

Pay Offer 2022

For senior professionals and below



Introduction and contents

- We're pleased to share our [best and final offer \(BAFO\)](#) or 2022 for civilian staff at senior professional level and below. It reflects our freedom to make a pay offer separate from the rest of the Ministry of Defence, while continuing to take account of wider government pay policy.
- We'll communicate on the Senior Leadership Group pay offer separately.
- Please read though the sections below to find out more about our offer for this year's pay and performance awards:

[Key points](#)

[Further information](#)

[Performance award and team award](#)

[Worked examples](#)

[Pay award](#)

Please note: We've used **our 5 levels** in this document when describing **the performance awards** as that was our framework for 2021-22; we've used **our 7 grades** when detailing **the pay award** as outcomes depend on the pay range aligned to one of the new grades, as described in the reward review communications.

Key Points



The 2022 pay award will be applied after any increase to pay range minimums resulting from the reward review – this is a competitive offer that recognises cost of living pressures while being mindful of the wider Government pay approach.



All those rated 3 or above for 2021/22 will receive a non-consolidated performance or team award.

Employees rated 4 for 2021/22, will be eligible for the same salary increase this year as those rated 3 and 2.



Eligible employees who joined after the 7th January 2022 will receive a standard increase of 1.75% unless they received more than or equal to this through the Reward Review.



Graduates and Apprentices will receive a 3.0% base pay increase, unless they have received more than this through the increase to National Living Wage, which was effective 1 April 2022.



Employees rated 5 for 2021/22 are not eligible for the 2022 pay award. These employees may be eligible for an increase to a year 1 pay range minimum if applicable under the reward review, once any performance improvement plan has been concluded.

Next steps

- We've worked closely and constructively with the Trade Unions to negotiate this outcome and we thank them for their positive engagement and contribution to discussions. The Trades Unions can now consult their members on the offer through a formal ballot process which we expect will complete by 30 June, and we'll let you know when this process has concluded.
- Eligibility principles have been updated to simplify them and to reflect the new reward framework; please take time to read the updated [guidance](#).
- We aim to pay performance awards in July pay, alongside salary increases (backdated to 1 April 2022).

DE&S performance awards 2021/2022

Non-consolidated performance awards for eligible staff at Senior Professional level and below, who receive a performance rating of 3 or higher, will either be a percentage of your base salary as at 31 March 2022 or a fixed value payment as detailed in the tables below.

If you've had any change in circumstance during the year you should check the [eligibility guidance](#) to ensure you understand how the change may impact your eligibility. This includes those who are new joiners, have had changes in hours worked, or been promoted etc.

Performance awards for non-industrial staff based on DE&S OGSM outcome of 63% announced on 23 May 2022:

Level	Performance Rating		
	3	2	1
Level 5 – Senior Professional	6.30%	9.45%	12.60%
Level 4 – Professional I	4.41%	6.62%	8.82%
Level 3 – Professional II	3.15%	4.73%	6.30%
Level 2 – Senior Administrator / Senior Specialist	2.52%	3.78%	5.04%
Level 1 – Administrator / Specialist	2.52%	3.78%	5.04%

Team performance awards based on site KPI outcomes, to be paid to eligible ex-industrial and shop floor staff:

Team	Maximum Award	KPI Outcome	Actual Award
BFPO	£780	100%	£780
Defence Munition	£780	96.17%	£750
Fuels	£780	97.83%	£763
Ships	£780	100%	£780

Pay award overview

This year's pay increases combine the implementation of the [reward review](#) followed by the annual pay award. This means that many staff will:

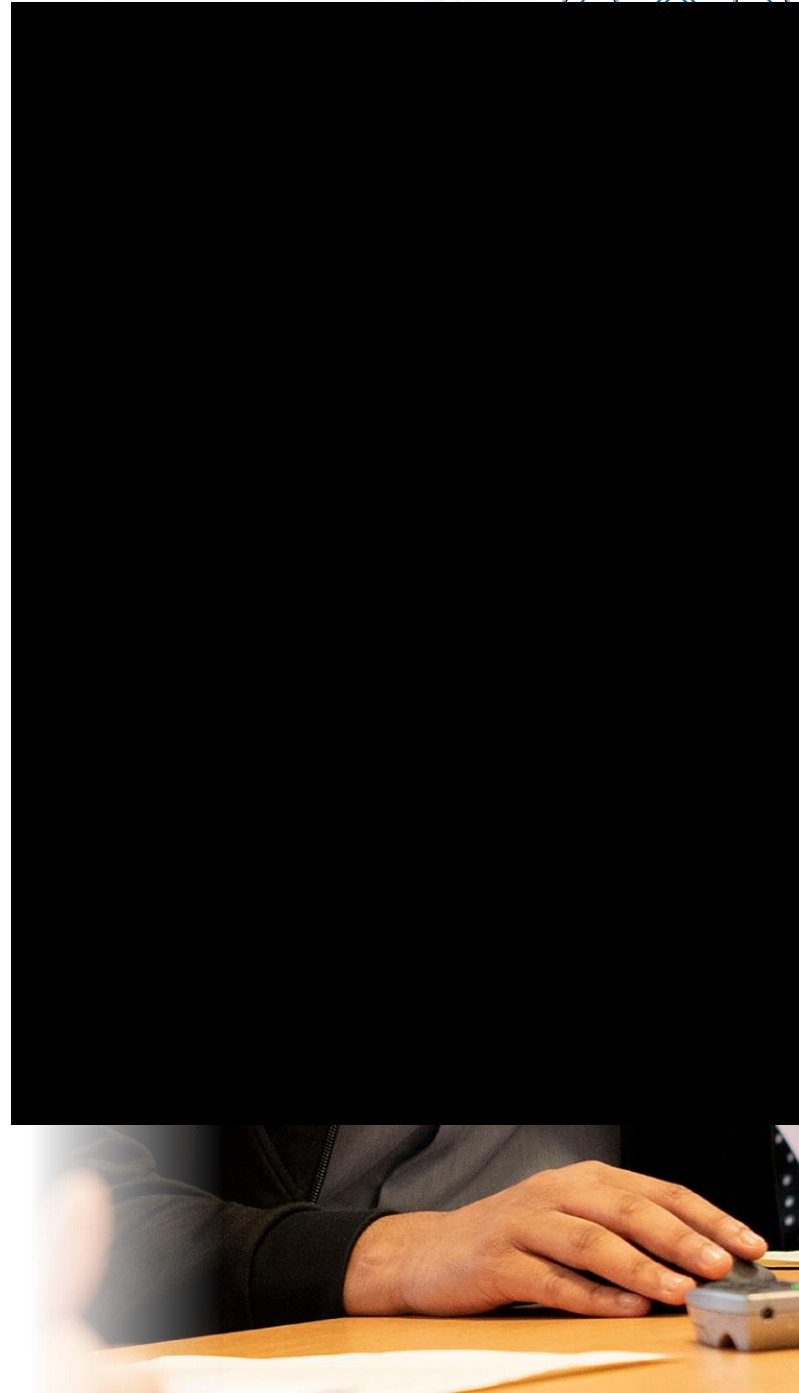
- First receive an uplift from their current salary (as at 31 March 2022) to the 2022 minimum in their new pay range based on the grade they've been aligned to;
- Then, all eligible staff will receive a 2022 pay award increase made up of:
 - a standard pay increase - for all eligible employees (**except** those who received a performance rating of 5 and, **this year**, anyone who receives more than a 1.75% increase as an outcome of moving to a new pay range minimum).
 - a progression increase – an increase in base pay (except those rated 2-4 already above the threshold) to progress staff through the pay range, based on performance and, in the future, capability development.

We've summarised the 2022 pay award on the next page, but we recognise that you may not immediately be able to see what this means for you as you do need to know some key information first.

So, to make it as simple as we can, **we've created a new online calculator in Excel for you to use – it's quick and easy – and replaces the tool we shared in our reward review communications.**

The calculator will display your overall 2022 salary increase and show how it's been calculated. To use the tool, you'll need to know your success profile (as shown in MyHR), your salary as at 31 March 2022, and your performance rating. Additional guidance is available in the tool itself, which you can [access here](#).

We've also provided an explanation of how the pay offer is calculated and a reminder about pay ranges on [subsequent pages](#). We've provided an alternative approach to working out what the pay offer means for you, including worked examples, but you'll need to know a bit more information to calculate your future salary through this route.



2022 pay award summary table

Position in new salary range	Performance rating				
	5	4	3	2	1
At or above threshold	Nil	Standard increase of 1.75%, no progression increase 1.75%			Standard increase of 1.75% plus progression increase of 1.75% 3.50%
Above the minimum and below the threshold		Standard increase of 1.75% plus progression increase of 1.25% 3.00%			
At the minimum and received less than a 1.75% increase as part of the reward review					No standard increase but a progression increase of 1.75% 1.75%
At the minimum and received at least a 1.75% increase as part of the reward review		No standard increase, but a progression increase of 1.25% 1.25%			

The online Excel tool will calculate this for you; alternatively use our guide and the flowcharts in the pages that follow.

How pay awards are calculated

If eligible for a pay award, your calculation may start with an uplift to your new pay range minimum. Depending on what that increase is, you'll also get a further pay award increase, which varies based on your performance rating.

The following pages describe what information you need, where to get it and how to use it to work out your 2022 salary, as an alternative to using the Excel tool.

- 1) To start with you will need to **confirm your eligibility** (see [eligibility guidance](#)) and have been informed of your performance rating for 2021-22 by your primary delivery manager.
- 2) You then need **your success profile** as shown in MyHR:

[Log in to MyHR and navigate to 'Me' then 'Employment Info'. Your success profile is recorded under the 'Job' heading in the left-hand column.](#)

[If you are currently on Temporary Assignment at a Higher Level \(TAHL\) your TAHL success profile will be shown. To work out the success profile for your substantive role, scroll down to 'Future Actions' and click on the 'End Temporary Assignment at a Higher Level \(TAHL\)' entry to see your 'After' Job. Depending on the timing of your TAHL, this may show as 'End Temporary Promotion'.](#)
- 3) Your next step is to **confirm your salary as at 31 March** – you can find this on your March 2022 payslip.
 - [Login to MyHR](#)
 - [Click on 'MyHR DES Employee Eforms'](#)
 - [Select 'Payslip'](#)
 - [Your payslip screen will be displayed – navigate to your March 2022 payslip; you need your base salary, prior to any allowances that you may be entitled to](#)

Alternatively, you can access your payslip through Defence Gateway if you have a login.

- 4) Next you will need **your new grade and aligned pay range** – you can confirm these in the [Success profile alignment document](#) (**select:** open in separate tab).

On the next page you can use the pay range table to compare your current salary with the 2022 minimum to see if you will get an increase as a result of the reward review and then use our flowchart to work out what annual pay increase percentage you will receive.

Pay ranges

Use the table opposite to work out where you sit in relation to the 2022 minimum, threshold or upper limit for your grade. If you're below the minimum you'll need to calculate how much your current salary will increase by to reach the minimum (as a percentage).

In our reward review announcement we explained that each grade will have up to three pay ranges – a main range (which most success profiles will be aligned to) and one or two additional pay ranges, if required, to recognise those scarce or specialist roles where we must pay a premium to recruit and retain the skills we need.

Each pay range is defined by the following:

- **Minimum:** This is a competitive point against both internal (MOD) and external markets for the relevant success profiles.
- **Threshold:** This represents a level of pay that all employees can achieve over time through appropriate levels of performance and, in the future, capability development.
- **Upper limit:** This is the top level of the pay range; employees will be able to be paid above this level based on performance and capability development in the future.

*The pay ranges in this table are applicable from 1 April 2022.

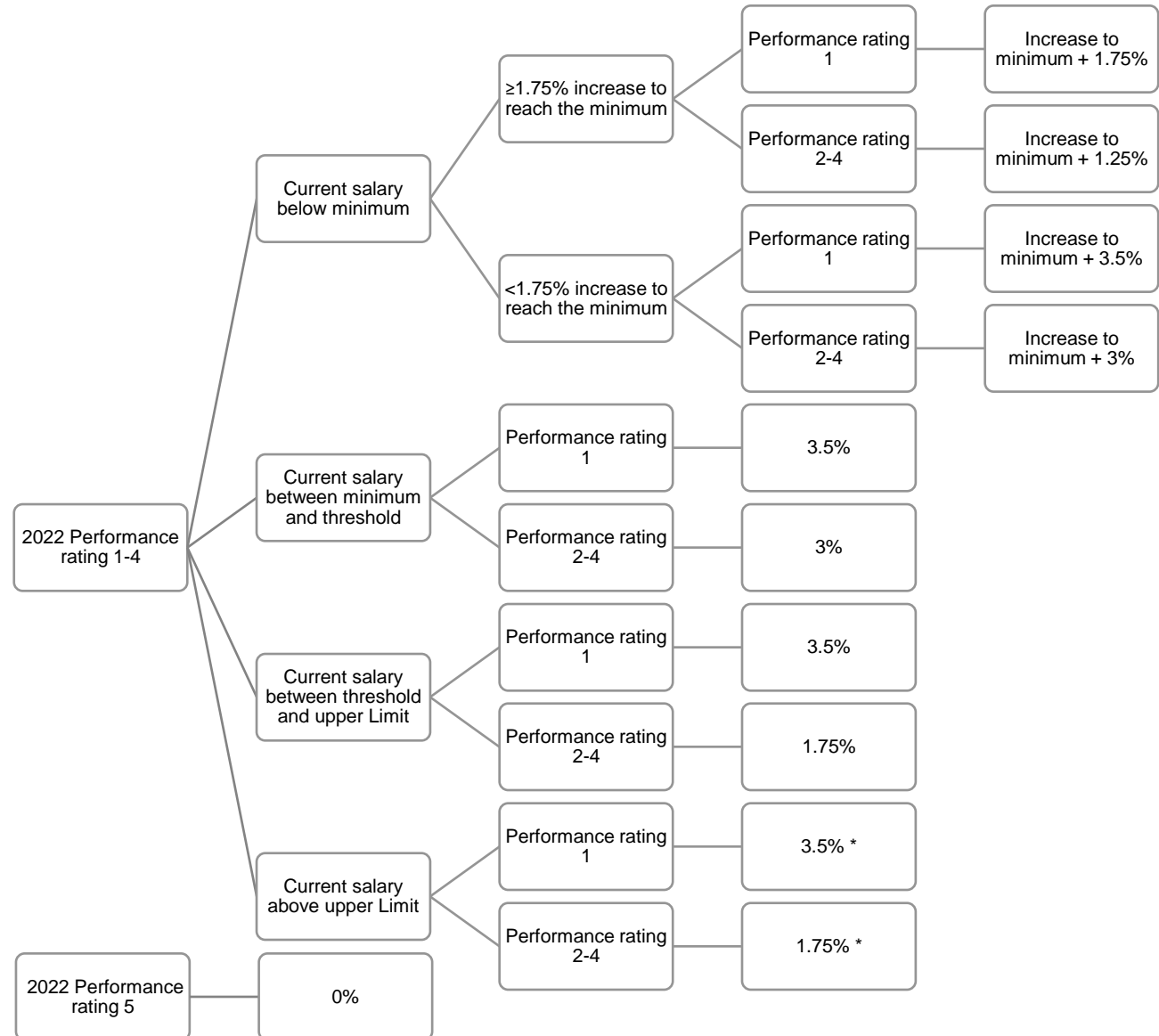
Grade Title (Grade)	Pay Range	2022 Minimum*	Threshold	Upper Limit
Administrator / Specialist II (ASII)	PR1	£18,430	£20,500	£24,600
Administrator / Specialist I (ASI)	PR1	£19,885	£22,000	£26,400
	PR2	£21,534	£24,000	£28,800
Senior Administrator / Senior Specialist II (SASII)	PR1	£25,220	£28,000	£33,600
	PR2	£27,742	£31,000	£37,200
Senior Administrator / Senior Specialist I (SASI)	PR1	£31,525	£35,000	£42,000
	PR2	£34,144	£38,000	£45,600
Professional II (PII)	PR1	£38,315	£42,500	£51,000
	PR2	£42,098	£47,000	£56,400
	PR3	£44,814	£50,000	£60,000
Professional I (PI)	PR1	£50,925	£57,500	£69,000
	PR2	£53,835	£60,000	£72,000
	PR3	£58,297	£65,000	£78,000
Senior Professional (SP)	PR1	£60,625	£70,000	£84,000
	PR2	£69,840	£78,000	£93,600
	PR3	£75,660	£85,000	£102,000

Pay award flowchart

Based on your information, work through the flowchart opposite; you can find an example calculation based on your criteria in the worked examples that follow.

For ease of viewing, please download a copy to zoom in on the flowchart.

*For staff whose salary is above the upper limit, the 2022 pay award will be a consolidated rise that will be added to salary. The total new pensionable salary will show as annual salary equal to the upper limit and the additional salary between upper limit and actual salary will be paid as a mark time allowance.



Further information

For further information on this year's pay offer, please refer to the following:

- [2022 best and final offer](#)
- [Pay award eligibility guidance](#)
- [Supporting Qs and As](#)
- [Pay award 2022 calculator](#)

If you have any queries after reading all of these, please go through 'HR Service Requests' in MyHR - see [MyHR update - HR Helpdesk Module is now live \(sharepoint.com\)](#) for guidance.

As a reminder, if you are experiencing technical issues with MyHR, please direct these to the [MyHR Support Centre](#) via [Raise and Track Queries with Digital Workplace \(sharepoint.com\)](#).

Pay award worked examples

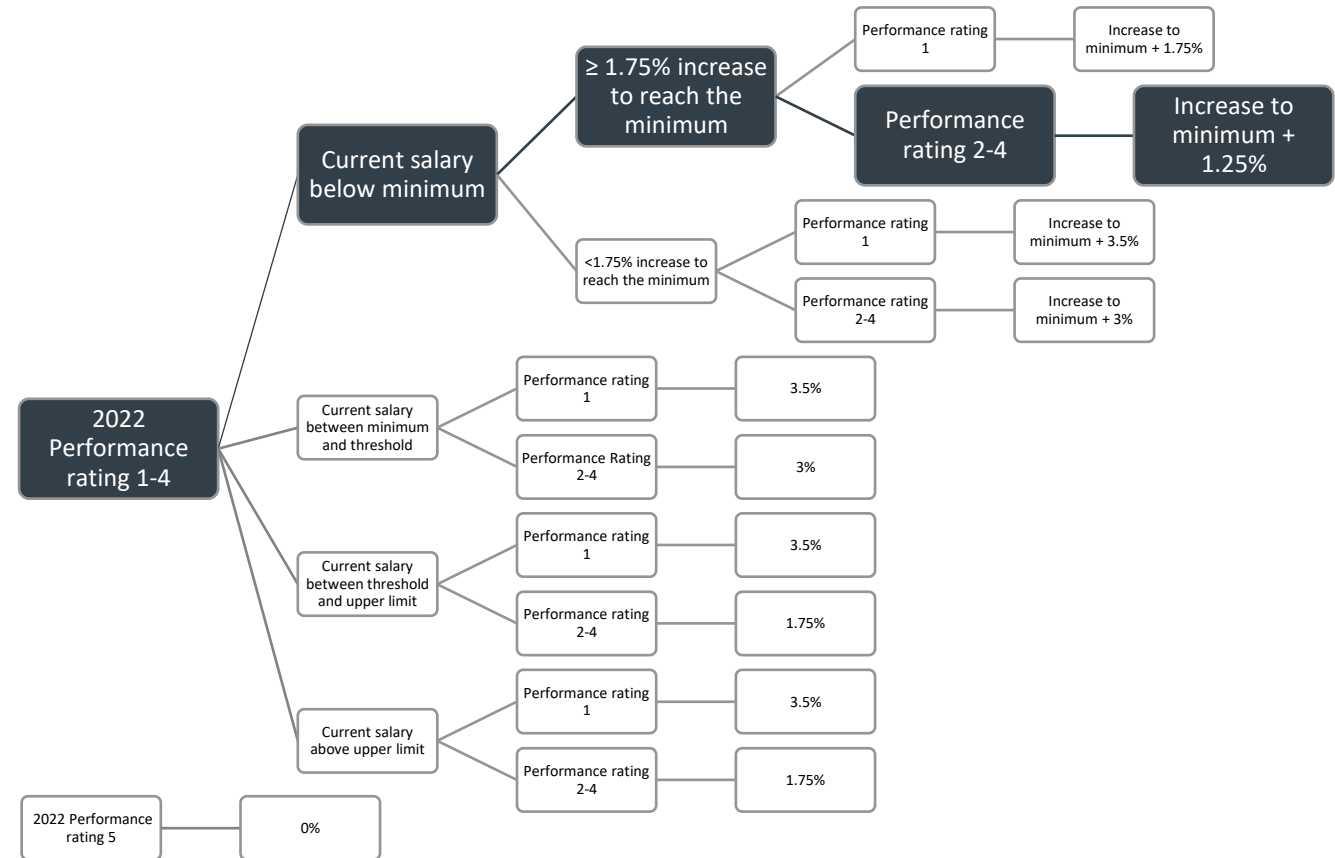
Contents

- [Example A](#) – perf rating 2-4; at least a 1.75% increase to reach pay range minimum
- [Example B](#) - perf rating 1; at least a 1.75% increase to reach pay range minimum
- [Example C](#) - perf rating 2-4; less than 1.75% increase to reach pay range minimum
- [Example D](#) - perf rating 1; less than 1.75% increase to reach pay range minimum
- [Example E](#) - perf rating 1; current salary between minimum and threshold
- [Example F](#) - perf rating 2-4; current salary between minimum and threshold
- [Example G](#) - perf rating 1; current salary between threshold and upper limit
- [Example H](#) - perf rating 2-4; current salary between threshold and upper limit
- [Example I](#) - perf rating 1; current salary above upper limit
- [Example J](#) - perf rating 2-4; current salary above upper limit

For staff whose salary is above the upper limit the 2022 pay award will be a consolidated rise that will be added to salary. The total new pensionable salary will show as a salary equal to the upper limit and the additional salary between upper limit and actual salary will be paid as a mark time allowance.

Example A

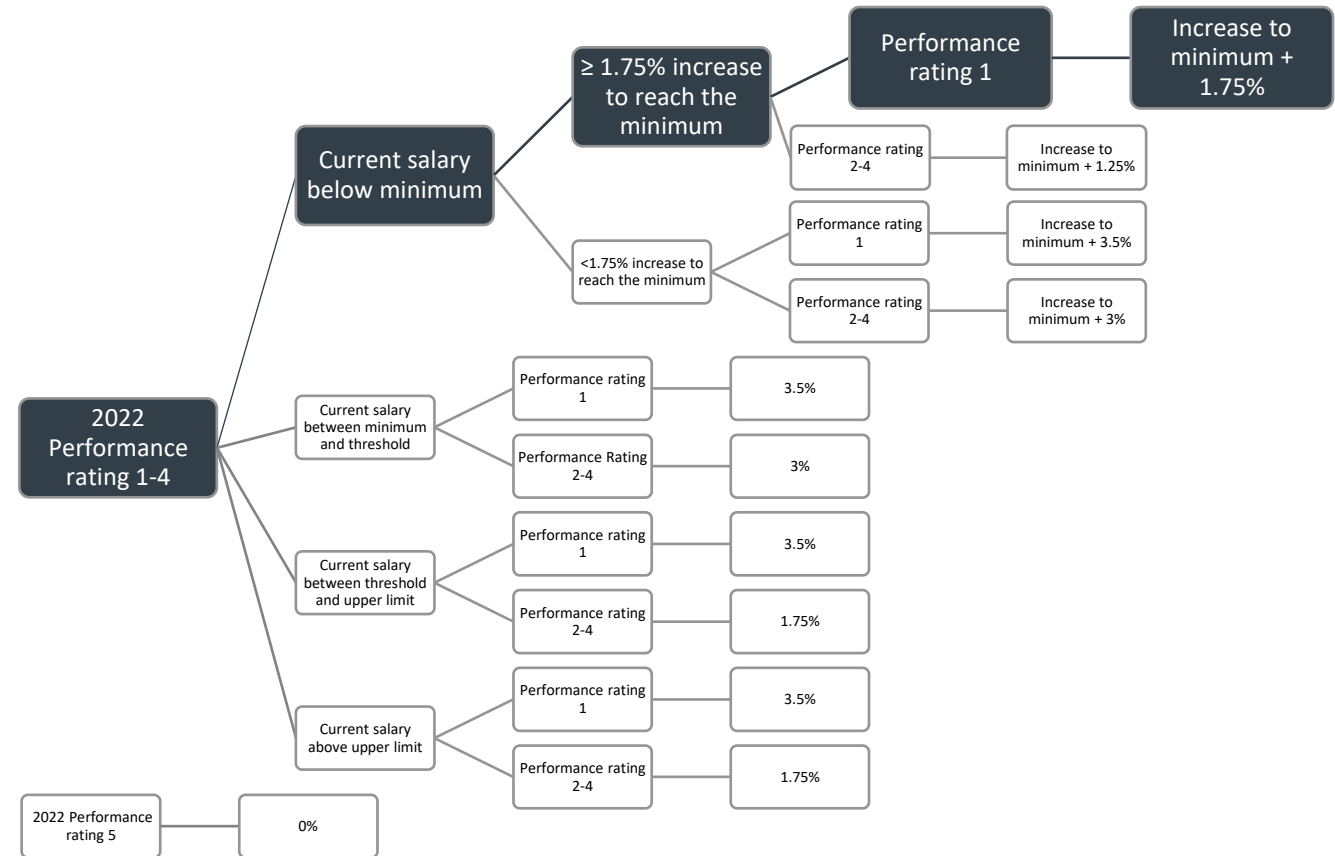
- Performance rating 2-4
- Greater than 1.75% increase to reach pay range minimum
- Example calculated using grade PII, pay range 1.



Current Salary	New Apr 22 Pay range minimum	Move to minimum increase (£)	Move to minimum % Increase	Is Reward Increase Greater than 1.75%	Pay Award % Increase (of new minimum)	Pay Award Increase	New Salary (Current salary + Move to minimum + Pay Award)	Total Pay award	Total Pay Award % Inc
£37,000	£38,315	£1,315	3.55%	YES	1.25%	£479	£38,794	£1,794	4.85%

Example B

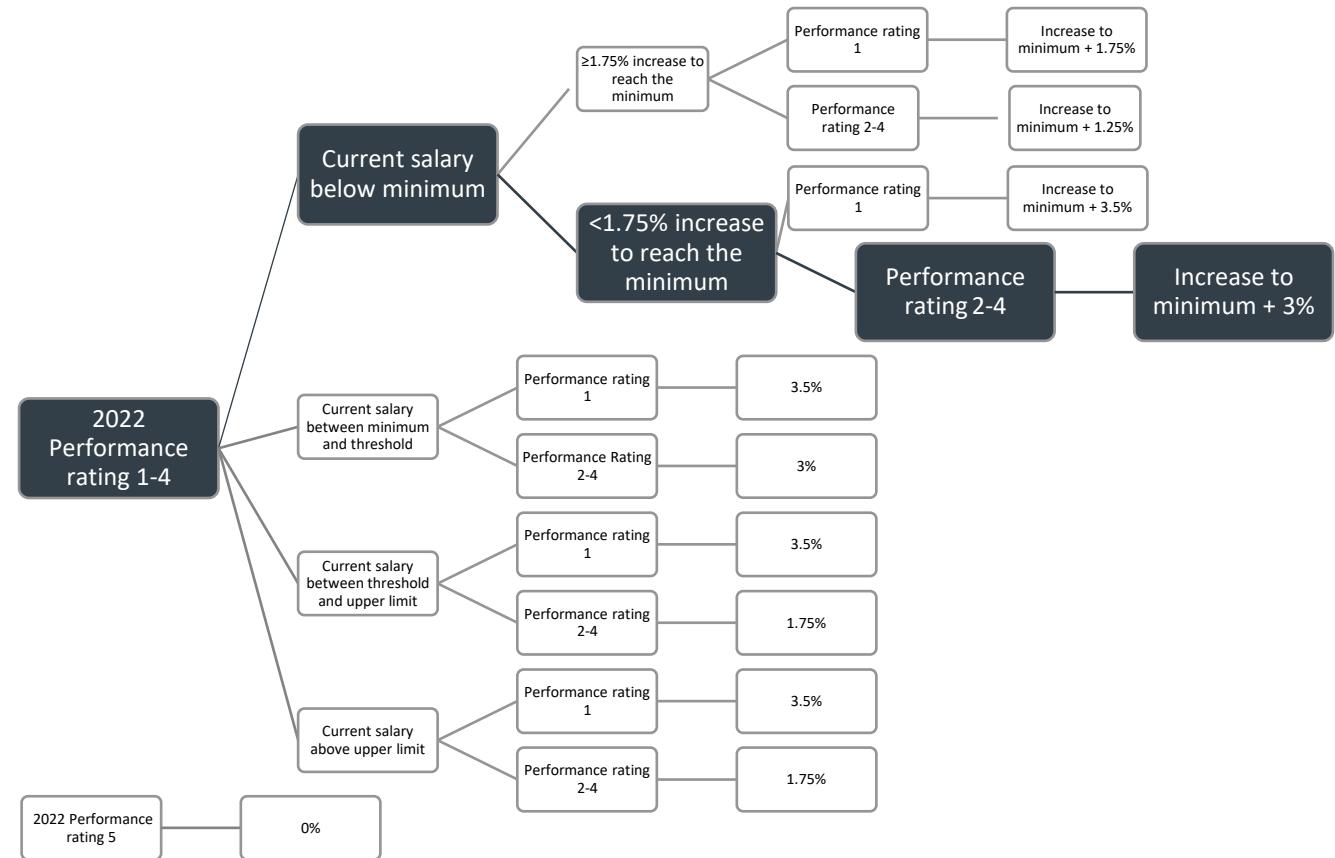
- Performance rating 1
- Greater than 1.75% increase to reach pay range minimum
- Example calculated using grade PII, pay range 1.



Current Salary	New Apr 22 Pay range minimum	Move to minimum increase (£)	Move to minimum % Increase	Is Reward Increase Greater than 1.75%	Pay Award % Increase (of new minimum)	Pay Award Increase	New Salary (Current salary + Move to minimum + Pay Award)	Total Pay award	Total Pay Award % Inc
£37,000	£38,315	£1,315	3.55%	YES	1.75%	£671	£38,986	£1,986	5.37%

Example C

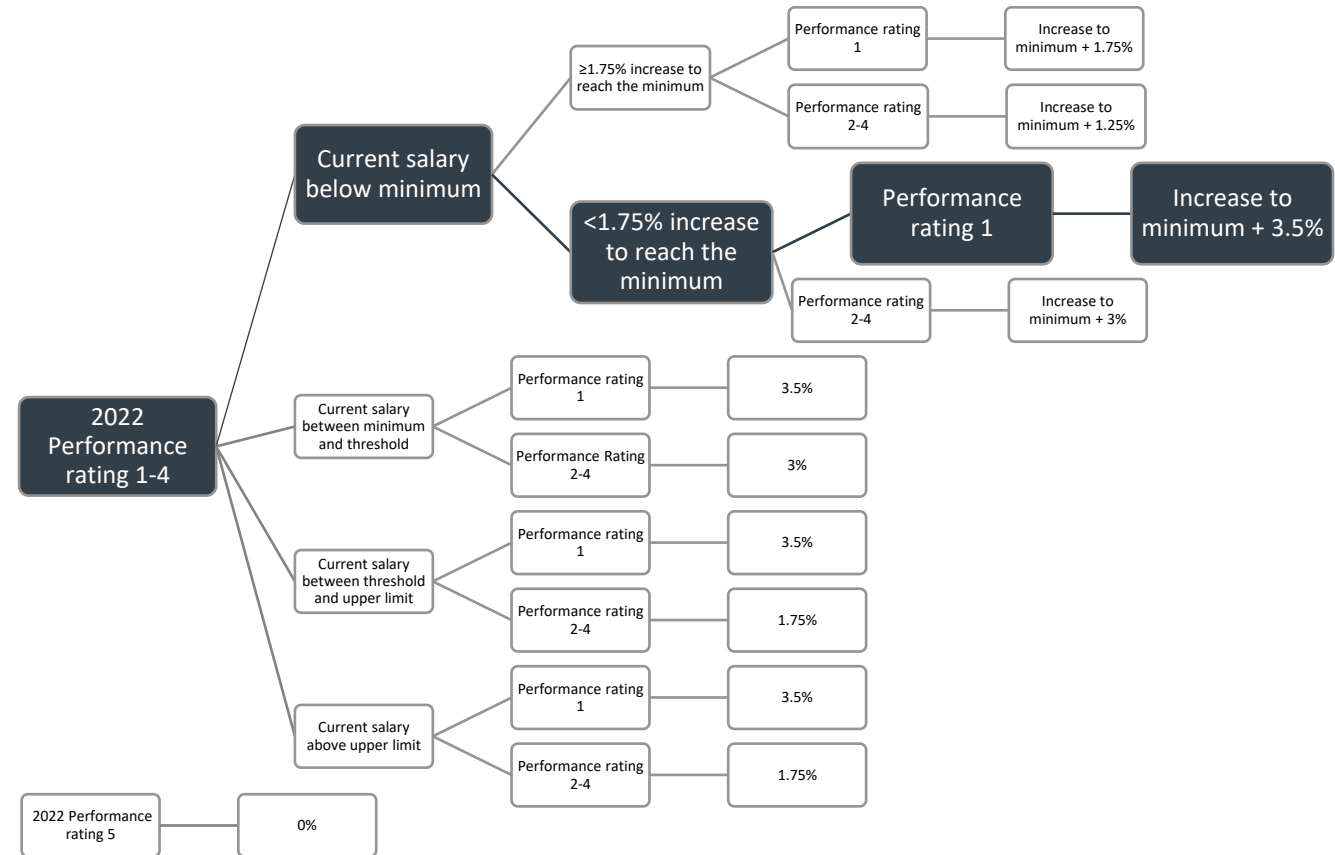
- Performance rating 2-4
- Less than 1.75% increase to reach pay range minimum
- Example calculated using grade PII, pay range 1.



Current Salary	New Apr 22 Pay range minimum	Move to minimum increase (£)	Move to minimum % Increase	Is Reward Increase Greater than 1.75%	Pay Award % Increase (of new minimum)	Pay Award Increase	New Salary (Current salary + Move to minimum + Pay Award)	Total Pay award	Total Pay Award % Inc
£37,750	£38,315	£565	1.50%	NO	3.00%	£1,149	£39,464	£1,714	4.54%

Example D

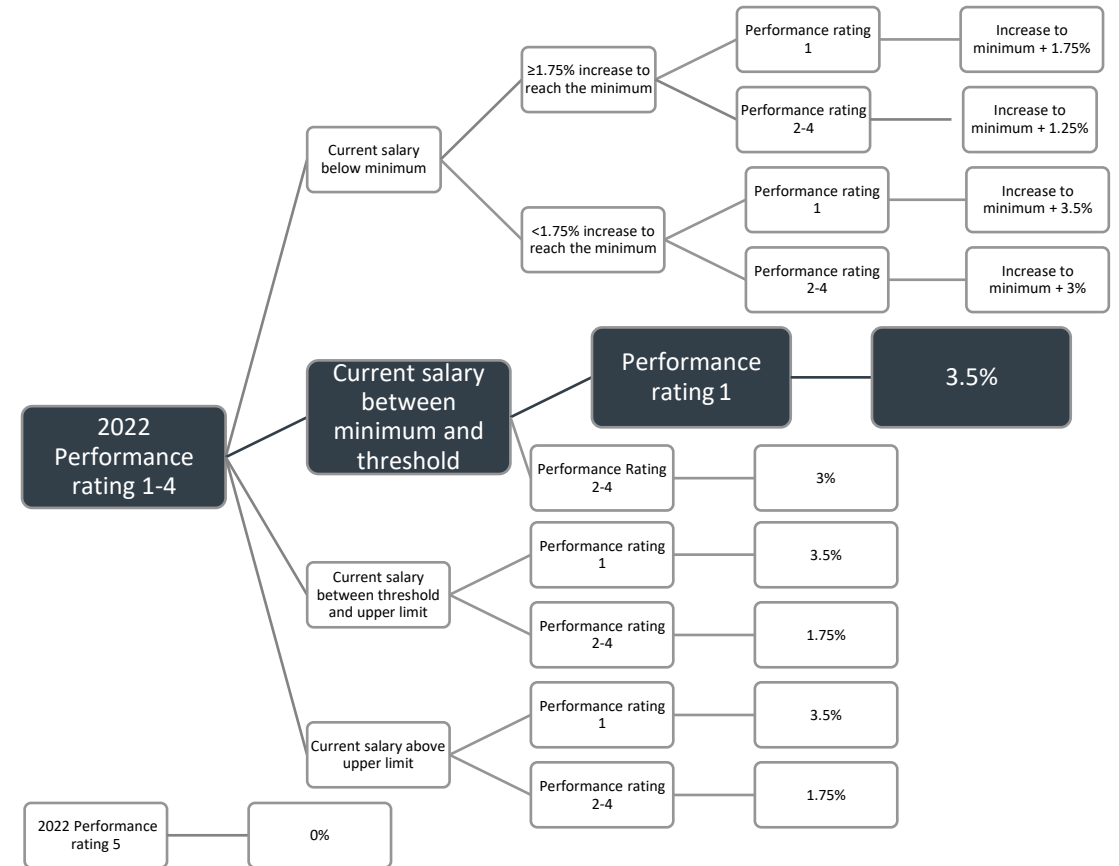
- Performance rating 1
- Less than 1.75% increase to reach pay range minimum
- Example calculated using grade PII, pay range 1.



Current Salary	New Apr 22 Pay range minimum	Move to minimum increase (£)	Move to minimum % Increase	Is Reward Increase Greater than 1.75%	Pay Award % Increase (of new minimum)	Pay Award Increase	New Salary (Current salary + Move to minimum + Pay Award)	Total Pay award	Total Pay Award % Inc
£37,750	£38,315	£565	1.50%	NO	3.50%	£1,341	£39,656	£1,906	5.05%

Example E

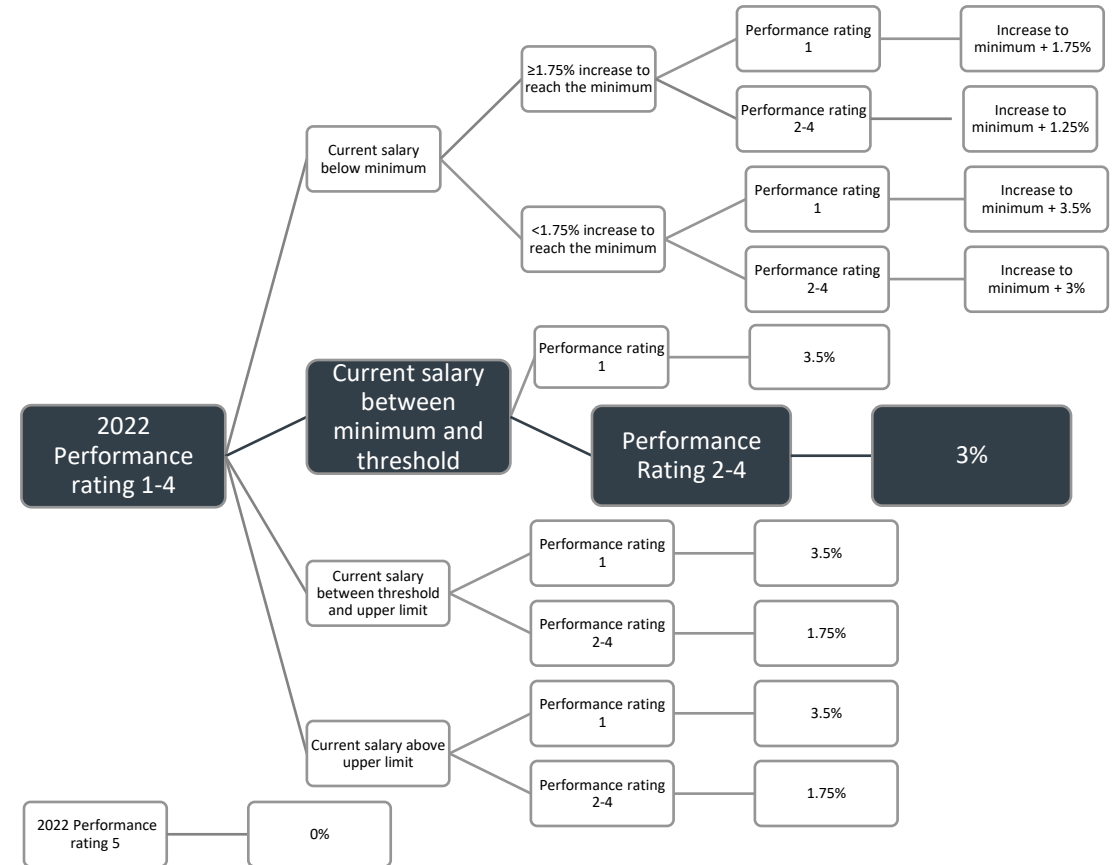
- Performance rating 1
- Current salary between minimum and threshold
- Example calculated using grade PII, pay range 1.



Current Salary	New Apr 22 Pay range minimum	New Apr 22 Threshold	Pay Award % Increase (of current salary)	Pay Award Increase	New Salary (Current salary + Pay Award)	Total Pay award	Total Pay Award % Inc
£39,000	£38,315	£42,500	3.50%	£1,365	£40,365	£1,365	3.50%

Example F

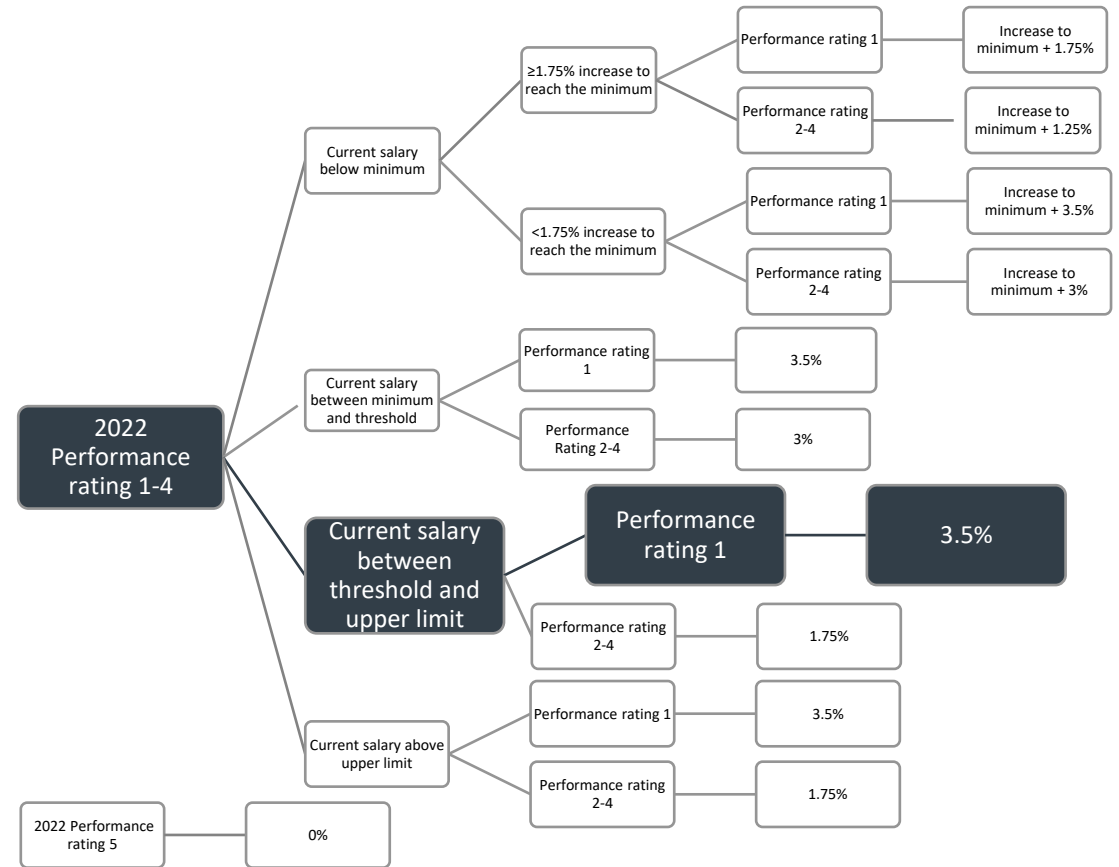
- Performance rating 2-4
- Current salary between minimum and threshold
- Example calculated using grade PII, pay range 1.



Current Salary	New Apr 22 Pay range minimum	New Apr 22 Threshold	Pay Award % Increase (of current salary)	Pay Award Increase	New Salary (Current salary + Pay Award)	Total Pay award	Total Pay Award % Inc
£39,000	£38,315	£42,500	3.00%	£1,170	£40,170	£1,170	3.00%

Example G

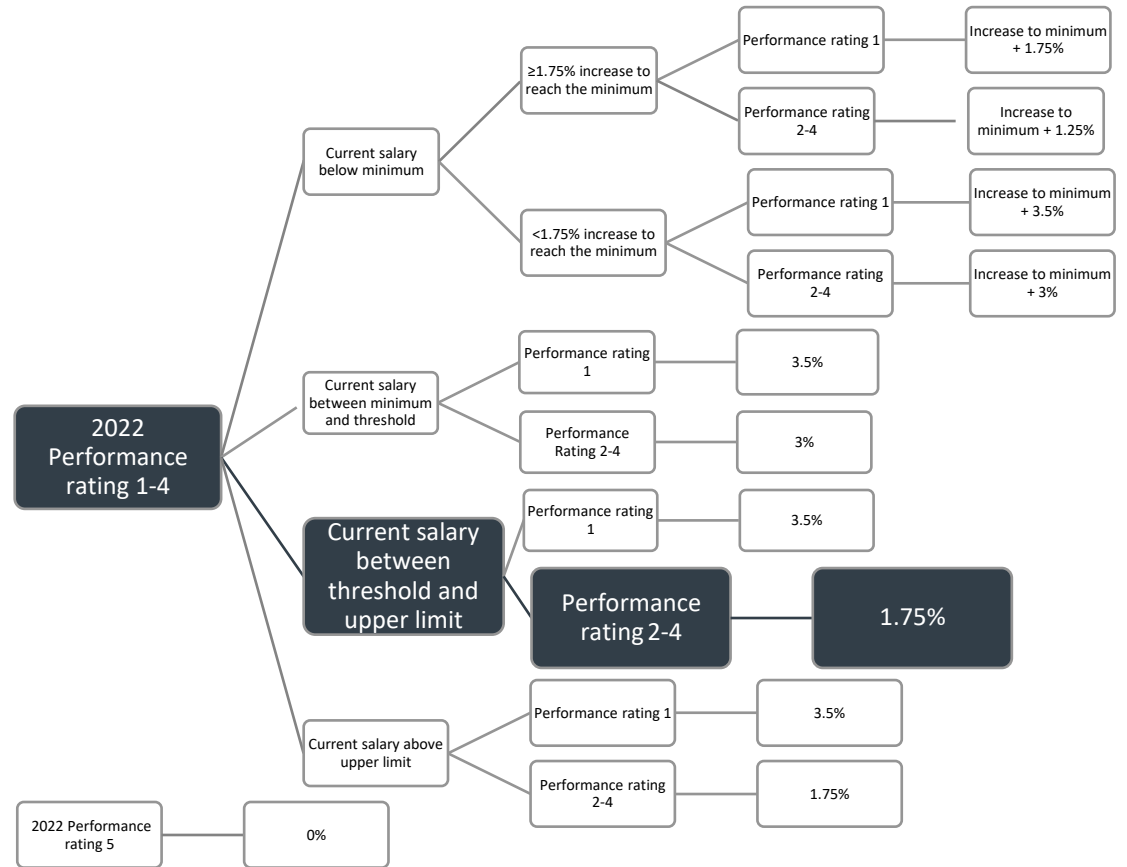
- Performance rating 1
- Current salary between threshold and upper limit
- Example calculated using grade PII, pay range 1.



Current Salary	New Apr 22 Pay range minimum	New Apr 22 Threshold	Pay Award % Increase (of current salary)	Pay Award Increase	New Salary (Current salary + Pay Award)	Total Pay award	Total Pay Award % Inc
£43,000	£42,500	£51,000	3.50%	£1,505	£44,505	£1,505	3.50%

Example H

- Performance rating 2-4
- Current salary between threshold and upper limit
- Example calculated using grade PII, pay range 1.



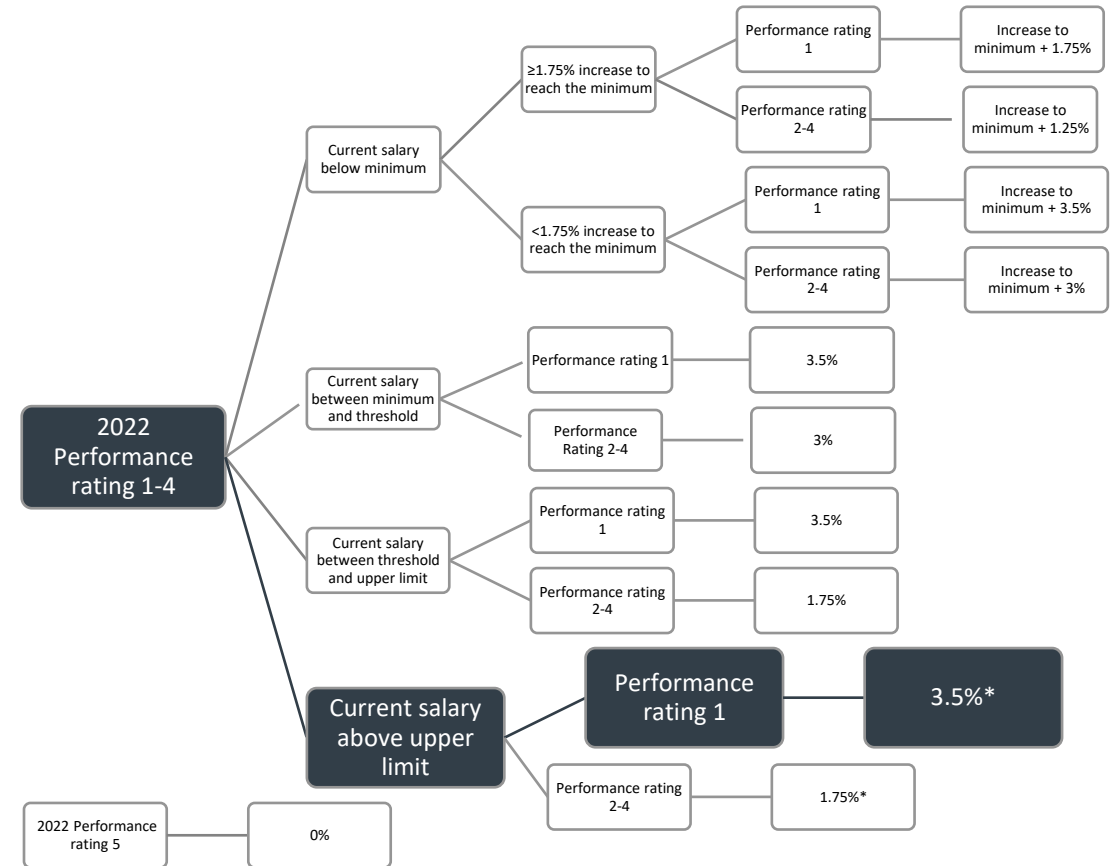
Current Salary	New Apr 22 Threshold	New Apr 22 Upper Limit	Pay Award % Increase (of current salary)	Pay Award Increase	New Salary (Current salary + Pay Award)	Total Pay award	Total Pay Award % Inc
£43,000	£42,500	£51,000	1.75%	£753	£43,753	£753	1.75%

Example I

- Performance rating 1
- Current salary above upper limit

- Example calculated using grade PII, pay range 1.

* The 2022 pay award will be a consolidated rise that will be added to salary. The total new pensionable salary will show as a salary equal to the upper limit and the additional salary between upper limit and actual salary will be paid as a mark time allowance.



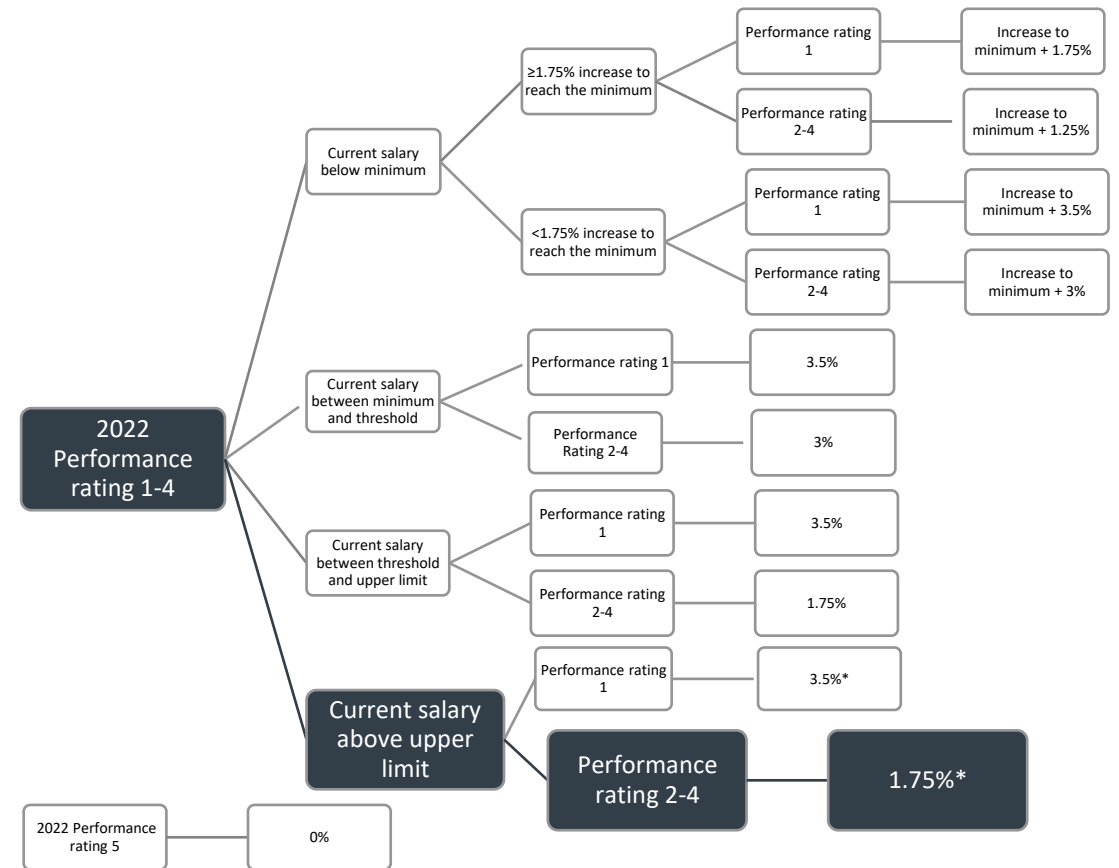
Current Salary	New Apr 22 Threshold	New Apr 22 Upper limit	Pay Award % Increase (of current salary)	Pay Award Increase	New Salary (Current salary + Pay Award)	Total Pay award	Total Pay Award % Inc	Salary (as it will appear on pay slip)	Mark Time Allowance (Pensionable)	Total Salary
£52,000	£42,500	£51,000	3.50%	£1,820	£53,820	£1,820	3.50%	£51,000	£2,820	£53,820

Example J

- Performance rating 2-4
- Current salary above upper limit

- Example calculated using grade PII, pay range 1.

* The 2022 pay award will be a consolidated rise that will be added to salary. The total new pensionable salary will show as a salary equal to the upper limit and the additional salary between upper limit and actual salary will be paid as a mark time allowance.



Current Salary	New Apr 22 Threshold	New Apr 22 Upper limit	Pay Award % Increase (of current salary)	Pay Award Increase	New Salary (Current salary + Pay Award)	Total Pay award	Total Pay Award % Inc	Salary (as it will appear on pay slip)	Mark Time Allowance (Pensionable)	Total Salary
£52,000	£42,500	£51,000	1.75%	£910	£52,910	£910	1.75%	£51,000	£1,910	£52,910

