

WILTSHIRE POLICE

FORCE PROCEDURE



BASIC PAY (OFFICERS & STAFF)

Author	S WILLIAMS
Department	People Services
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Technical Author	J KIRBY

BASIC PAY – POLICE OFFICERS

Method of Payment

All police officers are paid on a monthly basis by credit transfer. Each payment is calculated as 1/12 of the annual salary and includes any regular payments made in addition (e.g.: regular allowances.)

Pay Scale Structure

Police officers are appointed on the national pay scale for officers, covering all ranks from Constable up to Chief Superintendent. A copy of the current pay rates associated with these ranks can be found on the People Services Direct site.

The pay scale for each rank is made up of varying number of pay points. On appointment to a rank, an individual will normally be placed upon the bottom pay point for that rank and progress through the awarding of increments until the top point for the rank is reached.

Pay Points

Probationer Constables are appointed under the IPLDP (Initial Police Learning and Development Programme). They are appointed on point 00 initially and then following a period of training, when they are assessed as being fit for 'independent patrol' (normally after 36 weeks), they will move up to point 01. They will then move onto point 02 on their second year anniversary of joining, or upon completion of their probationary period if this is after that 2 year period. Subsequent increments are awarded upon the anniversary of the date of joining.

For all other ranks, increments are normally awarded on the date of the anniversary of promotion.

Part Time Officers

Police officers who work part time are paid on the same basis as full time staff ie: on a monthly basis by credit transfer. Each payment is calculated as 1/12 of the annual pro rated salary and includes any regular payments made in addition (e.g.: regular allowances.)

Increments for part time officers are awarded in the same manner as for full time officers, as outlined above i.e.: based upon competence or length of service. The pattern worked does not affect the timing of these awards.

BASIC PAY – POLICE STAFF

Method of Payment

All police staff are paid on a monthly basis by credit transfer. Each payment is calculated as 1/12 of the annual salary and includes any regular payments made in addition (e.g.: regular allowances.)

Pay Scale Structure

Police staff are appointed to the Wiltshire Police pay scale. This consists of 15 grades (W1 – W15). A copy of the current pay rates associated with these grades can be found on the People Services Direct site.

Each grade has three spine points. On appointment, an individual will normally be placed upon the bottom spine point for that grade and will progress up through the grade, through the awarding of increments, until the top point of the grade is reached.

Incremental Progression

Increments are normally awarded on 1st April each year until the top of the grade is reached. The only exceptions to this are:

- An individual must have at least 6 months in the grade before being awarded an increment. If they do not have this at 1st April, they will receive their next increment on completion of six months service in that grade.
 - Incremental progression may be accelerated for excellent performance, subject to the top of the grade not being exceeded. Such an award takes the place of the April increment and is not additional to it.
 - Incremental progression may be delayed due to poor performance and an increment withheld. (An individual who is dissatisfied with any decision to delay progression has the right to appeal through the Grievance Procedure.)
 - Decisions regarding acceleration or delaying of increments rest with the Divisional / Departmental Commander, in liaison with the People Service Centre.
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Part Time Police Staff

Police staff who work part time are paid on the same basis as full time staff i.e.: on a monthly basis by credit transfer. Each payment is calculated as 1/12 of the annual salary and includes any regular payments made in addition (e.g.: regular allowances.)

Increments are awarded in the same manner as above for full time staff. The pattern worked does not affect the timing of these awards.

Progression Schemes

Some posts require a significant level of on the job experience and/or training that it is hard to 'buy in' at the recruitment stage. An individual will therefore require longer to achieve competence in the role. In these cases, a role will be graded through the normal job evaluation mechanism but a progression scheme may also be developed by the manager, in liaison with the People Service Centre.

This provides a series of steps through which an employee progresses as they achieve successive levels of competence, until they reach full competence at the established grade for the role. For example, a role may be graded at W7 but an individual would be appointed at W4 and gradually work their way up through the grades, via the awarding of increments at review points, as they achieve levels of competence. Progress through such a scheme is assessed by the line manager against the agreed criteria. Any post to which this scheme applies will be clearly advertised as such at the point of recruitment.

Grading of Roles

The grade of a police staff role is established through the Force's agreed Job Evaluation mechanism. Please refer to the Job Evaluation procedure for further details.

Protected Staff in Post prior to 1st October 1995

A small number of police staff who were in post on the above date retain a personal protection to a previous pay point from the previous payscale. These individuals are aware of their status in this regard.

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