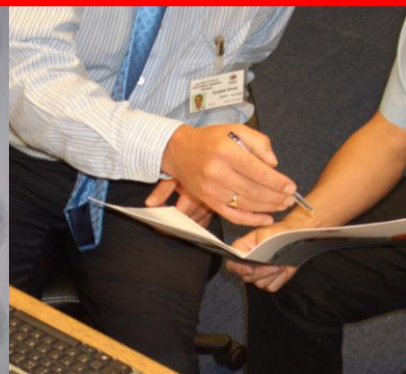




**Isle of Man
Government**

Reiltys Ellan Vannin



Policy For Determining Salary And Annual Leave On Appointment

Isle of Man Civil Service Policy

Civil Service Commission

SALARY AND ANNUAL LEAVE ON APPOINTMENT

POLICY FOR DETERMINING SALARY AND ANNUAL LEAVE ON APPOINTMENT

1. The normal salary on appointment for new entrants to the Service is the minimum point of the scale. This may be increased up to a maximum salary on appointment of the penultimate point of the scale. Entry to the scale will depend mainly on the relevant experience and qualifications of the applicant; in addition the applicant's salary in their existing post may be taken into consideration. Similarly, normal annual leave entitlement will be the minimum allowance for the grade but credits can be given for previous relevant experience. Details of annual leave entitlement can be found in the Section F of the Civil Service Regulations.
2. **NOTE:** The salary and annual leave entitlement on appointment for external applicants to more senior grades in the Service will be determined by the Chairperson of the interview panel in consultation with the panel members. Generally the policy set out in this paper will be followed, however, in exceptional circumstances, the maximum of the salary scale may be offered.
3. **PROCEDURE FOR DETERMINING SALARY ON APPOINTMENT**

Additional points may be granted to applicants who qualify for appointment to the main scale who have relevant experience and qualifications on the following basis: -

i) **Relevant Experience**

Experience should be relevant to the post being offered to the applicant and should preferably be relevant to the grade as a whole (e.g. for the AO grade experience in tax/accountancy matters; in a finance environment dealing with pay and creditors; or in an administrative/executive post with extensive dealings with the public in potentially confrontational situations).

A credit for relevant experience would normally be on a year for year basis and can be calculated from relevant experience gained both within and outside the Civil Service. However, if the experience is of limited relevance the total credit granted may be limited (e.g. an applicant for an AO post with 6 years' experience of AA duties should be limited to a maximum starting salary based on no higher than a serving AA would receive on promotion to the AO grade).

Applicants should have proven experience and this should be tested by application form, references and interview. In addition, specific skills may be tested as part of the selection procedure before the informal interview by requesting applicants to demonstrate the skills (e.g. an applicant who claimed to be proficient with Excel or Word could be requested to demonstrate this by creating or amending a spreadsheet or document).

ii) **Relevant Qualifications**

These should be in addition to GCSE or A Level qualifications and be relevant to the duties of the post and, preferably, the grade as a whole. Typically these will be vocational and linked to relevant work experience. A degree level qualification would not automatically qualify for an enhancement.

Enhancements for qualifications should be used with care and should not normally exceed one spine point. Exceptions would be good quality qualifications of specific relevance (e.g. taxation or accountancy qualifications for an AO post in which these qualifications would be of value).

iii) **Salary in Existing Post**

This would normally only apply to an external applicant with more than 2 years' relevant experience who meets the person specification for the post significantly better than any other applicant. Normally the enhancement would not exceed an additional spine point above the salary that would be offered for relevant qualifications and experience. Existing salary can normally be obtained from the Reference Form from the current employer.

NOTE: The above provisions provide, in some instances, for new entrants to be offered a higher starting salary than would be paid to a serving civil servant who is promoted to the post. **In such cases the promotion rules will apply to the serving civil servant and there is no provision for these to be varied in any way.** In such cases paying a higher starting salary to a new entrant than an internal candidate would receive on promotion must be fully justified. An instance where this could be justified is where the applicant has experience of the duties of the higher grade (which the internal does not).

4. **PROCEDURE FOR DETERMINING ANNUAL LEAVE ON APPOINTMENT**

Additional credits for annual leave may be given to applicants who have previous relevant experience. Credits can only be given on a year for year basis to a maximum of 10 years. It is recommended that the credit given for annual leave is the same as the number of years relevant experience accepted for determining salary on appointment. In certain cases however, it may be appropriate to allow the maximum 10 year credit for annual leave.

Where the applicant has previous experience in the Isle of Man Civil Service, credit may be granted on a year for year basis.

5. **AUTHORISATION**

Responsibility for recruitment has been delegated to departments. As part of the selection procedures the members of the interview panel for the post should consider and recommend the salary on appointment to be offered to the successful applicants.

6. To assist with this recommendation the panel may seek the views of the applicants on what they would consider an acceptable salary if their application is successful provided that it appears that there are grounds for offering an enhanced starting salary. This would usually be at the end of the interview and would be only to obtain the candidates' views to assist with the formulation of a recommendation. The panel should not make an offer or enter into any negotiations at this time. It is also advisable to consider the salary of the existing post holders of the same grade in the same section. A starting salary higher than that of the existing post holders is likely to create a grievance and management should at least be prepared to deal with such grievances.
7. The panel recommendation on starting salary and annual leave should be included on the New Appointment Form and submitted to the Recruitment Administration Section, for processing in accordance with the scheme of delegated authority within the department. This should include the reasons for any enhancement, which should be in accordance with the policy set out above.
8. In the interests of consistency the Personnel Office will monitor the salaries and annual leave on appointment being agreed. Any recommendations that appear to be inconsistent with the policy will be queried and the levels of delegated authority for recruitment from the Civil Service Commission to the department concerned, may be amended or withdrawn.