



# Harmonisation: Opt-in exercise

Impacted staff

November 2022

## How did we get here?

Following the outcome of the TU negotiations and the harmonisation ballot, both sides have agreed the proposals which were put to members in the recent ballot were the best achievable by negotiation. There is no intention to re-open talks.

Therefore, we have agreed to run an individual opt in exercise for staff in scope to be harmonised if they wish to do so.

This session has been scheduled to give impacted staff an overview of the process, key information and the opportunity to ask any questions to help you make an informed decision.

## What does it mean? Former PO or SC staff

### If you **opt-in**, you will:

- Move onto Probation Service, HMPPS or MoJ pay
- Receive the relevant Probation Service, HMPPS or MoJ pay award. Staff on PS terms will become in scope for CBF.
- Move onto Probation Service annual, family and special leave entitlements
- Be entitled to Probation Service pay allowances and travel and subsistence rates
- Have potential access to future EVR schemes



### If you **don't opt-in**, you will:

- Stay on legacy pay
- Not be eligible for the relevant PS, HMPPS or MoJ pay award. However, where your previous employment contract stipulates that pay is subject to review, or if your pay falls below the legal minimum, your pay will be reviewed annually. This may or may not result in an increase.
- Stay on your legacy annual, family and special leave entitlements
- Stay on legacy pay allowances and travel and subsistence rates
- Have no access to EVR schemes

# What does it mean? Former CRC staff working in MoJ or HMPPS

## If you **opt-in**, you will:

- Move onto HMPPS or MoJ pay
- Receive the relevant HMPPS or MoJ pay award



## If you **don't opt-in**, you will:

- Stay on Probation Service temporary pay assimilation
- Be in scope for Probation Service pay award
- Remain on Probation Service pay allowances and travel and subsistence rates

Harmonisation does not impact on your pension or result in full alignment to MoJ or HMPPS terms.

# Harmonisation Opt-in Journey

Audience	Current status for Pay T's & C's	Opting in – Alignment to Probation Service T's&C's & PS, HMPPS or MOJ Pay scales*	No Opt-in
Parent Org & Supply Chain staff working in Probation Service	Aligned to legacy pay, Ts & Cs.	Alignment of pay to <b>PS</b> payscales and Ts&Cs **.	Remain aligned to legacy pay, Ts & Cs.
CRC Staff working in HMPPS or MoJ	<div style="border: 2px dashed red; padding: 5px;">                     Terms and Conditions aligned to PS as part of National Agreement 26<sup>th</sup> June 2021                       Staff are temporarily assimilated to PS pay scales                 </div>	Pay will be assimilated to HMPPS or MOJ **. You will remain on PS <b>Ts&amp;Cs</b>	Remain temporarily assimilated to PS pay scales and aligned to PS T&Cs
Parent Org & Supply Chain staff working in HMPPS or MoJ	Aligned to legacy pay, Ts & Cs.	Pay will be assimilated to HMPPS or MOJ **. You will be aligned to PS <b>Ts&amp;Cs</b>	Remain aligned to legacy pay scales, Ts & Cs.

Harmonised pay and some agreed terms will be backdated to **26 June 2021** or **01 Feb 2022** for User Voice

\*Subject to opting in

\*\*Staff who **do not have a substantive role confirmed** at the time of opt-in will be given an option to defer their decision

## Opt-in exercise – key dates

Date	Activity
9 November 2022	Letters issued by SSCL via email
9 November - 12:00 Monday 05 December 2022 <b>(Extended)</b>	Opt-in window (3 weeks). Any staff wishing to opt in to the Harmonisation Agreement will need to do so by the deadline
31 January 2023	Pay updates implemented by SSCL

# What information is in the letter?

## Former CRC

- Details of pay assimilation including role, band and salary as of 26<sup>th</sup> June 2021 or 1<sup>st</sup> February 2022 for ex User Voice staff
- Pay protection
- Opt-in details

## Former PO/SC

### *Pay harmonisation*

- Hours of work
- Details of pay assimilation including role, band and salary as of 26<sup>th</sup> June 2021 or 1<sup>st</sup> February 2022 for ex User Voice staff
- Allowance details
- Pay protection

### *Terms and conditions*

- Confirmation of PS Ts & Cs including leave entitlements and expense rates
- Opt-in details

Staff who are not currently aligned to a band / grade in the organisation will have the option to defer until early in the new year. If you wish to defer, you will need to respond to the letter selecting the deferral option.

## Window for deferral

- Any staff who do not, at the time of the opt-in exercise, have a substantive role will be given an option to defer opting in until **February 2023**. This will then be updated within **March 2023** pay.
- This is to allow more time for the organisation to work with you to find a suitable role.
- HR teams, line managers and business leads will continue to work with staff during this time to find a suitable role.



## Harmonisation – New roles & leavers

### What happens if I accepted a new role through fair and open competition in PS, HMPPS or MoJ before the opt in exercise?

You still need to opt in if you wish to claim any monies owed, however by accepting the new role, you are agreeing to be on your new pay and terms, so any calculation of monies owed will only take into account the time up until the point when you started the new role. SSCL will automatically calculate changes in pay between the date you transferred in and the date you started your new role. This will be based on the original role alignment. If you opt in and you would be due any additional backpay you should receive any monies due in January 2023.

### What happens if I leave after the 28<sup>th</sup> September 2022?

You will be eligible to opt-in and receive any monies owed. If leaving before opt in letters are received, then you will need to notify us of your intent. Guidance on how to do that can be found [here](#).

## Pay – Post Opt in

### **Will any backdated pay, be paid in a lump sum? Are there any tax implications?**

Yes it will be paid as a lump sum and could have tax implications (or implications for any benefits anyone is in receipt of). It is the responsibility of the individual to manage such liabilities, but SSCL will provide a detailed breakdown of pay if required.

You can contact HMRC directly with any tax queries you may have. You can find more details on ways to contact HMRC [here](#)

### **What will happen to my pension?**

Harmonisation does not impact pensions.

## Engagement and drop in sessions

We are running staff sessions to allow the opportunity to ask any further questions on the exercise. Sessions will be on the following dates:

Audience	Date	Time
<b>Former PO/SC staff</b> <a href="#">Click here to join the meeting</a>	Wednesday 9 <sup>th</sup> November 2022	1.00pm – 2.00pm
<b>Staff who do not have a substantive role confirmed at opt-in</b> <a href="#">Click here to join the meeting</a>	Wednesday 9 <sup>th</sup> November 2022	3.30pm – 4.30pm
<b>Former CRC staff</b> <a href="#">Click here to join the meeting</a>	Thursday 10 <sup>th</sup> November 2022	3.00pm – 4.00pm
<b>Former PO/SC staff</b> <a href="#">Click here to join the meeting</a>	Tuesday 15 <sup>th</sup> November 2022	11.00am – 12.00pm

# Questions



## Pay – Pay Assimilation

### For Staff Aligned to a role in PS

- Your basic annual PO & SC salary will be aligned to the equivalent or next highest PS pay point in the PS pay band they are placed.
- If your basic annual PO & SC salary is above the top of the PS pay band into which you are placed you will receive pay protection for three years from the date of transfer, 26 June 2021.
- If the salary is below the band minimum of the matched role, salary will be assimilated to the band minimum.

### For staff aligned to a role in HMPPS

- Your pay will be assimilated to the equivalent or next highest\* where appropriate HMPPS pay point in the relevant pay scale.
- Staff with a basic annual salary above the top of the relevant pay band into which they are placed will receive pay protection for the difference for three years.
- If the legacy salary is below the band minimum of the matched role, salary will be assimilated to band minimum.
- This approach will be applied retrospectively to those ex-CRC staff who were matched to roles in HMPPS and who's pay was not assimilated onto the relevant HMPPS pay-scale. This will be backdated to the 26th June 2021.

\* Note: HMPPS pay bands 1 to 5 have pay points, HMPPS bands 6 are open ranges with a minimum and maximum pay point only.

### For staff aligned to a role and job description in MoJ

- Your basic annual salary will be assimilated to the equivalent MoJ pay position in the relevant pay scale\*.
- Those who have a legacy salary under the band minimum for the pay scale their job is aligned to, will move to the minimum of the pay scale.
- Those above the maximum of the pay scale to which their job is aligned, will be assimilated to the top of the pay scale and any difference will be pay protected for 3 years from 26<sup>th</sup> June 2021.
- This approach will be applied retrospectively to those ex-CRC staff who were matched to roles in MoJ and who's pay was not assimilated onto the relevant MoJ pay-scale. This will be backdated to the 26<sup>th</sup> June 2021.

\* Note: MoJ pay scales are open ranges. i.e. can be placed on any pay value within the pay band range.

# ANNEX 1

## HMPPS Policy Links

- Annual Leave
- Maternity Leave
- Paternity/Maternity Support Leave
- Special Leave
- Career Break Scheme
- Travel and Subsistence
- The Permanent Transfer Policy and Travel & Subsistence Policy

Policies can be found on the HMPPS intranet: [Find a policy \(sharepoint.com\)](#)

- [Her Majesty's Prison and Probation Service | Long Service awards \(HMPPS Connect\) \(sscl.com\)](#)