

Appendix G

Normal Conversion Arrangements

Subject to the continuing overriding consideration that no one should receive less pay on conversion, civil servants should convert to revised points on the Master Pay Scale or other appropriate scale as follows :

(a) When both the minimum and the maximum of the scale are raised

- (i) where a civil servant's pay is less than the minimum of the revised scale he should receive the new minimum;
- (ii) where a civil servant's pay is equivalent to or above the new minimum he should advance to the next point on the scale;
- (iii) where the revised scale has a maximum which is two or more points higher than the old maximum, a civil servant who has served for one or more years on the old maximum should convert to two points above his existing pay point.

(b) When the minimum of the scale is raised and the maximum remains unchanged

- (i) where a civil servant's pay is less than the minimum of the revised scale he should receive the new minimum;
- (ii) where a civil servant's pay is equivalent to or above the new minimum he should advance to the next point on the revised scale subject to this not being above the scale maximum.

(c) When the minimum of the scale is raised and the maximum is lowered

- (i) where the maximum of the revised scale is lower than the maximum of the old scale a civil servant should be given a continuing option to retain his old scale on a personal basis until such time as it is to his advantage to transfer irrevocably to the revised scale;
- (ii) where a civil servant opts to transfer to the revised scale and his pay is less than the minimum of that scale he should receive the new minimum;

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- (iii) where a civil servant opts to transfer to the revised scale and his pay is equivalent to or above the new minimum he should advance to the next point on the revised scale subject to this not being above the scale maximum.
- (d) When the minimum of the scale remains unchanged and the maximum is raised
- (i) where a civil servant's pay is less than the maximum of the old scale or where he has served on the old maximum for less than one year he should convert to the same numbered point on the revised scale;
 - (ii) where a civil servant has served for one or more years on the maximum of the old scale he should convert to the next higher numbered point on the revised scale.
- (e) When the minimum of the scale remains unchanged and the maximum is lowered
- (i) where the maximum of the revised scale is lower than the maximum of the old scale a civil servant should be given a continuing option to retain his old scale on a personal basis until such time as it is to his advantage to transfer irrevocably to the revised scale;
 - (ii) where a civil servant opts to convert to the revised scale he should convert to the same numbered point on that scale subject to this not being above the scale maximum.
- (f) When the minimum of the scale is lowered and the maximum is raised
- (i) where a civil servant's pay is less than the maximum of the old scale or where he has served on the old maximum for less than one year he should convert to the same numbered point on the revised scale;
 - (ii) where a civil servant has served for one or more years on the maximum of the old scale he should convert to the next higher numbered point on the revised scale.

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- (g) When the minimum of the scale is lowered and the maximum remains unchanged

where the minimum of the scale is lowered and the maximum remains unchanged, a civil servant should convert to the same numbered point on the revised scale.

- (h) When both the minimum and the maximum of the scale are lowered

- (i) where both the minimum and maximum of the revised scale are lower than the minimum and maximum of the old scale a civil servant should be given a continuing option to retain his old scale on a personal basis until such time as it is to his advantage to transfer irrevocably to the revised scale;
- (ii) where a civil servant opts to convert to the revised scale he should convert to the same numbered point on that scale subject to this not being above the scale maximum.