



HUMBERSIDE FIRE AND RESCUE SERVICE

People & Development

Pay Protection Policy

Owner	Executive Director of People & Development
Responsible Person	Head of Human Resources
Date written	November 2015
Date of last review	March 2023
Date of next review	March 2026
EIA Completed	March 2023



What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

CONTENTS

1. [Introduction](#)
 - [Core Code of Ethics](#)
 - [National Guidance](#)
2. [Equality and Inclusion](#)
3. [Aim and Objectives](#)
4. [Associated Documents](#)
 - [Equality Impact Analysis](#)
 - [Legal References](#)
 - [National Guidance](#)
5. [Policy Details](#)
6. [Pension](#)
7. [Appeals](#)

1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) believe that an integral feature of a successful organisation is its ability to identify the need for change, and to manage that change whilst taking into account management objectives as well as the aspirations and well-being of its employees.

This policy applies to all HFRS employees.

- Where grades have been reduced following the job evaluation process.
- The reasonable redeployment to a post of a lower grade in cases of potential redundancy – which will only apply to ‘ring-fenced’ employees who are affected by structural changes due to any reorganisation.
- Management initiated change which results in a change to working pattern culminating in a reduction of contracted hours, and therefore a reduction in pay, whether or not downgrading is involved, will also count for pay protection purposes in the appropriate category.
- HFRS may consider adopting the Pay Protection Policy for application when redeployment takes place on medical grounds.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

This policy states the procedures for the management of employees who leave the Service and the processes required to ensure fairness and consistency throughout the Service regardless of age, gender, race, religion or religious belief or philosophical belief, gender assignment, disability, sexual orientation, marriage and civil partnership, pregnancy and maternity or any other unjustifiable condition or requirement.

3. AIM AND OBJECTIVES

The purpose of this policy is to confirm the amount of pay protection that will be afforded to employees in the circumstances laid out in the main body of this policy.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- Legal References
There are no specific legal references in relation to this policy.
- National Operational Guidance
There is no specific National Guidance relating to this policy.

5. POLICY DETAILS

This policy will not apply in cases of demotion or transfer as a result of disciplinary processes relating to conduct, performance and capability issues or if the move is at the personal request of the employee.

Pay protection will start from the date of commencement in the new post or new working arrangements and will be for a period of two years, regardless of grade.

Pay will be “frozen” at the individual’s substantive salary prior to the new working arrangements.

In circumstances where pay protection has been applied as a result of a job evaluation exercise and where an individual was in receipt of an honorarium for undertaking additional duties within their substantive post at the time of the change, pay protection will be applied to the total amount of pay received (including the honorarium amount). The additional duties must have been formally agreed as a permanent change to the job description at the time of issuing the honorarium and should still be relevant at the time of evaluation. It should be noted that the job evaluation process will take into account any additional duties and therefore negates any further claim for continuance of an honorarium payment after assimilation to a new grade.

National pay awards and incremental points will not be applied to the employees protected salary but will be applied to the new salary.

In circumstances where pay protection has been applied as a result of a job evaluation exercise, honorariums, as described in paragraph 8 will cease from the date of assimilation to the new grade.

When the period of pay protection has expired, the individual will be paid the appropriate salary for their new grade.

The salary level payable for the lower level post will be at the highest point of the salary range for the lower level post.

If, during the period of pay protection, the highest point of the salary range for the lower-level post reaches or exceeds the frozen salary level due to increases as a result of National Pay Awards, the individual will be automatically assimilated to this point.

Protection will cease if the individual is successful in obtaining a new post within the organisation.

If an employee unreasonably refuses to accept a more suitable offer of redeployment (i.e. a role closer to the grading and/or duties of the previous substantive role), the pay protection will cease.

In cases where an employee has been redeployed to a post of a lower grade in accordance with paragraph 4 above, HFRS will make every effort to identify, and where appropriate, consider them for suitable vacancies that are equal in grade to their original post. Individuals will however be subject to HFRS's Recruitment and Selection procedures.

Where entitled, pay for the following will be calculated on the highest point of the salary range for the lower grade:

- Working additional hours
- Working on public holidays
- Working unsocial hours

6. PENSION

Members of the Local Government Pension Scheme are encouraged to seek further advice from the Pensions Advisory Service, which is operated by the East Riding Pension Fund, PO Box 118, Council Offices, Church Street, Goole, DN14 5BG, as to how it may affect their pension. Website address: www.erpf.eastriding.gov.uk

Members of the Firefighters Pension Scheme are encouraged to seek further advice from West Yorkshire Pension Fund, PO Box 67, Bradford, BD1 1UP. Website address: www.wypf.org.uk.

7. APPEALS

Appeals arising out of the application of this policy should be made in writing to an Executive Director, who will review all the information and either support or reject your appeal.

**If you require any further guidance / information in relation to this policy,
please contact Human Resources**