

# **Overposting and Reverting to a Lower Pay Band**

## **Pay Policy**

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## Overview

This section describes the pay implications when a member of staff is overposted or reverts to a lower pay band.

## Audience

This section applies to UK-appointed staff only. It can provide good practice guidance for country/territory TACOS, subject to local law and conditions.

## Responsibilities

This guidance must be read and followed by:

- all staff
- recruiting managers
- line managers
- Human Resources (HR) managers.

## Policy

There are implications to an individual's pay and future pay increases if they work in a lower pay band to their substantive one. This is commonly referred to as overposting. The implications differ depending on the circumstances relating to the overposting. The process followed in each case is given below.

## Process

### Overposting decision as part of a batch recruitment exercise

When an overposting is approved by the senior management team (SMT) for personal, voluntary or operational reasons as part of a batch recruitment, there are pay implications as stated below. HR managers must:

- include these pay implications in the postings letter to the member of staff
- request a written acknowledgement from the member of staff that they understand the implications.

### Category 1 - pay band 10

All UK-appointed staff at pay band 10 in this situation will retain their current salary but, when calculating annual pay increases on 1 August, these rules will apply:

- The member of staff's pay increase will follow the pay award for pay band 10 and be fully consolidated provided their base salary (excluding all allowances) is below the maximum of the pay range for band 9.
- If and when the member of staff's salary exceeds the maximum of pay band 9, their pay increases will still be calculated using the pay band 10 pay award rules, but will be paid as a non-consolidated lump sum payment. This payment will be non-pensionable and will not be included when calculating any overseas allowances.

### Category 2 - all other pay bands

All UK-appointed staff in pay bands 4-9 will retain their current salary but, when calculating annual pay increases on 1 August, these rules will apply:

- The member of staff's pay increase will follow the relevant pay award rules for their pay band and be fully consolidated provided their base salary (excluding all allowances) is below the maximum of the pay band to which they are overposted.
- If the member of staff's salary exceeds the maximum of the pay band they are overposted to, their pay increases will still be calculated using the pay award rules for their substantive grade, but be paid as a non-consolidated lump sum payment. This

**Overposting or reverting to a lower pay band outside of a batch recruitment exercise**

There are four categories of overposting and the pay implications vary.

**Category 1**

Overposting has been agreed to fill a specific post (by redeploying the member of staff into the post) to meet an operational requirement where an employee has skills which are scarce at the lower pay band.

- The member of staff can remain overposted at the lower pay band only for a maximum period of 12 months. Any proposal to extend the period must be referred to HR Pay and Employment Relations (HR PER). A subsequent posting at the substantive pay band must be identified beforehand.
- The individual can remain on their current salary for up to 12 months and continue to receive pay increases relevant to their substantive pay band.

**Category 2**

Overposting has been agreed as part of a strategy to assist someone who either:

- cannot secure a post at their substantive pay band
- may require more experience in a particular area of work to improve their chances of securing a substantive post at their current pay band
- is returning from a career break.

This category may also apply to a member of staff recently promoted to a pay band but having problems coping with work at their substantive pay band.

The member of staff:

- must agree and sign a document which sets out the detailed pay implications, that they will move to the lower pay band if their performance is acceptable and if they have not secured a post at the higher pay band within a three to 12 month agreed trial period:
  - The length of the trial period is determined by HR Services and the recruiting manager.
  - At the end of the trial period it will be agreed that either the posting ends or the reversion to the lower pay band becomes effective (see Category 3 below).
- can remain on their current salary and pay band for three to 12 months, according to the length of the trial period. They will continue to receive pay increases applicable to their current pay band. If the posting continues after the three to 12 month trial period, the pay implications are as described in Category 3 below.

**Category 3**

Overposting where reversion to the lower pay band has been agreed following a three to 12 month trial period, as described under Category 2 above.

- After the three to 12 month trial period, the current salary is retained for 12 months, if the current salary is higher than the pay band maximum.
- Performance related salary increases are not consolidated and they are not taken into account in calculating the pension.

- After this further period of 12 months, the member of staff reverts to the maximum of the lower pay band if their salary is higher:
  - If the member of staff gets promoted to their original pay band before the twenty-fourth month, then their salary reverts to the level it was at prior to reduction.
  - If the member of staff is promoted after the twenty-fourth month, then normal promotion rules apply.

**Category 4**

Overposting where the member of staff is not in categories 1 or 2 but has made their own decision to apply for a post in a lower pay band, for whatever reason.

- The member of staff immediately reverts to the maximum of the lower pay band or retains their current salary, whichever is lower.
- In the event of promotion within the first 24 months, the normal promotion rule applies. If this brings the salary to a higher level than before reversion, the current salary is maintained. After 24 months, the normal promotion rule applies.