

SECTION C. Pay and Reward

POLICY C1. SALARY AND PERFORMANCE AWARDS

Policy Statement

This policy applies to all employees and explains the approach of the Authority to assigning grades and performance rewards.

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1. INTRODUCTION

Exmoor National Park Authority applies the National Joint Council (NJC) negotiated rates of pay in line with the guidance given in the Green Book. The exception to this includes trainees on recognised government schemes, e.g. Apprenticeships, or attending work placements, student placements and internships.

The Chief Executive's pay is negotiated and agreed by the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities.

The National Conditions of Employment govern progression through the salary scale.

The current salary structure can be found on [SharePoint](#).

2. INCREMENTS

Incremental progression within assigned grades is in accordance with the National Conditions of Service. Postponement of incremental progression may occur if an individual fails to meet agreed standards or performance of conduct.

New starters or promotions to a post between April and September will receive their next increment on 1 April each year as normal until they reach the top of their pay scale. Starters and promotions between October and March will receive a 6-month increment initially and then revert to 1 April each year.

Date of new starter/promotion	Next increment due
October	April
November	May
December	June
January	July
February	August
March	September

On the regrading of their existing post based on increased duties and responsibilities, an employee shall be paid a salary in accordance with the new grade. This will be set at least one spinal column point more than the salary they would have received on the old grade on the day of appointment, promotion, or regrading.

Casual workers do not receive an automatic increment. The HR Officer would inform our payroll provider to increase their salary when necessary. This is usually when our new pay rates have been agreed and implemented from April.

If it is approved that examination success should be rewarded, the effective date of implementation will be backdated to the first day of the month following the completion of the examination.

Where an employee moves between sections on the *same* grade, no increment is payable at the time of transfer. The service is regarded as continuous for the purpose of annual incremental advancement.

3. REVIEW OF GRADES

Grades are determined under a [Job Evaluation Scheme](#). Managers will ensure that posts are evaluated on creation of a new post or following a significant change in the duties and responsibilities allocated to the post. Where a reorganisation of work results in a significant change in the duties and responsibilities of an individual post, management will prepare a new job description and have it evaluated, ideally before implementation. An individual employee can request a re-evaluation of their post provided that:

- Not less than 12 months has elapsed from a previous regrading or appointment.
- There has been a significant change in the duties and responsibilities attached to the post.

4. PERFORMANCE REWARDS

Exmoor National Park Authority is committed to rewarding excellent work performance and the key reasons for awarding honoraria payments enhancing incremental progression are:

- Excellent work, merit, or commitment.
- Higher grade duties undertaken.
- Project work.
- Extra hours worked.

5. MERIT INCREMENTS

Employees who are not at the top point of their Grade may be awarded up to 2 additional increments (not to exceed the top of the grade) where the employee has shown exceptional merit in meeting all performance targets.

6. HONORARIUM PAYMENTS

Honorarium payments will be made where one or more of the following factors apply:

- Exceptional work or commitment
- Higher grade duties

Where the employee takes on the full duties of a higher graded post (usually due to staff absence) for a period of four weeks, an honorarium will be paid based on 100% of the difference in salary between the postholder's job and the higher graded post occupied for the whole period of the "acting up".

Additional higher-grade duties may be rewarded provided at least 25% of the duties of the higher graded post have been taken on for a period of not less than four weeks. Payment will be based on the difference in pay of the two grades for the hours worked at the higher grade.

7. PROJECT WORK

Payment will only be made where the project is additional to the employee's normal duties. Payment will be based on the value of the project work to the Authority.



8. EXTRA WORK

Full-time staff who have worked hours in addition to the 37 hours basic week but who have not received overtime payments may be awarded an honorarium provided these additional hours are justified and approved by the Chief Executive. For those staff graded A to E, the honorarium will be based on the usual overtime rules.

Staff graded F-L may be awarded an honorarium in lieu of overtime pay based on the additional hours worked multiplied by the hourly rate. These payments are entirely at the discretion of the Chief Executive.

USEFUL LINKS:

ENPA POLICIES:

C2. Job Evaluation

[The Green Book](#)

Reviewed	By	Amendment	Next review
2024	EW	Change to formatting, description of incremental progression and links.	2027