

02.01. GRADING, SALARIES AND SALARY INCREMENTS

OFFICE-BASED GRADES AND SALARY SCALES

There are six grades, each with their own salary scale and rate of service increment, which cover all office based positions within Bield. The grades are detailed in this section of the handbook.

On appointment each new employee is advised, in their letter of appointment, of their salary scale, actual salary on commencement, and date of service increment.

Salary Scales

Salary scales and service increments for office based employees have been determined on the basis of a job evaluation. Salary comparability studies will be undertaken at regular intervals, usually every second year.

SCHEME-BASED SALARY RANGES

All scheme based job roles are on salary ranges within one of two broad band salary scales. The salary of part-time employees is pro-rated on the full-time salary range depending upon the number of hours worked each week.

The salary upon commencement of employment is dependent on whether they have the approved qualification for their job role. Appointees without the approved qualification are appointed to the unqualified point and those with an approved qualification to the qualified point. Employees without the approved qualification cannot move beyond the qualification bar on the salary range for their job role.

The current broad band salary scales and salary ranges for job roles are detailed in this section.

ALL EMPLOYEES

Salary Increments

An increment for service is paid annually with the incremental month dependent upon the month in which employment in the post commenced until such time as the maximum point on the salary scale is attained. **For scheme-based** employees who achieve an appropriate qualification during their employment and are therefore able to move to or beyond the qualification bar as appropriate the incremental month will change to reflect the month of their increase in salary.

Month of Commencement in Post	Incremental Month
December, January, February	January
March, April, May	April
June, July, August	July
September, October, November	October

The salaries of individual employees may also be revised from time to time to take account of such factors as re-grading/internal promotion and completion of a part of an approved course.