

EDUCATION AUTHORITY

PAY AND GRADING REVIEW: IMPLEMENTATION

FREQUENTLY ASKED QUESTIONS (FAQs) NOVEMBER 2024

1. What is the effective date for the Pay and Grading Review?

The Pay and Grading Review will be implemented with effect from 1 April 2024.

2. Who is included in the Pay and Grading Review?

All non-teaching staff who are paid on the NJC pay scales are included in the Pay and Grading Review.

The Pay and Grading Review does not impact staff paid on Soulbury, JNC Youth and Community Workers and Officers on Teacher Related pay scales.

3. How will the Pay and Grading Review be implemented?

Staff will be assimilated to the new pay scale boundaries on the basis of the next equal to or higher point at 1 April 2024. Details of the new scales are attached at Appendix 1 and details of assimilation arrangements are included in Appendix 2.

4. What happens if staff move to the same pay point they are currently on?

Assimilation with effect from 1 April 2024 means that staff on some pay points will not receive an immediate pay increase from the P&G Review. However, the top of all payscales (with the exception of ASEO) will increase and staff will now have opportunity for further progression.

5. Who will receive a gross Non-Consolidated Payment (NCP) of £400?

Staff on some pay points will not receive an immediate pay increase from the Pay and Grading Review. In recognition of this, a gross non-consolidated payment of £400 (pro-rata according to actual hours worked during the 2023/2024 financial year) will be paid to staff who remain on pay points **17, 23, 24, 25 and 29** on 01 April 2024. This payment will be subject to normal pay deductions for tax and national insurance.

6. Who will receive a gross Non-Consolidated Payment (NCP) of £2,550?

NJC staff who were in post on 01 April 2024 will receive a gross non-consolidated payment of £2,550 (pro rata according to actual hours worked during the 2023/2024 financial year). This will be paid in April 2025. This payment will be subject to normal pay deductions for tax and national insurance.

7. What are new entrants eligible for?

Staff who have commenced employment since 1 April 2024 will assimilate to the new pay scales but will not be eligible for the non-consolidated payment.

- 8. What about staff on Contractual/Statutory Maternity pay or Sick Absence on Full or Half Rate of pay?**
Staff on paid Parental Leave or on Full or Half pay sickness absence during 2023-24 will have their pro-rated hours based on the hours they would have worked had they not been absent.
- 9. What about staff on Career Break or Unpaid Leave (including sick, maternity and family friendly leave)?**
There will be no recalculation of pro-rated hours for staff with any period of unpaid absence during 2023/24. The NCP will be based on paid hours.
- 10. How will staff who have changed grades since 1 April 2024 be paid?**
Staff will be assimilated based on the post they were in on 1 April 2024 and the move to the new post and new pay will be recalculated in line with the new pay scales.
- 11. Are the pay increases pensionable?**
Yes, pay based on the new pay scales will be pensionable.
- 12. Is the NCP pensionable?**
No, payment of the NCPs will not be pensionable.
- 13. Will there continue to be separate pay scales for former ancillary and general roles?**
No, following implementation of the P&G Review, there will be a single set of pay scales for all NJC staff. Soulbury and Youth pay scales will remain as separate scales.
- 14. I am currently at the top of my pay scale. Will I now have opportunity for incremental progression on the new scales?**
All scales apart from the ASEO scale see an increase in the top point. Therefore, all staff currently on the top point of these scales will have the opportunity for further incremental progression.
- 15. Staff in receipt of arrears – how will this be shown on my payslip?**
Arrears payments will be shown on payslips as 'Arrears'. If you have received different types of pay throughout the year, these will be adjusted to reflect the new Pay and Grading rate and will be noted on your payslip as arrears relating to the different types of payment for example, Basic Pay Arrears, Retainer Fee arrears, etc.
- 16. Staff in receipt of a Non-Consolidated Payment (pro rata) – how will this be shown on my payslip?**
This will show on payslips as 'Unconsolidated Payment'.

17. Where can I find further support?

Should you have a pay and grading review query after receiving your month-end (M1) or mid-month (M2) payslip, please contact the relevant service below:

If you have a query related to payment received:

Payroll Area	Webex Ext	Email Address	Telephone
Armagh M2 Team	Ext: 325002	Payroll.Armagh@eani.org.uk	028 3751 2380
Ballymena M2 Team	Ext: 325005	payroll.ballymena@eani.org.uk	028 2566 1177
Belfast M2 Team	Ext: 325003	belfast.payroll@eani.org.uk	028 9056 4333
Dundonald M2 Team	Ext: 325001	Payroll.Dundonald@eani.org.uk	028 9056 6546
Omagh M2 Team	Ext: 325004	Omagh.payroll@eani.org.uk	028 8225 5331
M1 Salary Team	Ext: 325031	EAPayrollM1Management@eani.org.uk	028 8241 1437

If you have a query related to background information on the Pay and Grading Review:

EA Staff Hub
Pay & Conditions EA Staff Hub Agreement was reached on a Pay and Grading Review for staff on NJC pay scales on 13 September 2024. The agreement will be implemented in November 2024 and will take effect from 01 April 2024. For more information, please visit the DE website at Pay related issues Department of Education

If you have a query related to difficulties accessing your payslip:

EA One Helpdesk	Email Address	Telephone
https://staffhub.eani.org.uk/ea-one	EAOneHelpdesk@eani.org.uk	028 9041 8060

If you have any queries in relation to an employment issue, you can access information and contact HR easily as follows:

EAaskHR Helpdesk	Telephone
HR Online webpages to access information on a wide range of employment issues. EAaskHR Helpdesk Query Form for non-urgent enquiries.	EAaskHR Helpdesk 028 9047 0555 (Mon-Thurs 8.30am-5pm / Fri 8.30am-4.30pm)

**EA Pay and Grading Review Agreement
Summary of New Grading Structure**

New Grade	Current Grade *	Current Points	Current Salary (FTE)	New Points	New Salary (FTE)
1	Clerical Officer; A&G scales 1(a) (b) (c) Classroom Assistant; Nursery Assistant; Catering Assistant; Transport Escort; Groundsperson; Supervisory Assistant; General Assistant 1; School Crossing Patrol; Cleaner; Technician 1	2-4	£22,366 - £23,114	5-8	£23,500 - £24,702
2	Senior Clerical Officer; A&G Scales 2 and 3; Classroom Assistant SEN; Cleaning Supervisor; Cook; Senior Supervisory Assistant; General Assistant 2; Unit Catering Supervisor; Driver; Building Supervisor (No Supervision); Technician 2	5-6 (to note currently A&G scale 2 is currently pts 3-4)	£23,500 - £23,893 (to note currently A&G scale 2 is currently £22,737 - £23,114)	11-14	£25,979 - £27,334
3	Executive Officer; A&G scales 4 & 5; Classroom Assistant ASEN; Building Supervisor (with supervision); Senior Unit Catering Supervisor; Senior Driver; Mechanic; Foreperson; Behaviour Support Assistant; Technician 3	7-17 (to note currently A&G scale 4 is 7- 11 and A&G scale 5 is 12-17)	£24,294 - £28,770 (to note currently A&G scale 4 is £24,294 - £25,979 and A&G scale 5 is £26,421 - £28,770)	17-20	£28,770 - £30,296

New Grade	Current Grade	Current Points	Current Salary (FTE)	New Points	New Salary (FTE)
4	Senior Executive Officer	19-25	£29,777 - £33,945	23-26	£32,076 - £34,834
5	Admin Officer	27-30	£35,745 - £38,223	29-32	£37,336 - £40,221
6	Senior Admin Officer	32-35	£40,221 - £43,421	33-36	£41,418 - £44,428
7	Assistant Principal Officer	36-39	£44,428 - £47,420	37-40	£45,441 - £48,474
8	Principal Officer	40-43	£48,474 - £51,515	41-44	£49,498 - £52,557
9	Senior Principal Officer 1	43-46	£51,515 - £54,606	45-48	£53,580 - £56,584
10	Senior Principal Officer 2	46-49	£54,606 - £57,559	49-52	£57,559 - £60,642
11	Education Officer	52-55	£60,642 - £63,709	53-56	£61,662 - £64,733
12	ASEO	58-61	£66,767 - £69,914	58-61	£66,767 - £69,914

* **To note** there may be some slight local variations to this due to legacy naming conventions

EA Pay and Grading Review
Summary of Assimilation Arrangements

Current Point at 1 April 24	Current Salary at 1 April 24 (FTE)	Current Hourly rate at 1 April 24	New Point at 1 April 24	New Salary at 1 April 24 (FTE)	New Hourly rate at 1 April 24
2	£22,366	£11.91	5	£23,500	£12.52
3	£22,737	£12.11	5	£23,500	£12.52
4	£23,114	£12.31	5	£23,500	£12.52
Scale 2 point 3	£22,737	£12.11	11	£25,979	£13.84
Scale 2 point 4	£23,114	£12.31	11	£25,979	£13.84
5	£23,500	£12.52	11	£25,979	£13.84
6	£23,893	£12.73	11	£25,979	£13.84
7	£24,294	£12.94	17	£28,770	£15.33
8	£24,702	£13.16	17	£28,770	£15.33
9	£25,119	£13.38	17	£28,770	£15.33
10	£25,545	£13.61	17	£28,770	£15.33
11	£25,979	£13.84	17	£28,770	£15.33
12	£26,421	£14.08	17	£28,770	£15.33
13	£26,873	£14.32	17	£28,770	£15.33
14	£27,334	£14.56	17	£28,770	£15.33
15	£27,803	£14.81	17	£28,770	£15.33
16	£28,282	£15.07	17	£28,770	£15.33
17	£28,770	£15.33	17	£28,770	£15.33
18	£29,269	£15.59	n/a	n/a	n/a
19	£29,777	£15.86	23	£32,076	£17.09
20	£30,296	£16.14	23	£32,076	£17.09
21	£30,825	£16.42	23	£32,076	£17.09
22	£31,364	£16.71	23	£32,076	£17.09
23	£32,076	£17.09	23	£32,076	£17.09
24	£33,024	£17.59	24	£33,024	£17.59
25	£33,945	£18.08	25	£33,945	£18.08
26	£34,848	£18.56	n/a	n/a	n/a
27	£35,745	£19.04	29	£37,336	£19.89
28	£36,648	£19.52	29	£37,336	£19.89
29	£37,336	£19.89	29	£37,336	£19.89
30	£38,223	£20.36	30	£38,223	£20.36

31	£39,186	£20.88	n/a	n/a	n/a
32	£40,221	£21.43	33	£41,418	£22.06
33	£41,418	£22.06	33	£41,418	£22.06
34	£42,403	£22.59	34	£42,403	£22.59
35	£43,421	£23.13	35	£43,421	£23.13
36	£44,428	£23.67	37	£45,441	£24.21
37	£45,441	£24.21	37	£45,441	£24.21
38	£46,464	£24.75	38	£46,464	£24.75
39	£47,420	£25.26	39	£47,420	£25.26
40	£48,474	£25.82	41	£49,498	£26.37
41	£49,498	£26.37	41	£49,498	£26.37
42	£50,512	£26.91	42	£50,512	£26.91
43	£51,515	£27.44	43	£51,515	£27.44
43	£51,515	£27.44	45	£53,580	£28.54
44	£52,557	£28.00	45	£53,580	£28.54
45	£53,580	£28.54	45	£53,580	£28.54
46	£54,606	£29.09	46	£54,606	£29.09
46	£54,606	£29.09	49	£57,559	£30.66
47	£55,609	£29.62	49	£57,559	£30.66
48	£56,584	£30.14	49	£57,559	£30.66
49	£57,559	£30.66	49	£57,559	£30.66
50	£58,603	£31.22	n/a	n/a	n/a
51	£59,619	£31.76	n/a	n/a	n/a
52	£60,642	£32.31	53	£61,662	£32.85
53	£61,662	£32.85	53	£61,662	£32.85
54	£62,686	£33.39	54	£62,686	£33.39
55	£63,709	£33.94	55	£63,709	£33.94
56	£64,733	£34.48	n/a	n/a	n/a
57	£65,738	£35.02	n/a	n/a	n/a
58	£66,767	£35.57	58	£66,767	£35.57
59	£67,797	£36.12	59	£67,797	£36.12
60	£68,853	£36.68	60	£68,853	£36.68
61	£69,914	£37.25	61	£69,914	£37.25

WORKED EXAMPLE ASSIMILATIONS

Outlined below are several worked examples to demonstrate the assimilation to the new grading structure.

Catering Assistant – Current Scale 1 (b) SCP 2 in post on 1 April 2024

	Pay Point	Salary (based on 23/24 scales) £	Hourly Rate (based on 23/24 scales) £
Current scale 01/04/24	2	22,366	11.91
New scale 01/04/24	5	23,500	12.52
New scale 01/04/25	6	23,893	12.73
New scale 01/04/26	7	24,294	12.94
New scale 01/04/27	8	24,702	13.16
Non-Consolidated Payment	Payment of a gross non-consolidated payment of £2,550 (pro- rata according to actual hours worked during the 2023-24 financial year up to a maximum of 36 hours). This payment will be made in April 2025.		

Cook – Current Scale 2 SCP 4 in post on 1 April 2024

	Pay Point	Salary (based on 23/24 scales) £	Hourly Rate (based on 23/24 scales) £
Current scale 01/04/24	4	23,114	12.31
New scale 01/04/24	11	25,979	13.84
New scale 01/04/25	12	26,421	14.07
New scale 01/04/26	13	26,873	14.32
New scale 01/04/27	14	27,334	14.56
Non-Consolidated Payment	Payment of a gross non-consolidated payment of £2,550 (pro- rata according to actual hours worked during the 2023-24 financial year up to a maximum of 36 hours). This payment will be made in April 2025.		

Driver – Current Scale 3 SCP 6 in post on 1 April 2024

	Pay Point	Salary (based on 23/24 scales) £	Hourly Rate (based on 23/24 scales) £
Current scale 01/04/24	6	23,893	12.73
New scale 01/04/24	11	25,979	13.84
New scale 01/04/25	12	26,421	14.07
New scale 01/04/26	13	26,873	14.32
New scale 01/04/27	14	27,334	14.56
Non-Consolidated Payment	Payment of a gross non-consolidated payment of £2,550 (pro- rata according to actual hours worked during the 2023-24 financial year up to a maximum of 36 hours). This payment will be made in April 2025.		

Classroom Assistant ASEN – Current Scale EO SCP 17 in post on 1 April 2024

	Pay Point	Salary (based on 23/24 scales) £	Hourly Rate (based on 23/24 scales) £
Current scale 01/04/24	17	28,770	15.33
New scale 01/04/24	17	28,770	15.33
New scale 01/04/25	18	29,269	15.59
New scale 01/04/26	19	29,777	15.86
New scale 01/04/27	20	30,296	16.14
Non-Consolidated Payment	<p>Payment of a gross non-consolidated payment (NCP) of £400 (pro-rata according to actual hours worked during the 2023-24 financial year up to a maximum of 36 hours) paid in 24/25 year.</p> <p>Payment of a gross non-consolidated payment of £2,550 (pro- rata according to actual hours worked during the 2023-24 financial year up to a maximum of 36 hours). This payment will be made in April 2025.</p>		