

Members' Guide

2006-07
to
2008-09

Northern Ireland
Civil Service

Conditions of
Service and
Salary Scales

nipsa



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TRAVEL AND SUBSISTENCE

ROAD

Mileage rates (per mile)

	Up to 10,000 miles	Over 10,000 miles
All engine capacities	40.0p	25.0p

Note: See also CSC5/04 (and addendum) for details of previous mileage compensation scheme.

Motor cycle rate per mile	24.0p
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Public Transport Rate (PTR)	25.7p
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Passenger supplement - first	2.0p
second	1.0p

Equipment allowance	2.0p
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Pedal cycle allowance	20.0p
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DAY SUBSISTENCE - ALL CLASSES

RATE A: 5 to 10 hours absence - £4.25

RATE B: More than 10 hours - £9.30

Paid for up to 30 days when a meal has to be bought at greater cost than at a permanent station. Main meals taken on trains, boats etc reimbursed as follows:-

5-10 hour absence - One main meal in lieu of rate A

Over 10 hours absence - One main meal plus rate A, or two main meals in lieu of rate B.

Long day absence - For absences which exceed 12 hours check NICS Staff Handbook section 'Subsistence Allowances.'

NIGHT SUBSISTENCE

Central London (ie 5 miles from Charing Cross) and Republic of Ireland (RoI)	Receipted actuals for bed and breakfast up to a ceiling of £120 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner
Elsewhere in GB and Northern Ireland	Receipted actuals for bed and breakfast up to a ceiling of £80 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner
Officers staying with friends or relatives (London, RoI and Elsewhere in GB and Northern Ireland)	£25 per night

Paid for overnight absence of up to 24 hours for up to 30 nights. Discounted rate applies to approved hotel list. Undiscounted applies where staff have been unable to secure accommodation from the recommended list. All travel (for all classes) including trains, tubes and taxis is paid on an actuals basis, supported by receipts where feasible.

PERSONAL ALLOWANCE

Payable only in conjunction with all complete periods of 24 hours for which night subsistence is payable

All classes
£5.00
(not taxable)

RESIDENTIAL ALLOWANCE

For officers attending residential training school for which boarding expenses are paid for by employer

All classes
£5.00
(not taxable)

LODGING ALLOWANCE (applies after night subsistence)

All classes

Central London and Republic of Ireland	£38.82
Elsewhere (inc Northern Ireland)	£31.00

OVERTIME PAYMENT

	Mon - Fri	Sat	Sun
BAND 1 (All grades up to EOI)	1.5 X T	2 X T	2 X T
BAND 2 (SO)	1 X T	1.5 X T	2 X T
GRADE 7 (DP - Grade 7) (1 Aug 07)	£11.23	0.5 X T	1 X T

Travelling time - Paid at plain time rate; for Grade 7 paid only for weekend/holiday working.

Time off in lieu - Normally available for all grades.

ON CALL AND STANDBY

	on call (radio/ pager)	on call (home)	stand-by
weekdays (evenings/nights)			
All grades	£4.90	£6.15	£11.64
Saturdays, Sundays & Privilege Holidays			
All grades	£14.00	£17.50	£33.40
Public & Bank Holidays			
All grades	£17.73	£22.11	£41.92

PERMANENT TRANSFER

TRANSFER TO NEW STATION - Up to five days special leave for preliminary visits and transfer, plus two days for furniture removal (three if long distance) and a number of other allowances for specific circumstances (see NICS Staff Handbook section 'Special Leave').

NIGHT SUBSISTENCE/LODGING ALLOWANCE

Thirty nights subsistence for officers without permanent accommodation on transfer. Followed by:-

Lodging allowance for officers with dependants not joined by family at the detached duty station and officers without dependants who retain accommodation at the permanent station as well as lodgings at the detached duty station.

REMOVAL EXPENSES - Lowest of three estimates for furniture removal is paid.

LEGAL EXPENSES - Reasonable legal expenses on house purchase are paid, including solicitor's fees, stamp duty, land registration fees, incidental expenses connected with mortgage or loan, private survey and drains test plus VAT on legal/estate agent fees.

BRIDGING LOAN INTEREST - May be reimbursed net of tax for three months (longer at discretion) on house purchase at the new station, before sale at the old station. Bridging finance may not exceed estimated selling price of the old house or purchase price of the new house, if lower.

ADVANCES OF SALARY - Six months advance of salary to assist with house purchase for owner - occupiers who are compulsorily transferred. Repayment is spread over ten years and may be deferred for up to two years.

TRANSFER GRANTS - Lump sum payments to compensate for expenses not otherwise covered.

Non-Householder without dependants £868	Householder without dependants £2,246	Householder with dependants £3,694
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ADDITIONAL HOUSING COST ALLOWANCE (AHCA)

- An allowance is paid to staff who move house on a permanent transfer. This is related to the differences in the average prices of properties in the areas between which the officers are moving. The actual amounts of AHCA payable will relate to increased outgoings by way of net interest on any additional mortgage, rent, rates, insurance etc. For further information see NICS Staff Handbook section 'Assistance with the Cost of Setting Up New Home.'

EXCESS FARES ALLOWANCE - An alternative to normal removal entitlement. Payable normally for three years and in exceptional cases up to five years to cover excess costs of daily travel to the new station. For further details see NICS Staff Handbook section 'Concessionary Travel.'

RENT ALLOWANCE - Before transfer to the new station, paid to:-

- Officers with dependants who obtain lodgings for their own use;
- Officers without dependants who obtain furnished accommodation (including lodgings) or unfurnished accommodation; and
- Officers with dependants who, having been officially informed of a permanent transfer, obtain temporary or permanent family accommodation (furnished or unfurnished).

RENT ALLOWANCES FOR ACCOMMODATION AT NEW STATION AFTER TRANSFER - Payable for three months after transfer where accommodation costs at old station are unavoidable. Limit on reimbursement is the rate of lodging allowance.

OTHER PAYMENTS - include:-

- Travel expenses for fares to take up duty at new station.
- Storage of furniture.
- Installation of telephone, TV aerial, washing/dishwashing machine if installed at old home.
- Payment towards lodging and travelling cost of a child remaining at old station to complete course of study.

NOTE - AHCA, removal expenses and benefits worth over £8000 and compensation for loss on the sale of the old home are liable for tax, however Departments will compensate officers for tax liabilities except for that incurred in respect of interest-free loans for house purchase, grant or cash allowance for house purchase (see CSC 23/93 and Addendum).

LEAVE

ANNUAL LEAVE

Staff with less than 1 year's service at 1 Feb 2007	25 days
New entrants after 1 Feb 2007	25 days on entry
At 1 Feb 2007 AA-EO1	30 days after 17 years
At 1 Feb 2008 AA-EO1	30 days after 16 years
At 1 Feb 2009 AA-DP	30 days after 10 years
UG7-UG6	continue to receive 30 days after 10 years
Senior Civil Service	continues to receive 30 days on entry

SPECIAL LEAVE - May be granted with official permission for such purposes as urgent domestic leave, work in the public interest, voluntary unpaid service, adoption, resettlement, etc.

SICK ABSENCE

On full pay - up to 6 months in a 12 month period.

On half pay - further 6 months, up to a total limit of 12 months sick leave in 4 years. In exceptional cases at pension rate of pay thereafter.

INJURY

Absence caused by injury does not count against sick absence if either:

- negligence is found or admitted by the Crown
- sick pay costs are recovered from a third party.

Special rules govern injuries due to assault on duty.

CAREER BREAKS

Unpaid leave for up to five years is available for domestic or other reasons.

PAID FACILITY TIME

NIPSA members and elected representatives are entitled to paid time off for trade union activities eg attendance at meetings, committees, conferences and training courses. Full details are contained in CSC 48/82.

SUPERANNUATION

Civil servants receive the basic state pension and Principal Civil Service Pension Scheme (NI) benefits.

As from 30 July 2007 revised pension arrangements (the 'nuvos' scheme) based on 'whole career' earnings apply to new entrants. All civil servants already in post before then retain existing rights and benefits.

The pre-30 July 2007 schemes include: 'classic', a scheme which was available prior to October 2002; 'premium', which was introduced with effect from October 2002; 'classic plus', which retained past benefits in 'classic' and future benefits in 'premium'; and a stakeholder ('partnership') money purchase scheme. New entrants from October 2002 (to 30 July 2007) had the choice of the 'premium' or 'partnership' schemes only. Some of the terms of the three main schemes ('classic', 'premium' and 'nuvos') are as below.

PCSPS (NI) PENSION - 'Classic': Based on whichever 12 month period of the last three years service gives the highest pensionable pay. On retirement an officer receives an annual pension of 1/80 of pensionable pay and a lump sum of 3/80s, both multiplied by length of reckonable service not exceeding 40 years by age 60. Service after 60 may reckon up to a total of 45 years.

'Premium': Based on 1/60 of pensionable pay. Lump sum not automatic but can be exchanged for some pension entitlement.

'Nuvos': Based on pensionable earnings throughout career. 2.3% of pensionable earnings credited each year with additional index linked credits. Lump sum

not automatic but can be exchanged for some pension entitlement.

Note: 'Classic' contribution rate of 1.5% of pensionable earnings, 'Premium' and 'Nuvos' contribution rate of 3.5%.

ILL-HEALTH RETIREMENT - 'Classic': An officer with five years service may qualify for enhanced superannuation benefits for retirement on medical grounds. No enhancement for those with less than five years service.

'Premium': Provides 'upper' and 'lower' tier pensions depending on severity of illness.

'Nuvos': Provides 'upper' and 'lower' tier pensions depending on severity of illness.

DEATH BENEFITS - 'Classic': For death in service, two years pensionable pay to a nominated beneficiary. For death shortly after retirement a supplementary death benefit may be paid.

'Premium': Three years pensionable pay to nominated beneficiaries (may be more than one).

'Nuvos': Two years pensionable pay to nominated beneficiaries.

WIDOWS'/WIDOWERS' PENSIONS - 'Classic': Half the officer's pension paid if the officer dies in service or after retirement, leaving an eligible spouse. For three months the pension is equal to the officer's full pension (if the officer dies after retirement and retired after 1 June 1972), or to pensionable pay (if the officer dies before retirement, when it may be extended to six months if there are dependent children). Unmarried officers can have their contributions refunded when they retire.

'Premium': Reckonable service doubled if in scheme more than 2 years before death in service, provided extra years not more than 10 years or further service up to pension age.

'Nuvos': Surviving spouses/civil partners entitled to a pension for life (normally 3/8 of member's pension but where members die in service, additional enhancement of up to 10 years service).

CHILDREN'S BENEFIT - 'Classic': In the event of death in service, up to two children each receive one quarter of the officers pension; if there is no widow/widower, up to two children receive one third of the pension.

'Premium': Up to two children each receive 30% of pension; if no widow/widower/partner, up to two children receive 50% of pension.

'Nuvos': Children receive 30% of pension; if no widow/widower/partner, 50% of pension.

ADDITIONAL VOLUNTARY CONTRIBUTIONS - Officers may buy reckonable service (added years) or extra benefits. Contributions are eligible for tax relief.

INJURY BENEFITS - Loss of earnings compensation paid for injury or disease in course of duty, except when mainly due to serious and culpable negligence or misconduct.

EARLY RETIREMENT - Officers can apply to take their pension early but it will be actuarially reduced to take account of the fact that it will be paid earlier. Pensions are reduced by around 5% for each year they are drawn before pension age. In some cases better terms apply (eg compulsory, flexible or approved early retirement).

Further information on pensions can be obtained on the pensions website (www.civilservicepensions-ni.gov.uk).

PAY RATES

SENIOR CIVIL SERVICE - 2006

In the Northern Ireland Civil Service (NICS) all posts in the Senior Civil Service are in 2 broad pay bands, with a matrix used to determine increases and the payment of non-consolidated bonuses. The 2006 SCS Pay Bands are as follows (57% of pay increase payable from 1 April 2006, the remainder from 1 November 2006):-

SCS 2006 Pay Bands			
Pay Band	Minimum £	Progression Target Rate (PTR) £	Recruitment & Performance Ceiling (RPC) £
1	55,000	77,000	116,000
2	80,000	N/A	160,000
Permanent Secretary (NI)	96,136	N/A	205,000

The NICS overall cost envelope in 2006 was 3.25% for base pay. The NICS adopted the following pay matrix for Pay Bands 1 and 2:

NICS Pay Matrix		
Performance Tranche	Below PTR	Above PTR
Top Tranche	4.5%	4%
Middle Tranche	3%	2.5%
Bottom Tranche - Satisfactory	1%	1%

The bonus pot for the SCS pay award was recommended to be increased by 6.5% of the SCS pay bill, with non-consolidated bonuses ranging between £3,000 - £12,000 for eligible staff.

SENIOR CIVIL SERVICE - 2007

The SCS award for 2007 is not to be staged and is effective from 1 April 2007. Non-consolidated bonus payments were to be paid on 1 November 2007.

SCS 2007 Pay Bands			
Pay Band	Minimum £	Progression Target Rate (PTR) £	Recruitment & Performance Ceiling (RPC) £
1	56,100	78,540	116,000
2	81,600	N/A	160,000

The NICS overall cost envelope in 2007 was 2.6% for base pay. The NICS adopted the following pay matrix for Pay Bands 1 and 2:

NICS Pay Matrix			
Performance Tranche	Pay Band 1	Pay Band 2	Pay Band 2 All Staff
Top Tranche	3.75%	3%	3.75%
Middle Tranche	2.25%	2%	2.25%
Bottom Tranche	1%	1%	1%

The bonus pot for the SCS pay award was recommended to be increased by 7.6% of the SCS pay bill, with non-consolidated bonuses ranging between £4,000 - £10,000 for eligible staff.

The rates below reflect the 2006 pay settlement, a 3 year deal applicable to all non-industrial staff below the Senior Civil Service (except NIO staff). Details of some of the main grades are as below - for full details, see CSC 1/07. Rates apply for the period 1/8/06 - 31/7/09.

PAY SCALES FOR 1 AUGUST 2006 - 1 AUGUST 2008

AA and analogous pay scales

Typist

Support Grade Band 2

Cleaner

2006 pay scale		2007 pay scale		2008 pay scale	
Max	13,723	Max	13,997	Max	14,420
6	13,561	5	13,808	4	14,201
5	13,319	4	13,525	3	13,872
4	13,076	3	13,241	2	13,493
3	12,833	2	12,917	1	13,130
2	12,510	1	12,520		
1	12,106				

AO and analogous pay scales

SSO IIA

SSO IIB

Support Grade Band 1

2006 pay scale		2007 pay scale		2008 pay scale	
Max	16,435	Max	16,764	Max	17,099
6	16,116	5	16,412	4	16,714
5	15,639	4	15,885	3	16,136
4	15,161	3	15,358	2	15,539
3	14,683	2	14,731	1	14,890
2	14,046	1	14,060		
1	13,050				

EOI and analogous pay scales

Personal Secretary
SSO 1

Senior Personal Secretary
Support Manager 3

2006 pay scale		2007 pay scale		2008 pay scale	
Max	20,311	Max	20,717	Max	21,132
11	20,105	10	20,491	9	20,884
10	19,898	9	20,264	8	20,637
9	19,692	8	20,037	7	20,390
8	19,382	7	19,697	6	20,018
7	19,038	6	19,357	5	19,647
6	18,654	5	18,904	4	19,152
5	18,247	4	18,450	3	18,657
4	17,834	3	17,997	2	18,163
3	17,421	2	17,543	1	17,668
2	16,802	1	16,863		
1	16,183				

EOI, PTO and analogous pay scales

Mapping and Charting Officer, Scientific Officer

2006 pay scale		2007 pay scale		2008 pay scale	
Max	25,073	Max	25,574	Max	26,086
11	24,746	10	25,222	9	25,708
10	24,419	9	24,870	8	25,331
9	24,092	8	24,518	7	24,953
8	23,602	7	23,991	6	24,387
7	22,900	6	23,463	5	23,821
6	22,430	5	22,759	4	23,066
5	21,804	4	22,055	3	22,311
4	21,151	3	21,351	2	21,556
3	20,497	2	20,647	1	20,801
2	19,516	1	19,592		
1	18,536				

SO, HPTO and analogous pay scales

Higher Scientific Officer, Higher Mapping and Charting Officer

2006 pay scale		2007 pay scale		2008 pay scale	
Max	29,335	Max	29,922	Max	30,520
11	28,935	10	29,492	9	30,061
10	28,535	9	29,063	8	29,601
9	28,135	8	28,633	7	29,142
8	27,535	7	27,989	6	28,453
7	26,600	6	27,345	5	27,764
6	26,000	5	26,486	4	26,845
5	25,334	4	25,627	3	25,927
4	24,534	3	24,768	2	25,008
3	23,734	2	23,910	1	24,089
2	22,533	1	22,621		
1	21,333				

DP, SPTO and analogous pay scales

Senior Scientific Officer, Senior Mapping & Charting Officer

2006 pay scale		2007 pay scale		2008 pay scale	
Max	37,383	Max	38,131	Max	38,893
11	36,833	10	37,544	9	38,268
10	36,284	9	36,957	8	37,643
9	35,734	8	36,370	7	37,018
8	34,910	7	35,489	6	36,080
7	34,086	6	34,609	5	35,143
6	32,987	5	33,435	4	33,893
5	31,888	4	32,261	3	32,643
4	30,788	3	31,087	2	31,393
3	29,689	2	29,914	1	30,142
2	28,041	1	28,153		
1	26,392				

Grade 7 and analogous pay scales

2006 pay scale		2007 pay scale		2008 pay scale	
Max	48,824	Max	49,800	Max	50,796
11	48,139	10	49,066	9	50,013
10	47,454	9	48,332	8	49,229
9	46,768	8	47,598	7	48,445
8	45,741	7	46,497	6	47,269
7	44,713	6	45,396	5	46,094
6	43,342	5	43,928	4	44,526
5	41,972	4	42,460	3	42,958
4	40,602	3	40,992	2	41,391
3	39,231	2	39,524	1	39,823
2	37,176	1	37,322		
1	35,120				

Grade 6 and analogous pay scales

2006 pay scale		2007 pay scale		2008 pay scale	
Max	59,983	Max	61,183	Max	62,407
11	58,983	10	59,683	9	60,807
10	57,683	9	58,133	8	59,057
9	55,983	8	56,533	7	57,257
8	54,230	7	54,933	6	55,457
7	52,460	6	53,133	5	53,657
6	50,720	5	51,333	4	51,857
5	48,980	4	49,533	3	50,057
4	47,240	3	47,733	2	48,257
3	45,500	2	45,900	1	46,400
2	43,000	1	43,600		
1	40,500				

Technical Grade 2

Mapping and Charting TG2

2006 pay scale		2007 pay scale		2008 pay scale	
Max	17,359	Max	17,446	Max	17,533
7	16,938	7	17,023	7	17,108
6	16,517	6	16,600	6	16,682
5	16,096	5	16,176	5	16,257
4	15,464	4	15,542	4	15,619
3	14,833	3	14,907	3	14,981
2	13,991	2	14,061	2	14,131
1	13,148	1	13,214	1	13,280

Technical Grade 1 and analogous pay scales

2006 pay scale		2007 pay scale		2008 pay scale	
Max	21,960	Max	22,070	Max	22,180
10	21,618	10	21,727	10	21,835
9	21,277	9	21,383	9	21,490
8	20,593	8	20,696	8	20,799
7	19,910	7	20,009	7	20,109
6	19,226	6	19,322	6	19,419
5	18,543	5	18,635	5	18,728
4	17,859	4	17,949	4	18,038
3	17,176	3	17,262	3	17,348
2	16,150	2	16,231	2	16,312
1	15,125	1	15,201	1	15,277

Mapping and Charting TG1 and analogous pay scales

2006 pay scale		2007 pay scale		2008 pay scale	
Max	21,960	Max	22,070	Max	22,180
9	21,651	9	21,760	9	21,868
8	21,342	8	21,449	8	21,556
7	20,724	7	20,828	7	20,932
6	20,107	6	20,207	6	20,308
5	19,489	5	19,586	5	19,684
4	18,717	4	18,810	4	18,904
3	17,944	3	18,034	3	18,124
2	17,018	2	17,102	2	17,188
1	15,782	1	15,860	1	15,940

Assistant Scientific Officer

2006 pay scale		2007 pay scale		2008 pay scale	
Max	21,960	Max	22,070	Max	22,180
12	21,430	11	21,537	11	21,644
11	20,810	10	20,914	10	21,018
10	20,206	9	20,307	9	20,408
9	19,621	8	19,719	8	19,817
8	19,053	7	19,148	7	19,244
7	18,500	6	18,593	6	18,686
6	17,964	5	18,054	5	18,144
5	17,445	4	17,532	4	17,620
4	16,939	3	17,024	3	17,109
3	15,945	2	16,025	2	16,265
2	14,900	1	14,975	1	15,049
1	13,971				

Support Manager 2

2006 pay scale		2007 pay scale		2008 pay scale	
Max	25,073	Max	25,574	Max	26,086
10	24,615	10	25,162	9	25,708
9	24,157	9	24,744	8	25,331
8	23,635	8	24,294	7	24,953
7	23,112	7	23,749	6	24,387
6	22,393	6	23,107	5	23,821
5	21,608	5	22,337	4	23,066
4	20,824	4	21,567	3	22,311
3	20,039	3	20,798	2	21,556
2	19,320	2	20,061	1	20,801
1	18,500	1	19,300		

Typing Manager

2006 pay scale		2007 pay scale		2008 pay scale	
Max	20,986	Max	21,091	Max	21,197
9	20,479	9	20,681	9	20,884
8	20,022	8	20,329	8	20,637
7	19,575	7	19,983	7	20,390
6	19,138	6	19,578	6	20,018
5	18,711	5	19,179	5	19,647
4	18,294	4	18,723	4	19,152
3	17,886	3	18,271	3	18,657
2	17,488	2	17,826	2	18,163
1	17,098	1	17,383	1	17,668

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