Letter Date

To Whom it May Concern,

**Confirmation of Salary Following Transfer to the Probation Service**

This letter is to confirm the salary of Employee Name at Home Address

Employee Name has transferred from Previous Organisation Name to the Probation Service on 26th June 2021. This transfer has taken place as part of HM Government reforms to the operation of probation services in England and Wales. This requires us to transfer staff working on probation services from their previous employer to the new Probation Service and does not reflect a change made by the individual but is a change of employer only.

As a consequence of the transfer occurring on 26 June 2021 staff may receive a reduced salary in June 2021 from their former employer followed by a larger corresponding payment in July 2021 from the Probation Service. This means that in July 2021 impacted staff will receive a salary equivalent to service from 26 June to 30 July 2021.

The purpose of this letter is to set out the circumstances and confirm that there has been no break in employment or decrease in annual salary but there may be a temporary disruption caused by the date of the transfer to the usual pattern of salary payment.

I can confirm Employee Name’s annual salary is Salary Amount.

***PLEASE READ THIS RED TEXT AND DELETE FROM FINAL VERSION OF THE LETTER:*** *For Line Managers: You can find your staff members salary on SOP. Please follow the following instructions on how to confirm your staff members salary:*

* *Log onto SOP*
* *From the menu running down the left of the screen click* ***NMS Manager Self-Service***
* *From the NMS Manger Self Service menu that appears click* ***My Employee Information***
* *A screen with your employees and their details will appear. Click on the* ***Salary*** *tab*
* *Your employee’s salary can be seen in column* ***Annualised Salary***

Kind Regards

Line Manager Name

Line Manager Job Role

**FAQ’s**

**How is my pay assimilation calculated?**

Pay assimilation has been applied to your salary as agreed in the national agreement. This means we take your current salary, at the 37 hour equivalent, and assimilate it to the equivalent, or next highest, pay point on the NPS pay scales in relation to the band you have been matched to. Below are 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** | **£50,278** |
| **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** |

An example of someone who is working 37 hours and has a salary of £20,200 and who has been mapped to an NPS 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, which will be their new NPS assimilated salary.

Another example of someone who is working 37 hours and has a salary of £23,841 and who has been mapped to an NPS Band 3. There is an equivalent pay point of £23,841 on the NPS pay scales for Band 3, therefore their NPS assimilated salary will be £23,841.

**I am part-time, how is my pay assimilation calculated?**

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:

£12,000 / 15 = £800

£800 x 37 = £29,600

We then use the same method as in the previous FAQ above ‘How is my pay assimilation calculated?’ and 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 salary:

£30,208 / 37 = £816.43

£816.43 x 15 = £12,246.45