early, back and night shifts. A shift disturbance allowance is payable for those who rotate between shifts. Management reserve the right to amend the shift pattern and the hours comprising any shift in relation to your role. Any changes to your shift pattern or shift hours will be notified to you by your manager with a period of notice included and will be discussed with you and the relevant trade union(s).

SCOTTISH GOVERNMENT MARINE BARGAINING UNIT (SGMARINE): PAY AWARD 2019 & 2020

Key Features of the Pay Award

1. Over the period covered by this award 1 April 2019 to 31 March 2021:
 - All pay step values of £36,500 or less will increase by at least 3% in each year;
 - All pay step values above £36,500 will increase by at least 2% in each year;
 - Staff in Marine Grades who are below the maximum of their pay range will progress towards their pay range maximum;
 - The Steward and 1B grades are removed;
 - Pay range overlaps are eliminated;
 - Non-consolidated payments for staff on their pay range maxima; and
 - The guarantee of no compulsory redundancies will be extended until 31 March 2020.

Pay Award

Coverage

2. This is a 2-year award and applies to staff in the Scottish Government Marine (offshore) bargaining unit (SGMarine). The award also applies to any staff who are working elsewhere on loan or secondment etc. unless it has been agreed explicitly that other pay arrangements will apply to them. The composition of SGMarine is listed at **Annex A**.

Eligibility

3. Under the terms of this pay award individuals will only be considered eligible if they are:
 - subject to SGMarine terms and conditions;
 - employed by the Scottish Government on 1 April 2019 and 1 April 2020; and
 - have achieved the required standard of performance during the relevant appraisal periods (i.e. 1 April 2018 to 31 March 2019, and 1 April 2019 to 31 March 2020).

Effective Date

4. The effective date of this pay award is 1 April 2019. Increases to pay that fall to be made as a result of this pay award will be paid with effect from 1 April 2019 (backdated), and 1 April 2020.

Pay and Grading Structure

5. The following changes will be made to the Marine pay and grading structure:

Pay 2019

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- The Steward and Seaman 1B pay ranges are removed;
- Pay steps £36,500 or less – all individual pay steps will increase by at least 3%;
- Pay steps above £36,500 – all individual pay steps will increase by at least 2%; and
- Changes made to the value of pay steps at 1A/MM, PO, and Chief Steward/CPO to eliminate pay range overlaps.

Pay 2020

- Pay steps £36,500 or less – all individual pay steps will increase by 3%; and
- Pay steps above £36,500 – all individual pay steps will increase by 2%

Pay Ranges

6. The revised values of the pay ranges from 1 April 2019 and 1 April 2020 as covered by the terms of this award are set out in **Annex B**.

Progression

7. Staff in Marine grades who are below the maximum of their pay range at 30 November 2018 for Pay 2019, and 30 November 2019 for Pay 2020, will progress towards their pay range maximum, by one pay step, subject to achieving the required standard of performance in the relevant appraisal year.
8. Management's position is that progression is not a contractual entitlement. It is subject to affordability and satisfactory performance as set out in Public Sector Pay Policy. No commitment to progression is given beyond the period of this pay award.

Non-consolidated payments

9. Staff on the maximum of their pay range as at 31 March 2019, and 31 March 2020, will receive a non-consolidated lump-sum payment of 1% of the relevant pay range maximum (as at 31 March 2019 and 31 March 2020 values). Payment will be calculated on the full-time equivalent of the relevant maximum and will be pro-rated for part-time staff. The payment will be subject to tax, NI and is non-pensionable. An illustration of these payments is provided at **Annex C**.

Guarantee of no-compulsory redundancies

10. Under the terms of Pay Policy, the guarantee of no compulsory redundancies will be extended until 31 March 2021.

Pay Award Process

Performance appraisal

11. Pay is performance related. To qualify for a performance appraisal staff must have three consecutive months service in the relevant appraisal year.

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12. Staff who have a 'Not effective' performance appraisal marking will have their pay frozen until performance is assessed as effective in their current pay range.

Calculation of Pay

13. A table showing how to calculate individual pay from 1 April 2019 and 1 April 2020 is attached at **Annex D**. This is relevant only where an individual has not changed pay range after 30 November 2018, and 30 November 2019.

New recruits or change of pay range on or after 1 December

14. Staff recruited, or changed pay range, between 1 December and 31 March in each year are not eligible for pay progression on 1 April and will remain on their current pay step.

Pension Thresholds

15. A backdated pay award results in lump-sum payments of basic pay arrears. This, along with lump-sum payments to staff on their pay range maximum, may result in staff falling into a new pension calculation threshold. Where this happens employee pension contributions will be increased in the month the pay award is processed.

SCOTTISH GOVERNMENT MARINE BARGAINING UNIT

SGMarine comprises:

- Officers and crew of 3 Marine Protection Vessels
- Officers and crew of 2 Marine Research Vessels
- Marine, Engineer and Safety Superintendents
- Officers or Ratings staff undertaking temporary shore-based assignments

OFFICIAL SENSITIVE

Annex B

PAY RANGES

1 April 2019

| | 1A / MM | PO (D/MM) | Cook | Chief Steward / CPO | 3rd Engineer / 2nd Officer | 2ND Engineer (2ENG) / 1st Officer Safety | 2nd Engineer (Chief) / 1st Officer (Exec) | Chief Engineer / Safety Super | Commanding Officer | Engineer Super | Marine Super |
|----------------|----------------|------------------|-------------|----------------------------|-----------------------------------|---|--|--------------------------------------|---------------------------|-----------------------|---------------------|
| Max - 3 | | | | | 38319 | 42595 | 46831 | 57330 | 61263 | 67488 | 71917 |
| Max - 2 | 28868 | 32548 | 30920 | 34456 | 39210 | 43709 | 48953 | 59445 | 63709 | 69069 | 73216 |
| Max - 1 | 30405 | 33044 | 32367 | 35029 | 40101 | 44822 | 51075 | 61560 | 66155 | 70650 | 74514 |
| Max | 31941 | 33539 | 33813 | 35602 | 40992 | 45935 | 53196 | 63675 | 68601 | 72230 | 75812 |

1 April 2020

| Year 1 | 1A / MM | PO (D/MM) | Cook | Chief Steward / CPO | 3rd Engineer / 2nd Officer | 2ND Engineer (2ENG) / 1st Officer Safety | 2nd Engineer (Chief) / 1st Officer (Exec) | Chief Engineer / Safety Super | Commanding Officer | Engineer Super | Marine Super |
|----------------|----------------|------------------|-------------|----------------------------|-----------------------------------|---|--|--------------------------------------|---------------------------|-----------------------|---------------------|
| Max - 3 | | | | | 39086 | 43447 | 47768 | 58477 | 62489 | 68838 | 73356 |
| Max - 2 | 29735 | 33525 | 31848 | 35490 | 39995 | 44584 | 49933 | 60634 | 64984 | 70451 | 74681 |
| Max - 1 | 31318 | 34036 | 33339 | 36080 | 40904 | 45719 | 52097 | 62792 | 67479 | 72063 | 76005 |
| Max | 32900 | 34546 | 34828 | 36671 | 41812 | 46854 | 54260 | 64949 | 69974 | 73675 | 77329 |

NON-CONSOLIDATED PAYMENTS FOR STAFF ON RANGE MAXIMA

| | Pay 2019 | Pay 2020 |
|---|-----------------|-----------------|
| 1A/MM | £311 | £330 |
| PO (D/MM) | £320 | £346 |
| Cook | £329 | £349 |
| Chief Steward/CPO | £342 | £367 |
| 3rd Engineer/2nd Officer | £402 | £419 |
| 2nd Engineer (2ENG)/1OS | £451 | £469 |
| 2nd Engineer (Chief)/1OE | £519 | £543 |
| Chief Engineer/Safety Super | £625 | £650 |
| CO | £673 | £700 |
| Engineer Super | £709 | £737 |
| Marine Super | £744 | £774 |

CALCULATION OF PAY AWARDS

The following tables allow calculation of pay as at 1 April 2019 and 1 April 2019. It is relevant only where an individual has not changed pay range after 30 November 2018 and 2019 for Pay 2018 and 2019 respectively.

Calculation of pay is by reference to the table shown below;

- Step 1 – find pay range (column 1)
- Step 2 – find salary as at 30 November 2018 (column 2)
- Step 3 – read straight across to find salary from 1 April 2019 (column 3)
- Step 4 – read straight across to find salary from 1 April 2020 (column 4)

| Column 1 | Column 2 | Column 3 | Column 4 |
|--|--------------------------------------|---------------------|---------------------|
| Current Pay Range | Salary as at 31 November 2018 | 1 April 2019 | 1 April 2020 |
| 1A/Motorman | £28,027 | £30,405 | £32,900 |
| | £29,519 | £31,941 | £32,900 |
| | £31,010 | £31,941 | £32,900 |
| Petty Officer (D/MM) | £29,220 | £33,044 | £34,546 |
| | £30,583 | £33,539 | £34,546 |
| | £31,947 | £33,539 | £34,546 |
| Cook | £30,019 | £32,367 | £34,828 |
| | £31,424 | £33,813 | £34,828 |
| | £32,828 | £33,813 | £34,828 |
| Chief Steward/Chief Petty Officer | £31,854 | £35,029 | £36,671 |
| | £33,013 | £35,602 | £36,671 |
| | £34,172 | £35,602 | £36,671 |

OFFICIAL SENSITIVE

| Column 1 | Column 2 | Column 3 | Column 4 |
|---|--------------------------------------|---------------------|---------------------|
| Current Pay Range | Salary as at 30 November 2018 | 1 April 2019 | 1 April 2020 |
| 3rd Engineer/2nd Officer | £37,567 | £39,210 | £40,904 |
| | £38,440 | £40,101 | £41,812 |
| | £39,315 | £40,992 | £41,812 |
| | £40,188 | £40,992 | £41,812 |
| 2nd Engineer (2ENG)/1st Officer (Safety) | £41,759 | £43,709 | £45,719 |
| | £42,850 | £44,822 | £46,854 |
| | £43,942 | £45,935 | £46,854 |
| | £45,034 | £45,935 | £46,854 |
| 2nd Engineer (Chief)/1st Officer (Executive) | £45,883 | £48,953 | £52,097 |
| | £47,869 | £51,075 | £54,260 |
| | £49,855 | £53,196 | £54,260 |
| | £51,843 | £53,196 | £54,260 |
| Chief Engineer/Safety Super | £55,870 | £59,445 | £62,792 |
| | £58,055 | £61,560 | £64,949 |
| | £60,240 | £63,675 | £64,949 |
| | £62,426 | £63,675 | £64,949 |
| Commanding Officer | £60,061 | £63,709 | £67,479 |
| | £62,460 | £66,155 | £69,974 |
| | £64,857 | £68,601 | £69,974 |
| | £67,255 | £68,601 | £69,974 |
| Engineer Super | £66,164 | £69,069 | £72,063 |
| | £67,714 | £70,650 | £73,675 |
| | £69,263 | £72,230 | £73,675 |
| | £70,813 | £72,230 | £73,675 |
| Marine Super | £70,506 | £73,216 | £76,005 |
| | £71,779 | £74,514 | £77,329 |
| | £73,053 | £75,812 | £77,329 |
| | £74,325 | £75,812 | £77,329 |