## ANNEX 4 (ASSIMILATION FLOWCHART)

There are a number of steps in the assimilation of a post and its holder into the new pay and grading structure:

- 1. The first step is the assignment of a post to a grade on the new structure by matching or individual HERA evaluations.
- 2. The point on the new pay spine to which the postholder moves is then determined by (i) their current annual salary in their existing grade and (ii) the salary range of the new grade to which their post is assigned. It is *not* determined by the grade of their current post nor by the spine or scale point number.
- 3. If the current salary is **within** the salary range (including the contribution points) for the new grade, then the postholder moves to the nearest salary scale point within the new grade on the new pay spine equal to or next above their current salary. In the example shown below (where the new grade of the post is Grade 4) the postholder would move from £17,510 pa (step 4 on CS4) to £17,978 pa (spine point 31 step 3 on new grade 4).

Chart 1:

CS4	Current	
scale	salary	
point	£ pa	
9*	20278	
8*	19693	
7*	19124	
6	18567	
5	18032	
4	17510	
3	17005	
2	16525	
1	16062	

New	Grade 4	New
salary	scale point	spine
£ pa	(HERA	point
	points	
	231 - 275)	
		39
22111	10*	38
21467	9*	37
20842	8*	36
20235	7*	35
19645	6*	34
19073	5	33
18537	4	32
17978	3	31
17454	2	30
16946	1	29
		28
		27