



# Members' Guide 2017 ~ 18

Conditions of Service and Salary Scales | NICS

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Protecting Public Services  
Supporting Public Servants

# Pay Scales

## Non-Industrial Pay Scales All grades also including analogous pay scales

**AA** Administrative Assistant    **EOI** Executive Officer I    **Grade 7**

**AO** Administrative Officer    **SO** Staff Officer    **Grade 6**

**EOII** Executive Officer II    **DP** Deputy Principal

<b>AA</b>		<b>AO</b>		<b>EOII</b>		<b>EOI</b>	
1st August 2017		1st August 2017		1st August 2017		1st August 2017	
<b>Max</b>	17,974	<b>Max</b>	22,739	<b>Max</b>	25,225	<b>Max</b>	27,819
<b>1</b>	17,526	<b>3</b>	22,056	<b>3</b>	24,960	<b>3</b>	27,534
		<b>2</b>	21,375	<b>2</b>	24,695	<b>2</b>	27,248
		<b>1</b>	20,692	<b>1</b>	24,429	<b>1</b>	26,962

**SO****DP****Grade 7****Grade 6**

1st August 2017		1st August 2017		1st August 2017		1st August 2017	
<b>Max</b>	31,760	<b>Max</b>	40,473	<b>Max</b>	52,857	<b>Max</b>	63,979
<b>3</b>	31,223	<b>4</b>	39,558	<b>4</b>	51,700	<b>4</b>	62,189
<b>2</b>	30,686	<b>3</b>	38,643	<b>3</b>	50,541	<b>3</b>	60,397
<b>1</b>	30,149	<b>2</b>	37,728	<b>2</b>	49,384	<b>2</b>	58,606
		<b>1</b>	36,812	<b>1</b>	48,226	<b>1</b>	56,815

# Pay Scales

## Senior Civil Service Pay Scales

1st August 2017	Grade 5 Assistant Secretary	Grade 3 Deputy Secretary	Permanent Secretary	Head of Civil Service
Min	69,651	89,482	115,187	155,472
2	71,107	91,285	117,969	159,305
3	72,563	93,089	120,752	163,137
4	74,021	94,891	123,533	166,971
5	75,478	96,694	126,315	170,803
6	76,935	98,497	129,097	174,636
7	78,391	100,300	131,879	178,469
Max	79,849	102,103	134,660	182,301

# Pay Scales

## Retained NI Courts and Tribunals Service, Northern Ireland Office pay scales

Former NI Courts  
and Tribunals Scale

### Grade EO

<b>Max</b>	26,086
<b>9</b>	25,518
<b>8</b>	25,141
<b>7</b>	24,763
<b>6</b>	24,197
<b>5</b>	23,631
<b>4</b>	22,876
<b>3</b>	22,121
<b>2</b>	21,366
<b>1</b>	20,611

Former NIO Scale

### NIO Grade A

<b>Max</b>	54,838	<b>6</b>	45,971
<b>14</b>	53,979	<b>5</b>	44,970
<b>13</b>	52,978	<b>4</b>	43,969
<b>12</b>	51,977	<b>3</b>	42,968
<b>11</b>	50,976	<b>2</b>	41,967
<b>10</b>	49,975	<b>1</b>	40,966
<b>9</b>	48,974		
<b>8</b>	47,973		
<b>7</b>	46,972		

### NIO Grade B1

NIO B1 Accountant

<b>Max</b>	38,893	<b>6</b>	34,658
<b>11</b>	38,303	<b>5</b>	33,929
<b>10</b>	37,574	<b>4</b>	33,200
<b>9</b>	36,845	<b>3</b>	32,471
<b>8</b>	36,116	<b>2</b>	31,742
<b>7</b>	35,387	<b>1</b>	31,013

# Pay Scales

## Retained NI Courts and Tribunals Service, Northern Ireland Office pay scales

### NIO Grade B2

NIO B2 General Service

<b>Max</b>	30,520
<b>10</b>	30,081
<b>9</b>	29,496
<b>8</b>	28,911
<b>7</b>	28,326
<b>6</b>	27,741
<b>5</b>	27,156
<b>4</b>	26,571
<b>3</b>	25,986
<b>2</b>	25,401
<b>1</b>	24,816

### NIO Grade C

NIO Grade C

<b>Max</b>	26,086	<b>8</b>	22,018
<b>15</b>	25,700	<b>7</b>	21,492
<b>14</b>	25,174	<b>6</b>	20,966
<b>13</b>	24,648	<b>5</b>	20,440
<b>12</b>	24,122	<b>4</b>	19,914
<b>11</b>	23,596	<b>3</b>	19,388
<b>10</b>	23,070	<b>2</b>	18,862
<b>9</b>	22,544	<b>1</b>	18,336

# Travel and Subsistence

## Road

Mileage rates (per mile)	Up to 10,000 miles	Over 10,000 miles
All engine capacities	45.0p	25.0p

Motor cycle rate per mile	24.0p
Public Transport Rate (PTR)	25.7p
Passenger supplement	5.0p
Equipment allowance	2.0p
Pedal cycle allowance	20.0p

## Day Subsistence - All Classes

Rate A 5 to 10 hours absence	Rate B More than 10 hours	Rate C Over 12 hours (and breakfast necessarily purchased)
Up to £4.25 <sup>(max)</sup>	Up to £9.30 <sup>(max)</sup>	Up to £12.55 <sup>(max)</sup>

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.

**Note:** Allowances are subject to production of receipts.

## Night Subsistence

<b>Central London</b> (ie 5 miles from Charing Cross) and Republic of Ireland (RoI)	Receipted actuals for bed and breakfast up to a ceiling of £140 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner
<b>Elsewhere in Britain and Northern Ireland</b>	Receipted actuals for bed and breakfast up to a ceiling of £100 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner
<b>Officers staying with friends or relatives</b> (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

All Classes	
Payable only in conjunction with all complete periods of 24 hours for which night subsistence is payable	£5.00 <i>(not taxable)</i>

## Residential Allowance

All Classes	
For officers attending residential training school for which boarding expenses are paid for by employer	£5.00 <i>(not taxable)</i>

## Accommodation Allowance

*(formerly Lodging Allowance)*

(applies after night subsistence)

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

## Excess Fares Allowance

An alternative to normal removal entitlement. Payable normally for three years to meet the additional cost of travel to and from work following a compulsory transfer.

## Overtime Payment

	Mon - Fri	Sat	Sun
<b>Band 1</b> (EOI and below)	1.33 x T	1.33 x T + <sup>1</sup> / <sub>2</sub> PTR Premium	2 x T
<b>Band 2</b> (SO and above)	1 x T	1.5 x T	2 x T

**Note:** Double time payments in CMS = 1.833 x T

## Overtime Maximum Hourly Rates

**Band 1:** Hourly rate of max of EOI

**Band 2:** Hourly rate of max of Grade 7

## On Call and Standby

On-Call Radio Pager/Mobile phones	On-Call Home	Stand-By Office
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Weekdays, evenings and nights, all grades.

£4.90	£6.15	£11.64
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Saturdays, Sundays and privilege holidays, all grades.

£14.00	£17.50	£33.40
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Public and Bank Holidays, all grades.

£17.73	£22.11	£41.92
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## Leave

### Annual Leave

New entrants	25 days
Staff below Senior Civil Service with less than 5 years service	25 days
Staff below Senior Civil Service after 5 years service	30 days
Senior Civil Service	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 absence in 4 years.

In exceptional cases at pension rate of pay thereafter.

**Career Breaks:** Unpaid leave for up to five years is available for domestic or other reasons.

**Paid Facility Time:** NIPSA members and accredited representatives are entitled to paid time off for certain trade union activities.

Full details are contained in the NICS Handbook 'Trade Union Arrangements' chapter.

## Superannuation

Civil servants on retiring receive the state pension (when they reach state pension age) and Occupational Pension Scheme benefits.

A new occupational pension scheme ('alpha') with a normal retirement age equivalent to state pension age was introduced with effect from 1st April 2015.

Some current civil servants did not join 'alpha' but remained in their existing schemes, e.g. scheme members who were within 10 years of their normal pension age (60 for 'classic', 'classic plus' and 'premium' schemes, 65 for 'nuvos' scheme) on 1st April 2012. More limited rights to remain in their existing schemes applied to those who on 1st April 2012 were between 46 years, 6 months and 50 (or in the 'nuvos' scheme were between 51 years, 6 months and 55), who could accrue some benefits in their existing schemes. All new entrants could join only the 'alpha' or 'partnership' (money purchase) schemes.

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

The pre-30 July 2007 schemes included: '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 four main schemes ('classic', 'premium', 'nuvos' and 'alpha') are as below.

### **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. 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.

**Alpha:** Based on career average earning with an accrual rate of 2.32% of pensionable earnings. Lump sum not automatic but can be exchanged for some pension entitlement.

### **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.

**Alpha:** Benefits in line with those of 'nuvos' scheme.

### **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.

**Alpha:** 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 officers 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 most of 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 members pension but where members die in service, additional

enhancement of up to 10 years service).

**Alpha:** Benefits in line with those of 'nuvos' scheme.

## Childrens' 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:** Up to two children receive 30% of pension; if no widow/widower/partner, 50% of pension.

**Alpha:** Up to two children receive 30% of pension; if no widow/widower/partner, 50% of pension.

## Contributions

From April 2015, pensions contributions were the same for each salary band (based on actual

earnings) for all schemes. 'Alpha' members can pay additional contributions to build up an unreduced pension payable up to three years earlier than normal pension age.

### **Additional Voluntary Contributions**

Officers may buy reckonable service (added pension) or extra benefits paid for by additional voluntary contributions (AVCs) invested with a financial institution. 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 (e.g. compulsory, flexible or approved early retirement). Further and more detailed information on pensions can be obtained on the Civil Service Pension (NI) website.



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