



## **Accelerated Increment Policy**

### **Reference Number: PKC009**

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#### **1. INTRODUCTION**

Perth & Kinross Council values the dedication, commitment and achievement of all its employees and the contribution that they make every day within their role. The Council recognises that under certain circumstances it may be appropriate, desirable or necessary to accelerate incremental advancement for employees.

Accelerated Increments is a management tool which rewards and/or retains individual employees whose contribution, on a consistent, sustained basis exceeds that normally expected in their role in terms of high-level outcomes and competence. The policy is intended to motivate and encourage employees to obtain set objectives and provide a reward for their achievement.

The policy sets out the general principles that should apply in cases where employees are being recommended for accelerated increments. This flexibility must be offered in a general framework that ensures fairness, equality and transparency.

Managers need to demonstrate that employees have clearly achieved beyond what is necessary for normal incremental progression.

### **Consultation/Agreement process**

This is a Council Policy which has been subject to consultation with the relevant Trades Unions. Any review or amendment by the Council will be following consultation with the Trades Unions.

Services, employees and representative groups such as established Staff Networks have had the opportunity to contribute to the development of the policy and associated guidance.

Perth and Kinross Council have a number of externally awarded accreditations and the design of this policy has been undertaken considering the requirements of these.

## **2. APPLICATION**

Perth and Kinross Council aim to deliver fair work that offers all our employees an effective voice, opportunities, security, fulfilment and respect and that balances the rights and responsibilities of employers and workers. The development and implementation of our policies is fundamental to this.

This policy applies to all employees on the single status pay and grading structure.

It is applied regardless of:

- length of service
- protected characteristic – there shall be no discrimination on grounds of age, sex, disability, race, religion, sexual orientation, gender reassignment, marital or civil partnership status or pregnancy or maternity status
- caring responsibilities
- care experience
- military experience

Employees must have met a 'twelve months in post' qualifying period.

## **3. SCOPE**

The policy can only be accessed via management recommendation and all requests for accelerated increments should be authorised via the current Management Approval process.

With the exception of retention, applications should normally demonstrate that the exceptional contribution has been sustained for a period of more than a year.

Where a request is for a team, an application must be submitted in respect of each individual with an overall summary of the achievement attached to the request.

#### **4. PRINCIPLES AND PROCEDURE**

##### **Value of Accelerated Increments**

The payment may be of one, or more, increment(s) over and above an employee's normal incremental progression (two increments).

##### **Circumstances Where Accelerated Increments May Be Awarded**

The application of accelerated increments must fall under one of the following three examples:

###### ***i. Retention***

Employee has an improved job offer from another organisation.

If accelerated increments are applied, this could potentially result in savings by avoiding the need to go through a recruitment and selection process.

Careful consideration must be given to the existing salary placing of other employees in the same post and the potential impact of accelerating an employee to a level above others.

###### **Evidence**

In those circumstances, the employee must produce evidence of a written improved job offer from the other organisation.

###### **Terms and Conditions of Service**

The employee must sign a Retention Agreement in return for incremental advancement or a one-off payment to demonstrate their commitment to remain with the Council. The retention period would be equivalent to the amount of increments received, eg for one increment, the employee would require to remain for six months, for two increments the employee would require to remain for twelve months.

###### **Level of Accelerated Increment Which May be Awarded for Retention**

In the situation of retention, it may be motivational to award a one-off payment rather than incremental advancement.

For reasons of consistency and equity, a one-off payment (subject to tax and national insurance contributions) would not normally exceed an amount equivalent to two increments (pro-rata for part-time employees). Employees would then continue to progress through their grade as normal. This would also allow employees at or close to the top of the scale to be rewarded via a one-off payment.

## **ii Achievement of Additional Skills or Competencies**

Employee has demonstrated the acquisition of particular skills or competencies that allow them to carry out their duties and responsibilities to a significantly higher standard.

An exceptional improvement in an employee's skills or competencies **above which would normally be expected as an employee progresses through the grade.**

Employee acquires an additional qualification or undertakes a specific course that is not essential to the job however directly impacts on their capability to deliver their duties and enhances their contribution in the job.

### **Evidence**

In those circumstances, there must be evidence of the impact the jobholder has made on the team, service or organisational performance, the level of increased competence in handling the demands made by the role, the extent the agreed objectives and outcomes have been achieved and evidence that the employee's level of competence has increased so that their contribution will be sustained and further developed in the future.

## **iii Exceptional Performance or Achievement**

Employee has demonstrated exceptional performance over a period of time (normally a year) or to reward a particular major piece of work, or where an employee has achieved something particularly **notable outwith the normal demands of the job.** Examples could be the successful completion of a high profile project, introducing significant improvements to service delivery, etc.

### **Evidence**

In those circumstances, there must be evidence of the impact the jobholder has made on the team, service or organisational performance, the level of increased competence in handling the demands made by the role, the extent the agreed objectives and outcomes have been achieved and evidence that the employee's level of competence has increased so that their contribution will be sustained and further developed in the future.

Full details of the application process can be found in the [How to ... Accelerated Increments.](#)

## **iv. Conditions of use of Policy**

Any change to an employee's spinal column point will be on a permanent basis. With the exception of Retention, there will be no other change to terms and conditions of employment.

Once approved, no employee may be nominated for accelerated increment(s) on more than one occasion within the same grade boundary.

Once approved, no employee may be nominated for accelerated increment(s) on more than one occasion within a two year period.

With the exception of the one-off payment under retention, accelerated increments should not take the employee above the maximum spinal column point for the grade.

Accelerated increments should not be used as a means for resolving any underlying issues as a result of the assimilation process under Single Status.

Accelerated increments should not be used as a means of recognising increasing demands of the job. Where there has been a substantial change to the post it should be resubmitted for evaluation under the Single Status Job Evaluation Scheme.

Accelerated increments should not be used as a means for resolving any issues where an employee has been in receipt of a Temporary Higher Duty Payment.

Accelerated increments should not be used to align salary placings between different postholders within the grade, to recognise working hours or work patterns.

Following an unsuccessful application, a further application will not be considered within one year unless there is evidence that the situation has changed significantly.

Unless otherwise agreed, via the current approval process, the accelerated increment(s) will be effective from the first pay period following submission of the request.

#### **v. *Right Of Appeal***

The decision communicated following consideration via the current approval process is final and there is no right of appeal against the non-award of an accelerated increment.

#### **vi. *Monitoring***

Accelerated increments will be monitored for equal pay purposes. This will include the total number of requests, number of approved requests and number of refused requests by Service on the basis of gender (part-time/full-time comparison), age, disability and ethnicity.

This information will be submitted to the Executive Leadership Team on an annual basis.

## 5. VERSION CONTROL

Policy Name	Accelerated Increments Policy
Policy Reference Number	PKC009
Policy Owner	HR Sandra Lawson
Approved By	HR Fiona Thomson
Date Approved	2018
Implementation Date	2018
Date Last Reviewed	2024

## 6. REVISION HISTORY

Date	Section	Details of Revision
Jan 2024	All	Removal of ref to RLW following implementation Jan24

## 7. APPENDICES

### Example of Retention Agreement Letter

#### Retention Agreement

As an employee of Perth & Kinross Council, I (name), (Job title, Service) have agreed to accept the offer made by the Council of accelerated incremental

advancement of ...../one-off payment of ..... \* in order to retain my skills, competencies and expertise. I understand that this payment is subject to deductions for Tax and National Insurance Contributions.

In doing so, I shall remain in the Council's employment for a period of six-months/one year.\*

If I leave the Council's employment before completion of this period, I accept that the Council, dependent upon the length of completed period of service and my reason for leaving, will determine the level of repayment I will incur.

I authorise the Council to deduct all such costs from any sum of salary, allowance or any other sums payable to me by the Council.

Employee's Signature ..... Date .....

\* Delete as appropriate