

From this year, staff who start a new job, or are promoted on or after 1 April 2019 will need to meet national standards in order to move up their pay band. (Any cost of living pay awards will be paid automatically.)

## What are the standards?

The national standards for pay progression are:

1. You have had a successful appraisal in the last 12 months.
2. You are not in a formal capability process.
3. There is no formal disciplinary sanction live on your employment record.
4. You have completed all required statutory and/or mandatory training.
5. **If you are a line manager** – you have completed all the appraisals for all your staff as required.

## How does it work?

A few weeks before you are eligible to move up to the next point on your pay band (now known as pay steps) your manager will arrange to meet with you to confirm that you meet the required standards. This is called your pay step meeting\*. If you do, they will instruct payroll to activate your pay step increase.

## What if I don't meet the standards?

If you don't meet the standards your pay step will be deferred until you do. There are special rules for people on authorised absence such as sick leave or maternity/parental leave. However, your pay step must not be deferred if it's not your fault that you haven't met the national standards. For example, if you weren't able to attend your mandatory training due to staffing shortages.

## How can the RCN help?

RCN Representatives will be working with your employer to ensure that organisational policies and procedures are in place to make sure the new system operates as it should. They will also be ensuring that pay step outcomes are reported on at Partnership Forum/JNC meetings and that action is taken to address unfair disadvantage or discrimination.

Your RCN Steward can help you if your pay step is deferred and you want to challenge the decision.

Your RCN Learning representative will be able to help you prepare for your annual appraisal and can help, alongside your RCN Safety representative, with any difficulties you have accessing your statutory and/or mandatory training. They can also help you consider any other development needs you might have.

Nationally the RCN will be working in partnership with other unions and NHS employers to monitor the implementation of the new arrangements and to undertake a full equality analysis of the process.

Further information on the new Pay Progression system, including a dedicated guide for staff can be found here:  
<https://www.nhsemployers.org/your-workforce/2018-contract-refresh/pay-progression>

Full details of the 2018 Pay Deal can be found here:  
<https://www.nhsemployers.org/your-workforce/2018-contract-refresh>

RCN advice and support for members:  
[www.rcn.org.uk/get-help](http://www.rcn.org.uk/get-help) 0345 772 6100