

PSC Newsletter - October 2021



It's been another busy year so far and despite facing two lockdowns in 2021, the PSC has continued to work hard on behalf of its employees. Here's some useful information and a summary of key happenings in 2021 so far:

PSC Pay Award 2021/22

On 5 August 2021, the PSC agreed the annual PSC Pay Award with Prospect and Unite, which is backdated to 1 April 2021.

In brief, PSC employees who were in post on 1 August 2021, or were in post on 1 April 2021, but have since left the Public Service received a 1% pay increase.

Additionally, employees who were in post on the above dates also received a £500 one off payment.

Other aspects that were negotiated and agreed as part of the pay award were:

- A review of the pay scales at spine points 11 – 18 to provide enhancements for lower paid employees
- A change to the sick pay provisions for employees under NTNSP
- A commitment to explore implementing a buying of annual leave scheme
- A harmonisation of Annual Leave entitlements for PSC employees (more on this later).

Further details of the 2021/22 pay award can be viewed [here](#)

The updated [PSC Pay Scales](#) have now been published on the OHR Website.

Readers of the [December 2020 PSC Newsletter](#) will recall an article on Industrial JEGS for PSC Manual & Craft Workers, in which it was described that the previous pay rates for Manual & Craft Workers (there were around 84 of them!) were replaced with 5 Skill Zones. These [Skill Zones](#) are also available for viewing on the OHR website.

Harmonisation of Special Leave Provisions for PSC Employees

Effective from 1 September 2021, the PSC introduced harmonised Special Leave provisions for PSC Civil Service and PSC Manual and Craft Workers.

These provisions give PSC employees the piece of mind that limited time off, whether paid or unpaid, can be made available on occasions such as:

- Urgent personal circumstances,
- Bereavement
- Attending certain medical appointments
- Fertility Treatment
- Time off for public duties
- Jury service
- Territorial and Auxiliary Forces commitments
- Competing in certain sporting events
- A career break

The PSC Special Leave Policy can be viewed [here](#).

Isle of Man Public Service Fast Track Scheme

In June 2021, the brand new Isle of Man Public Service Fast Track Scheme was opened for all graduates to apply for.

There was significant interest and 55 applications were received to fill the 10 available placements.

The aim of the scheme is to provide the successful applicants 3 years of rotating placements in which they will be exposed to a range of experiences within the Public Service to assist in developing their skills, including:

- Practical leadership/management
- Project management
- Finance/budget management and governance
- HR/people
- Customer facing services
- Corporate and central government
- Broad and varied departmental working (which may also include working/insight into Boards/Offices)
- Legislation and Politics

Following a recruitment process, all 10 placements have been filled and the successful applicants are due to start in October.

Harmonised PSC Policies and Procedures

Just a reminder that the Harmonised PSC Capability, Disciplinary, Fast Track Disciplinary, Grievance and Redeployment & Redundancy policies and procedures are all available on the [OHR website](#) along with useful guidance notes.

Please remember to use these versions of the policies and procedures when required as any previous versions are now out of date.



PSC Harmonised Annual Leave

Within the 2021/22 Pay Agreement, it was agreed that annual leave allowances for PSC employees would be harmonised, with the annual leave entitlement being capped at 28 days per year.

This change to the annual leave progression scale means that PSC Manual & Craft Employees will now reach their maximum annual leave allowance sooner (after completing 10 years of service rather than 16 years). It also means that PSC employees under NTNSP will receive an increase to their maximum leave allowance after completing 10 years of service, (28 days instead of 26 days).

PSC employees with a current annual leave of less than 28 days (as at 1 April 2021) would be subject to the new harmonised annual leave scale, which is as follows:

Completed Years of Service	PSC Harmonised Annual Leave Allowance
0	21
1	22
2	
3	24
4	
5	25
6	
7	
8	27
9	
10	28

Employees who at 1 April 2021 had a current leave allowance of 28 days or more, will have their existing annual leave allowance and associated progression rules protected.

Full details of PSC leave allowances can be found in Annex F1 of the [Civil Service Regulations](#) and Appendix 6 of the [Manual & Craft Memorandum of Agreement](#).



Leadership Week

A further Leadership week is being planned for later this year, keep an eye out in upcoming editions of Internal Mail for further details.

As a recap, LEaD facilitated an event called "Leadership Week" during November 2020.

The event was attended by a variety of speakers, both from within the Public Service and external who provided information on a variety of topics and skills.

Session titles included:

- The Happy Chappy Guide: The Chemistry of Communication
- Working Together Through Crisis
- From Ice Cube to Slushpuppie: Leveraging the COVID Learning
- Finding Safety in Scrutiny
- ILM Leadership Development Programme Taster
- Recruitment Masterclass: Using Social Media to Find Great Talent
- Effective Listening
- Facilitation Skills Supporting Change

The event received positive feedback from attendees, managers and Chief Officers alike.

Additional Maternity and Adoption Leave for all eligible PSC Employees

Effective from 1 April 2021, a PSC employee who is entitled to Ordinary Maternity Leave (OML) or Ordinary Adoption Leave (OAL) will also be entitled to take Additional Maternity Leave (AML) or Additional Adoption Leave (AAL).

Previously, a PSC employee was required to have completed a certain length of service in order to qualify for AML or AAL.

These changes will enable PSC employees to spend more time with their new addition and to make informed decisions about determining the length of maternity or adoption leave that they wish to take.

These links provide full details of the [Maternity](#) and [Adoption](#) Provisions within the PSC Civil Service Regulations.

These links provide full details of the [Maternity](#) and [Adoption](#) Provisions within the PSC Manual & Craft Memorandum of Agreement.

Employee Referral Scheme

Some roles within the Public Service are harder to recruit to than others, often as the applicant has to have specialist knowledge or training.

Some job adverts may make reference to the Employee Referral Scheme. This scheme allows Public Service employees to refer people they know and who could be ideal for the role. If the applicant who was referred is successfully appointed to the role, (having gone through the usual recruitment process), and remains in post for a specified length of time, the employee who referred them will be able to claim a referral payment.

Currently DESC is operating an Employee Referral Scheme to assist in recruiting secondary school teaching positions.

Further information on the Employee Referral Scheme can be found in relevant [job adverts](#).

Healthy & Well

The [Healthy and Well site](#) is an excellent source of information on how to keep yourself in good health, both mentally and physically, but also sign posts to where you can access help and support should you need it. Well worth a visit.