

# GOVERNMENT CIRCULAR

No. 101/50.

G.O. Reference No. 25451/31/1.

## ISLE OF MAN GOVERNMENT SERVICE.

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### STARTING PAY ON (1) PROMOTION (2) TEMPORARY PROMOTION (3) SUBSTITUTION.

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HIS EXCELLENCY THE LIEUTENANT GOVERNOR has approved the following regulations regarding the adjustment of pay of officers on promotion with effect as from 1st March, 1950.

#### 1. PROMOTION.

##### (i) Definition of Promotion.

Promotion shall be any transfer (substantive or acting) of an individual officer to a new grade with a separate and distinct salary scale and a higher maximum salary; except when it takes place as part of the regrading or assimilation to a new or extended scale, of a whole grade or class in a Department or throughout the Service. Temporary promotion shall be dealt with for pay purposes in the same way as ordinary promotion.

##### (ii) Point of Entry to Scale of New Grade.

- (a) On promotion, an officer shall enter the scale of his new grade---
- (1) at the minimum; or
  - (2) at any applicable age pay point (including the highest if he is over the relevant age); or
  - (3) if thereby his pay on promotion will be higher and subject to (c) and (d) below, at his existing salary plus a promotion increase.

##### (b) Incremental dates.

Incremental dates on the new scale will be as follows:—

- (1) The date of his promotion if he enters at the minimum or highest age pay point, or if he was on the maximum of his old scale.
- (2) His birthday if he enters at an age pay point other than the highest.
- (3) His old incremental date in all other cases.

No accrued increment shall be added to existing salary and a new scale increment shall be given on the first incremental date after promotion whether or not the first increment due on the new scale is of the same amount as the last received on the old, except that an officer promoted on his incremental date shall receive an old scale increment (or a restricted increment where he is within one increment of the maximum of his old scale) on the date of his promotion.

- (c) A promoted officer shall not in any circumstance enter a scale above its maximum.
- (d) On promotion to a basic grade, to which there is also direct recruitment, an officer shall not be paid substantively more than he would have been paid if he had entered the grade direct at the minimum recruiting age and had served in it continuously until the date of his promotion on the scale in force at that date.

If his existing pay is higher than this, it may be retained mark time, but it cannot be increased until the birthday by which his notional pay has come to exceed his mark time pay. The mark time rate shall be the rate actually being paid before promotion, and may not be inflated by accrued increment, overtime or extra duty allowance.

### 3. PROMOTION INCREASES.

The promotion increase shall be one twelfth rounded down to the nearest £10 of the maximum annual pay of the new grade but the increase shall not be more than £70. That is to say

	<b>Promotion Increase.</b>
£840 or over ... ..	£70
£720 or over but less than £840 ... ..	£60
£600 or over but less than £720 ... ..	£50
£480 or over but less than £600 ... ..	£40
£360 or over but less than £480 ... ..	£30
£240 or over but less than £360 ... ..	£20
Less than £240 ... ..	£10

The following is an exception : -

Assistant Female Clerical Officers promoted Shorthand Typists take the point in the new scale corresponding to the point they had reached on the old scale and retain their old incremental dates.

### 4. DEFINITION OF EXISTING PAY.

The existing pay to which the promotion increase shall be added will not include—

- (i) accrued increment except where an officer is promoted on his incremental date, and then it may be accrued only within the maximum of the old scale,
- (ii) overtime pay,
- (iii) any overscale pay held mark time,
- (iv) pay granted for temporary promotion or substitution subject to paras 8 and 11 below as regards officers receiving full promotion to a grade to which they have previously been temporarily promoted, or in which they have performed substitution duty.

### 5. PAY ON REVERSION.

On reversion to a rank which he has previously held, an officer shall enter its scale at the salary which he would have reached if he had not been promoted and shall resume his former incremental date.

### 6. PAY ON RE-PROMOTION.

If an officer reverts or relinquishes his appointment for reasons other than inefficiency or misconduct, and is later re-promoted or re-appointed to the same grade, either in the same department or in a different department, he shall enter the higher scale at a point not lower than that at which he left it. The re-promoted officer shall however, if more favourable, enter it at the point calculated in accordance with para 2 above. Temporary promotion and periods of paid substitution shall be reckoned as ordinary promotion for this purpose, but any temporary promotion or period of paid substitution covering a period of less than six consecutive working days shall be ignored.

### 7. REGRADING.

On regrading, i.e. transfer to a new grade with an equal or lower maximum (otherwise than by reversion) the officer shall retain his exist-

ing pay and incremental date and proceed by increments on the new scale to the maximum of the new scale.

#### **8. TEMPORARY PROMOTION.**

Where an officer is appointed to carry out the full duties of a post in a higher grade otherwise than by ordinary promotion machinery or in substitution for an absent officer (see paragraphs 9, 10 and 11) he shall be paid the same amount as he would have been paid if promoted in the ordinary way. He shall thereafter receive increments as if he had been so promoted and broken periods shall be aggregated, except that periods of less than six consecutive working days shall be ignored. An officer promoted substantively to a grade in which he currently holds a temporary appointment shall retain his pay and incremental date.

The officer shall take all the other conditions of service—overtime, leave, subsistence, etc., of the higher grade.

Where a temporary or acting promotion has been granted within the last three years before retirement, it shall normally be taken into account in calculating the average salary and emoluments for superannuation purposes. Where however an officer who is not subject to the averaging provisions of the Superannuation Acts (and is therefore entitled to be pensioned on 'actual' salary unless there has been a change of class within the last three years before retirement) has held a temporary or acting promotion, has reverted to a lower grade, and retires within three years thereafter on a salary higher than that he received in his temporary or acting rank, the temporary or acting promotion shall be ignored and the pension calculated on actual retiring salary if this is to the individual's advantage.

#### **9. SUBSTITUTION PAY.—Definition of Substitution.**

Substitution will be considered to occur when one officer is designated to carry out the full duties of an officer in a higher grade who is absent for any reason. Where as is usually the case in headquarters offices, the duties of an absent officer are shared among a number of his colleagues in his own grade, no question of substitution pay will arise.

#### **10. QUALIFYING PERIOD.**

Substitution pay shall not be paid to any officer until after he has acted as substitute for 61 days. This qualifying period is inclusive of Sundays and public and privilege holidays occurring within the period of substitution. It will not include periods of annual, special or sick leave or Sundays and public and privilege holidays occurring at either end of the period of substitution. Broken periods of six consecutive working days or more, shall count towards the 61 days but the period during which the qualifying period may be aggregated shall not exceed six months. When a reckonable period of substitution begins within six months of the last date on which the officer did reckonable substitution he will not be required to serve a fresh qualifying period.

#### **11. AMOUNT OF SUBSTITUTION PAY.**

Substitution pay shall be paid only for continuous periods of substitution of one working week or more, and the amount shall be the same as the officer would receive if promoted to the higher grade. Periods of annual, special or sick leave, Sundays and public and privilege holidays will be treated in the same way as in calculating the qualifying period (para 10 above). Substitution pay shall reckon for increment on the higher scale in the same way as temporary promotion, i.e as if he had been promoted in the ordinary way; broken periods shall be aggregated, except that periods of less than six consecutive working days shall be ignored. An officer promoted to a grade in which he is substituting shall retain his pay and incremental date. While substitution pay is received, the officer shall take all other conditions of service—overtime, leave, subsistence, etc., of the higher grade.

12. This circular has been agreed with the Staff side of the Whitley Council for the Isle of Man Public Service.

By Order,

J. N. PANES,

Government Secretary.

Government Office,  
Isle of Man.

May, 1950.