



An introduction to **pay and assimilation to NPS pay scales**

This fact sheet has been designed to give you more information about your pay upon transfer to the new probation service.

Some people will have their pay ‘assimilated*’ to the NPS pay scales upon transfer. Others will be transferring on their current pay. This fact sheet aims to explain which category applies to you and gives more detail about the pay assimilation process. This process is what enables us to give the correct information to payroll and ensure you get paid correctly and on time.

Directly employed CRC staff

If you are directly employed by a CRC then you are covered by the National Agreement. **This means that your pay will be assimilated on to NPS pay bands.**

The National Agreement covers more than just pay, but the other elements of the National Agreement will not be covered in this fact sheet.

Parent Organisation and Supply Chain Staff

If you are employed by a parent organisation or supply chain organisation then you are not being aligned to NPS terms on the day of transfer as the National Agreement does not apply to you. **This means that your pay will not be assimilated to the NPS pay bands. You will join the NPS on your current salary.**

The aim is that you will be aligned to NPS terms and conditions after transfer. This won't happen immediately and will be done after a consultation period.

Much of the information in this fact sheet is only relevant to people whose pay is being assimilated to the NPS pay scales.

* You can find a glossary of terms on page 6

What you need to know

This information only applies to people who are covered by the National Agreement.

1 Pay assimilation doesn't apply to everyone

If you are directly employed by a CRC then you are covered by the National Agreement (NA) and your pay will be 'assimilated' to the NPS pay scales upon transfer.

If you are employed by a parent organisation or supply chain organisation then the National Agreement doesn't apply to you. This means that your pay will not be assimilated to the NPS pay scales on day 1 of transfer. You will transfer on your current salary.

2 You will be mapped to the NPS pay scales

Pay assimilation means that we will take the 37 hour equivalent of your current salary and map it to the equivalent, or next highest pay point on the NPS pay scales for the NPS pay band that you have been matched to.

Some of you will be contracted to work more than 37 hours per week with your current employer. Upon transfer this will change and you will work a 37 hour week as this was what was agreed in the National Agreement. Your pay will change to reflect a 37 hour week.

3 Your pay will be protected

If your current salary exceeds the NPS band maximum then you will be placed on the band maximum and the difference in pay will be paid to you as 'pay protection'.

Pay protection will be paid on an erodible mark time basis* for 3 years from the date of transfer.

You can find more information on pay protection on the final page of this fact sheet.

4 An example to bring this to life

Lets work through an example.

- A person currently works 37 hours and has a salary of £20,200
- They are aligned to an NPS Pay Band 2.
- There is no equivalent pay point of £20,200 on the NPS pay scales for Band 2, the next highest pay point is £20,772.
- £20,772 will be their new salary after transfer.

You can find additional examples on page 4.

5 When will this happen

If your pay is going to change then it will not change before you transition to the new Probation Service.

The process of 'assimilating' your pay to the NPS pay scales will happen before transfer but the changes will not take effect until the 26th June. You will receive a letter confirming what your pay will be upon transfer in June.

* You can find a glossary of terms on page 6

What you need to do

This fact sheet is for your information. There is nothing you need to do right now.

If you have questions that haven't been covered or if you have worries about your personal circumstances, please read the FAQs and talk to your manager.

The key questions answered

My currently salary is higher than the NPS band I have been matched to, what will my pay be?

If your CRC salary exceeds the band maximum for the NPS pay band you have been matched to, you will be assimilated to the NPS band maximum and you will receive pay protection for the difference in pay from your CRC salary to the NPS salary. The pay protection will be paid on an erodible mark-time basis for 3 years from the date you transfer to NPS.

I currently receive allowances, will they be paid upon transfer to the NPS?

- ***If you are directly employed by a CRC***, in line with the National Agreement, there will be no ongoing entitlement to CRC allowances unless these are available to existing NPS staff and you remain eligible. If your former CRC allowance is no longer payable within the NPS, you will receive pay protection to protect the value of this allowance. If your former CRC allowance is payable within the NPS but the value is higher than that paid in the NPS, you will receive pay protection to protect the difference in value between your former and NPS allowance. The pay protection will be paid on an erodible mark-time basis for 3 years from the date you transfer.
- ***If you are employed by a parent organisation or supply chain organisation***, you will receive the allowances you are currently receiving. These may appear in name slightly different on your payslip, but the value will remain the same as you currently receive.

Further information on differing working hours

We understand the examples covered in this fact sheet won't apply to everyone as some people work part time or more than 37 hours per week. This page explains how pay will be assimilated for these groups.

How we assimilate pay for those working part time

First, we take your salary and work out the 37 hour equivalent.
This is calculated by dividing your salary by your current working hours, then multiplying this by 37.

For example, the 37 hour equivalent for someone working 15 hours a week with a salary of £12,000 is calculated as:

$$\begin{aligned} \text{£}12,000 / 15 &= \text{£}800 \\ \text{£}800 \times 37 &= \text{£}29,600 \end{aligned}$$

We use your 37 hour equivalent salary to assimilate your pay onto an NPS pay point. We then take your new NPS salary and work out your part time salary by dividing this by 37 and multiplying it by your working hours.

For example, using the person above as a Band 4 staff member. There is no equivalent pay point to £29,600 in NPS pay scales for Band 4, the next highest pay point is £30,208.

So to work out the 15 hour, part time salary:

$$\begin{aligned} \text{£}30,208 / 37 &= \text{£}816.43 \\ \text{£}816.43 \times 15 &= \text{£}12,246.45 \end{aligned}$$

How we assimilate pay for those working more than 37 hours per week

The full time hours in NPS are 37 hours per week. If you work more than 37 hours, your 37 hour equivalent will be used when we assimilate your pay onto the NPS pay scales. **If this results in a lower salary, the difference will be pay protected for 3 years from the date of transfer.**

For example, someone working a 40 hour working week with a current basic salary £25,000, divided by your current 40 hour/week = £25,000 / 40 = £625.

Multiply this by the NPS 37 hour/week = £625 * 37 = £23,125

The new basic annual salary for this person would be £23,125.

This salary is then assimilated to the NPS pay scales. There is no pay point of £23,125 in the NPS pay scales so assuming this is a NPS Band 3 equivalent role, they will be uplifted to the next highest NPS pay point at £23,841.

The shortfall between £25,000 (the 40 hour per week salary) and £23,841 (the 37 hour assimilated salary) is £1,159. This amount will be protected for a period of three years from the date of transfer or until your NPS salary overtakes £25,000, whichever is the sooner. You can find out more about pay protection on the next page.

Further information on **pay protection**

How does pay protection work?

Pay protection for the following reasons will be protected for 3 years from date of transfer:

- Your NPS salary is lower than your current salary as a result of a reduction of hours
- Your current salary exceeds the band you are placed
- The loss of an allowance not payable in the NPS
- Your current allowance value is higher than the NPS allowance value

Pay protection is paid on an erodible mark-time basis. This means, that should your salary increase, your pay protection reduces by the same value. This applies for 3 years from the date of transfer or until it is fully eroded, whichever comes soonest.

For example:

If your salary is £23,841 and your protected pay is £1,159 then your salary and pay protection equals £25,000 in total.

If you receive a £500 increase in salary, your new salary is £23,841 + £500 = **£24,341**

Which makes your new pay protection value £1,159 - £500 = **£659**

Your overall pay package, including the new salary and pay protection remains £25,000.

Further information on the NPS pay scales

Band	Pay Point	
Band 1	Spot	£18,174
Band 2	1	£18,463
	2	£18,833
	3	£19,977
	4	£20,772
	Max	£22,257
Band 3	1	£22,924
	2	£23,841
	3	£24,801
	4	£26,313
	Max	£28,200
Band 4	1	£30,208
	2	£31,421
	3	£32,688
	4	£34,342
	Max	£37,174
Band 5	1	£37,166
	2	£38,277
	3	£39,427
	Max	£41,020
Band 6	1	£41,020
	2	£42,643
	3	£44,371
	4	£46,183
	Max	£49,016

Band	Pay Point	
Band A	1	£46,427
	2	£48,320
	3	£50,287
	Max	£54,442
Band B	1	£54,982
	2	£57,798
	3	£60,746
	Max	£65,123
Band C	1	£59,553
	2	£62,589
	3	£65,774
	4	£69,135
	Max	£74,112
Band D	1	£71,228
	2	£77,900
	3	£81,059
	4	£84,356
	Max	£90,434

Further information - **glossary of terms**

Term	Meaning
Pay assimilation	Pay assimilation is the process of taking your 37 hour equivalent pay and placing you on the equivalent or next highest pay point on the NPS pay scales.
Role alignment	Role alignment is the process of aligning roles within CRCs, Parent Organisations and Supply Chain Organisation to roles with the NPS (or roles within the HMPPS or MOJ in some cases).
Erodible marked time pay	Erodible marked time pay is in relation to pay protection. It means that should your salary increase, your pay protection reduces (or erodes) by the same value. This applies for 3 years from the date of transfer or until it is fully eroded, whichever comes soonest.
Allowances	Allowances are additional elements of pay that you may be eligible for. For example, if your main place of work is in a Prison, you may be eligible for the NPS Prison Supplement allowance at a value of £675 a year.
Pay protection	Pay protection may be paid to you on top of your salary to protect an element of pay you may have now but will no longer have in the NPS, or to protect your base salary if it exceeds the NPS band maximums. For example, if you received a first aid allowance in the CRC at a value of £50 a year, you will be paid £50 a year pay protection to protect this amount as the NPS do not have a first aid allowance.