

## What you need to know

**All references to 'the point/date of transfer' refer to the dates staff transferred into the unified Probation Service. This will be either the 26<sup>th</sup> June 2021 or 1<sup>st</sup> February 2022 for User Voice staff.**

Hours of work	Pay	Pay Allowances	Pay Protection
<p>All <b>full-time staff</b> will move onto the Probation Service (PS), HMPPS &amp; MOJ standard 37 hour working week. Some of you may currently work longer or shorter weeks and your working week will change to 37 hours. There is no requirement to make up hours where your previous working week was less than 37 hours.</p> <p>Where the working week increases or decreases salary will be adjusted accordingly. This <b>does not</b> impact contractual working hours for <b>part time</b> or <b>job share staff</b>, but the hourly rate may differ.</p> <p>New PS, MOJ &amp; HMPPS base pay will be calculated based on a 37-hour working week. For three years from the point of transfer we will protect the difference between your old base pay and your new PS, HMPPS or MoJ base pay.</p>	<p>For all staff <b>matched to a role</b>, pay will be assimilated to the equivalent or next highest pay point in the pay band of the pay scales for the organisation where you are working, (PS, MOJ or HMPPS).</p> <p>For the period from transfer to the date of the harmonisation agreement, assimilated pay will be based on your previous working hours.</p> <p>Once harmonised assimilated pay will be based on a 37-hour Full Time Equivalent (FTE) working week.</p> <p>Where harmonised pay is more than your previous pay the increase will be backdated to the point of transfer. Where it is less we will pay protect any difference between your old base pay and your new PS, HMPPS or MOJ base pay.</p> <p>Staff not matched to a role will remain on legacy pay until a permanent role is identified.</p>	<p>All staff will become entitled to PS allowances if they meet the eligibility criteria. Entitlements will be backdated to the date of transfer with the exception of mileage.</p> <p>Pay protection will apply to some legacy contractual payments that staff transferred in with. This includes, market forces payment, geographical supplements, London allowance, prison supplement, regular non-contractual overtime, contractual overtime, unsocial hours, standby, car allowances (including lease car payments) and legacy bonus payments.</p> <p>There will be no ongoing entitlement to allowances being paid in respect of private medical, health insurance or flexible benefits.</p>	<p>Where pay protection is applied it will be on a marked time erodible basis and for a maximum of 3 years from the date of transfer to PS.</p> <p>Any increase in your pay (e.g. through progression, revaluation or promotion) will see your Mark Time Allowance will reduce by the same amount (i.e. it erodes away) until either the Mark Time Allowance has been entirely eaten away or the three year time limit for pay protection ends, whichever comes first.</p>

**This fact sheet does not cover all the detailed elements in the Harmonisation Proposal Agreement. Therefore, we recommend that you read the complete Harmonisation Proposal Agreement document for further information here.**

# Harmonisation Proposal

## Factsheet

*The information on this page is only relevant to those covered by the Harmonisation Proposal*

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Travel & Subsistence	Policy Alignment	Annual Leave	Family Leave	Enhanced Voluntary Redundancy (EVR)
<p>From the date of harmonisation agreement, you will be aligned to the PS travel and subsistence policy. This will not be backdated.</p> <p>You can see more detail about the entitlements within the PS and you can read the full policy on the HMPPS intranet .</p> <p>Some people will be eligible for a buy out of mileage allowances following agreement.</p>	<p>Following harmonisation agreement, you will become subject to all PS policies and subsequent revisions.</p> <p>These include special leave, career breaks, reward and recognition, long service awards, notice periods and mobility.</p>	<p>Where legacy entitlements exceed PS entitlements, the legacy entitlement continues to 28 February 2023. From 1 March 2023, legacy entitlements will cease to apply, and the PS Annual Leave entitlements will apply without exception.</p> <p>For staff with a legacy leave entitlement which is less than the PS entitlements, the PS entitlements will apply retrospectively from 26 June 2021 (excluding the Queen’s birthday privilege day which will only apply from 2022 onwards).</p>	<p>Legacy terms apply where Expected Week Childbirth (EWC)/Matching date is before the date of transfer, (i.e., 26 June 2021 or 01 Feb 2022). PS terms apply where EWC/Matching date is after the date of transfer.</p> <p>PS pay will apply for family leave taken from the date of transfer and any difference in pay will be backdated.</p> <p>Where someone has returned from maternity leave, (where EWC / matching date is after the date of transfer), pay will only be backdated for actual leave taken.</p>	<p>The EVR scheme will be launched at the point of successful agreement and will run for two years. More detail will become available when the scheme launches.</p> <p>Redundancy compensation will be paid, subject to a maximum of 67.5 weeks’ pay and reckonable service of 15 complete years, as follows: Four and a half weeks’ pay for each year of completed service Any statutory redundancy payment is included in the compensation payable. Payments will be based on the employee’s actual weekly pay and not the statutory maximum</p>