**WORKING IN PARTNERSHIP** 

## Pay progression Pay step submission process

This flowchart explains the pay step submission process for the pay progression system implemented on 1 April 2019:

If employee is absent, line manager to refer to NHS Terms and Conditions of Service Handbook (annex 23) and guidance.

Line manager receives ESR notification when an employee's pay step date is imminent.

Line manager notifies the employee and arranges a pay step review meeting.

Line manager meets with employee to review whether the standards have been met. This discussion should draw on the most recent appraisal. This does not need to be linked to the pay step date.

A locally determined simple form, template or checklist should be used to support this process, which should be signed by the line manager and the member of staff.

Standards have not been met. The reason for this is recorded. Individual is advised of right to contest.

Standards have been met and the individual is approved to move to their next pay step.

## Reasons for non-progression:

- 1. The appraisal outcomes are not in line with the organisation's standards.
- 2. Formal capability process is in place.
- 3. Formal live disciplinary sanction on record.
- 4. Statutory and/or mandatory training not completed.
- 5. For line managers only not completed appraisals for all their staff.

Line manager discusses and agrees a plan with the employee for any remedial action needed, including timescales. On successful completion, manager applies pay step following deferral. Line manager opens the pay step point.

Employee moves to the next pay step.