

How to ... Accelerated Increments

How do I apply for an Accelerated Increment?

The policy can only be accessed via management recommendation.

After receiving appropriate approval from their SMT and Finance Team, the line manager should submit a request on [MyPKC Staff Portal](#), providing details of the employee(s), the grounds for application and the justification for the request.

What types of applications can be made under the Accelerated Increment Policy?

There are four grounds for applications; [Retention](#), [Achievement of Additional Skills or Competencies](#), [Exceptional Performance or Achievement](#) and [the Living Wage](#).

When does the Living Wage apply?

The [Accelerated Increments Policy](#) is utilised for the implementation of the Living Wage for existing employees to ensure an acceptable standard of living.

Any new appointments will be appointed to the appropriate scale, in line with the Living Wage, as per the [Salary Placing and Progression Guidance](#).

What information is required to justify the award of accelerated increment(s)?

- ✓ With the exception of implementation of the Living Wage, line managers need to demonstrate that employees have clearly achieved beyond what is necessary for normal incremental progression.
- ✓ The [Accelerated Increments Policy](#) provides full details of the information required under each of the grounds for applications.
- ✓ Confirmation that there are sufficient funds available in the Service budget.

When can a line manager request the award of accelerated increment(s)?

Applications may be made at any time during the financial year.

Are there any risks in awarding accelerated increment(s)?

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 or awarding a one-off payment.

Proposed applications should therefore be considered by the Service prior to submission to consider any potential equalities issues to ensure that any accusations of favouritism or preferential treatment can be fairly rejected.

What is required for an existing employee who is to receive accelerated increment(s)?

Employees awarded accelerated increments, or a one-off payment, under the grounds of Retention will be required to complete a Retention Agreement provided by their Line Manager following approval via the portal.

Who do I contact for any further advice?

Managers requiring assistance should contact Employee Support on 475555 option 6 or HR@pkc.gov.uk.

Who should the employee contact if they have a query over the accelerated income payment?

Employees should contact the Payroll & Reward Team on 475555 option 3 or payrollandreward@pkc.gov.uk