

**REDUNDANCY/REDEPLOYMENT GUIDELINES FOR
EMPLOYEES**

	Page Number
1 Introduction	1
2. The Redundancy Support Service	3
- Training Courses	
- The Open Learning Centre	
- Career Consultancy	
3. Selection Criteria for Redundancy	4
4. Redundancy Pay	4
5. Appeal	4
6. Redeployment Procedure	5
- Career Profile	10
- Career Profile Guidance Notes	12
75. Financial Information	13
Ready Reckoner	17

1. INTRODUCTION

- 1.1 The Central Bedfordshire Council recognises the trauma and stress that employees face in a redundancy situation and will do everything possible to minimise the effect of this. We owe it to our employees to ensure that such situations are dealt with professionally and sensitively.
- 1.2 Every effort will be made to avoid compulsory redundancies wherever possible. It is recognised however, that circumstances may arise which result in the council seeking to effect a reduction in staffing levels.
- 1.3 In these circumstances the Council recognises the benefit of early consultation with the trade unions and also recognises its statutory obligations in respect of consultation. Consultation will include consideration of the steps to avoid, or failing that, to minimise compulsory redundancies.
- 1.4 This Redundancy Information Pack has been produced in order to give employees as much information as possible to help them during this difficult period.
- 1.3 Employees served with a redundancy notice are entitled to take reasonable time off with pay during their notice period to seek work or retraining.
- 1.5 You are also encouraged to seek advice from all sources, your line manager, colleagues, Human Resources and trade union representatives.

2. THE REDUNDANCY SUPPORT SERVICE

The following redundancy support services are offered to all potentially redundant employees, and you are encouraged to make the best use of them. If you wish to take advantage of any of the services on offer then please either contact them direct, or inform your line manager who will make the appropriate arrangements.

2.1 Training Courses

Details of Learning and Development activities can be found on the Bedfordshire Academy which can be accessed on the Intranet page or contact a member of the Learning & Development Team on Ext 42989, external (01234) 228989

The Council's Learning and Development activities provide essential skills and knowledge for all employees as well as underpinning the Council's objective of transforming into a high performing organisation. Activities are free to Central Bedfordshire Council employees (excluding school based employees).

2.2 The Open Learning Centre

The Open Learning Centre provides a supported, open learning environment for all employees wishing to acquire new skills. Tailored training programmes can be provided, together with advice and a job search facility.

The Open Learning Centre has a number of workstations giving access to CD-ROM and Computer Based Training Packages, the internet and the Council's intranet. This is supported with a vast range of books, videos and audiotapes that are all available to loan.

The Centre is open from 9.00am – 5.00pm each day and at other times by appointment. The Open Learning Centre is located on the 6th floor, Borough Hall.

Please ring the Open Learning Centre Manager on (01234) 228498 to discuss your needs further.

The Open Learning Centre can also be accessed through the Bedfordshire Academy on the Intranet page where you can browse the catalogue of resources available and book a slot for the package you want to study.

2.3 Career Consultancy and Personal Development Service

Meet with a Career Consultant to discuss your career and development issues:

- Advice on specialised training needs
- Clarify your career aspirations
- Identify your transferable skills
- Information about further education

For more information or to book a free individual one to one session contact the Learning and Development Team on Ext 42989, external (01234) 228989.

2.4

Employees will have the right to reasonable time off during working hours whilst under notice of termination of employment on the grounds of redundancy to look for another job or make arrangements for training for future employment.

3.0 SELECTION CRITERIA FOR REDUNDANCY

3.1 Introduction

- 3.1.2 The selection criteria policy outlined here will apply to all National Joint Council for Local Government Services (Green Book) employees, employed within Central Bedfordshire Council in situations where selection for redundancy occurs.
- 3.1.3 This policy is based on the premise that merit selection will be used in order to select for redundancy. Merit selection will also include taking into account attendance and disciplinary records where necessary.
- 3.1.4 This selection policy for redundancy will be operated in accordance with the Council's Equal Opportunities Policy and will therefore ensure that selection criteria do not directly or indirectly discriminate on the grounds of sex, race, colour, nationality, ethnic or national origins, disability, marital status, sexual orientation, spent offences, age, trade union membership and activity, political or religious belief.
- 3.1.5 Details of the Selection Criteria are contained in the Managing Change Policy which is available on the Intranet or from Human Resources.

3.2

Individuals selected as redundant will be served notice of termination of their employment. This letter will inform the employee of their right of appeal against their dismissal. . Employees who appeal will be allowed all relevant information relating to their selection for redundancy in order to assist them with understanding the reasons for their selection.

4.0 REDUNDANCY PAY

- 4.1 Employees may be entitled to a statutory redundancy pay. They need to have completed two years' service and the pay is based on age and length of continuous service. Full details of potential entitlement can be obtained from Human Resources

5.0 APPEAL

- 5.1 All employees will have the right to appeal against dismissal for redundancy and to exercise this right must apply to the Assistant Director, Human Resources & Organisational Development within 5 working days. Employees who appeal will have the right to be accompanied by a trade union representative or a workplace colleague. If the Principal has been involved in the detail of the dismissal, the Appeal will be to the Corporation.

6.0 REDEPLOYMENT PROCEDURE

6.1 Introduction

6.1.1 This procedure applies to all Council employees.

Specific examples of circumstances where redeployment may apply are listed below

Redundancy- please also refer to the Council's Redundancy Guidelines
Restructuring
Health grounds- only when recommended by the Council's Occupational Health Advisor or as an alternative to dismissal
Capability grounds- as an alternative to dismissal
Disciplinary grounds- as an alternative to disciplinary action/dismissal
Exceptional Circumstances (e.g. in proven cases of unfair treatment)

6.1.2 The Council acknowledges that there will be occasions when employees will be affected by organisational change which makes it impossible for them to continue in their current post. In such instances, redeployment of employees within the Council should be considered as an alternative to the ending of the employment. Retaining the skills and experience of such employees will avoid the costs and potential disruption to the delivery of services that can be caused by having to recruit and train new employees in areas of work where vacancies exist.

6.1.3 Employees will normally be redeployed to existing, substantive posts within the Council. However, where there are exceptional circumstances, such as to avoid the employee being on "garden leave", the employee may be redeployed to a temporary vacancy on a short-term basis.

6.1.4 Successful redeployment will depend on employees being given effective assistance and support and on the efforts employees themselves make to achieve redeployment.

6.1.5 Employees who need to be redeployed will be treated fairly, equitably and consistently, in line with the Council's commitment to equality of opportunity.

6.2 Roles and Responsibilities

6.2.1 *Human Resources*

- As soon as an employee falls within the scope of redeployment, a meeting will be arranged between the employee and a member of HR. The employee will be offered the right to be accompanied at this meeting by either a trade union representative or a work colleague.
- The purpose of this meeting is to explain why the employee is on the redeployment list, how the process works including the role of the Redeployment Panel and to determine the employee's work experience, skills, career aspirations and training needs.
- The employee will be given guidance on what opportunities are realistically available to them, who will contact them in the future, and how they can apply for jobs. The consequences of the Redeployment Panel being unable to find them suitable alternative employment within the agreed time scales will also be explained.
- The employee will be asked to complete a Career Profile, which will be returned to Human Resources.

- The employee will be made aware of the possibility of receiving reasonable training in order for them to meet the essential criteria for a post. Is this when a post has been identified or will we offer training in other areas to enable an employee to be identified for posts i.e computer skills?
- A checklist detailing the meeting and future action to be taken, together with confirmation that the employee is on the redeployment list, will be given to the employee, as soon as possible after the meeting. Written detailed records of all further actions will be kept for future reference.

6.2.2 *Employees*

- The employee is expected to take an active role in the redeployment process and they must be made aware of their role in the search for redeployment. The importance of them playing an active and positive part, including the need to be open and flexible in the opportunities they consider.

6.2.3 *Management*

- Managers will provide support for the employee, including regular liaison with all the other parties in the process.
- Employees should not remain at home during the redeployment search (unless signed off sick) and every effort will be made by management to redeploy an employee to cover a temporary vacancy on an short term basis, or to cover part time needs in more than one vacancy.
- Efforts must also be made by management to seek out supernumerary posts for the employee whilst they are on the redeployment list. HR Services will co-ordinate and support management in making the necessary arrangements to facilitate such redeployments.

6.3 Vacancy Bulletin

- 6.3.1 The employee will be sent a weekly copy of the Council's vacancy bulletin by the Recruitment Team within HR Services. Checks will be made to ensure this is happening at the regular redeployment meeting with the employee and the appropriate HR Manager.
- 6.3.2 Should the employee identify a vacancy from the internal vacancy bulletin that has not previously been referred to them, they should contact their HR adviser as soon as possible. If it is agreed that the employee meets the essential criteria for the post, the post will be frozen and the process outlined in paragraph 4.6 below, will be followed.

6.4 The Career Profile

- 6.4.1 The career profile is an essential document in the redeployment process as it is the only means by which suitable vacancies are identified for the employee. The employee will complete the career profile (*see page 12*) and it is crucial that the information on the career profile is accurate, detailed and as broad as possible as this will assist with the matching process. A date will be agreed between the employee and the HR adviser for the return of the career profile. The career profile will need to be reviewed at regular intervals by the HR adviser and the employee.

6.5 The Process

- 6.5.1 All permanent vacancies will be notified to the Redeployment Panel before any external advertisement is placed.
- 6.5.2 A redeployment panel comprising of a HR adviser, and a trade union representative, will meet on a weekly basis to match career profiles against essential criteria of vacant

posts. This is subject to consultation with the employee as to what they would be prepared to consider or where reasonable retraining could be given.

- 6.5.3 The panel will consider as wide a choice of suitable alternative posts as possible, including those that can be done with reasonable training. It is important that the panel meets weekly; therefore on occasions it is recognised that full membership may not always be possible.
- 6.5.4 Where the panel identifies a suitable post, the post will be frozen and the employee will be sent details of the post (job description and person specification).
- 6.5.5 If the employee is interested in the vacancy they will be asked to complete an application form for the post specifically covering the relevant requirements for the post.
- 6.5.6 If not interested, the employee must notify the HR adviser within 2 working days stating the reasons why they are not interested. The employee should be made aware that if they unreasonably refuse suitable alternative employment they may lose any entitlement to a redundancy payment.
- 6.5.7 Where a suitable post is identified, the HR adviser on the Redeployment Panel will inform the recruiting manager that their post has been frozen together with the name(s) of the identified employee(s). HR will then act as a liaison between the recruiting manager and the employee in order to ensure that an application form is completed and interviews are set up.
- 6.5.8 Employees who submit an application will be offered a 'prior consideration' interview and assessed against the essential criteria for the post.
- 6.5.9 It is essential that an HR adviser is present at any redeployment interview to ensure procedures are followed.
- 6.5.10 If, after interview, an employee is not considered suitable, the recruiting manager will explain the reasons for this to the employee detailing the justification for the decision and follow this up in writing with a copy to the relevant HR adviser.
- 6.5.11 If there is more than one "at risk" employee being considered for the same vacancy, the Council's recruitment and selection rules will be followed and therefore, all matching applicants from the redeployment pool will be interviewed and the best person for the post will be appointed.
- 6.5.12 The Redeployment Panel will keep detailed records of all actions taken.
- 6.5.13 *Training*

In order to maximise the redeployment opportunities for employees it may be necessary to identify whether or not any training could be given to employees to enable them to meet the essential criteria of the post.

The training provided should be to equip employees to successfully acquire posts at broadly their own grading level. It would be unreasonable for there to be an expectation that training will be given to support substantial promotion.

In assessing what is reasonable training, the panel will take the following into account:

- The requirements of the post;
- The skills and potential of the employee;
- The training resources available, i.e. the cost implications must be reasonable; and affordable; and
- The actual training required before the employee would reach an acceptable standard. (The indicative training period should not normally exceed 3 months.)

Where it has been established that an employee would only be able to meet the essential criteria of the post with appropriate training, these training needs should be discussed with the candidate.

The training will be undertaken during a trial period, prior to the appointment being confirmed. The length of the trial period will be determined by individual circumstances and the length of the training required. It is suggested that a minimum trial period of 1 month and a maximum period of 3 months is used.

6.5.14 *Suitable alternative employment*

Certain factors will be taken into consideration when looking at suitable alternative posts, such as:

- the skills of the employee
- the nature of their previous job
- the earnings of the new job compared to their previous earnings
- hours of work
- status - loss of status should be avoided
- the location of the new job, etc.

The employee should be able to meet the essential criteria contained within the person specification or alternatively be capable of meeting those criteria with reasonable training or re-training.

Jobs that are considered suitable alternative employment will be at the same salary as the employee's existing post level or up to 2 grades lower, as set out in the CBC Managing Change Policy. The employee must meet the basic requirements of the post, or would do, given suitable training.

6.5.15 *Part time employees*

If an employee meets the essential criteria of a full-time post they may be eligible to apply for this as a job-share opportunity.

6.6 What is prior consideration?

Prior consideration is where an employee is identified and considered for a post before the post is advertised. If the identified employee meets all the essential criteria for the post and is considered suitable (not necessarily the optimum candidate) following application and interview, the post should be offered to them.

6.7 How long can an employee stay on the redeployment list?

An employee can remain on the redeployment list for the length of their notice period. An employee may be placed on the redeployment list before they receive notice of termination of employment. In these circumstances the timing will start once they receive their notice.

6.8 What happens if the employee is sick during their notice period and whilst on the redeployment list?

There is no right to extend statutory or contractual periods of notice due to sickness. This also applies to the amount of time an employee can remain on the redeployment list.

6.9 Review of Employees on Redeployment list

The relevant HR representative reviews employees on the redeployment list weekly to ensure that the process is working correctly. This will involve a review of the career profile and the numbers and types of jobs that have been offered to the employee through the redeployment process.

6.10 Pay Protection

To qualify for pay protection employees must be appointed to a post attracting a lower rate of pay, not number of hours worked.

Pay protection will only apply in as a result of an organisational restructure. It will not apply in 'budget cut' redundancy situation.

In general terms, the Council's current pay protection policy is to protect employees on their current salary on a 'mark time' basis. The protection will be for a period of 3 years, unless the new substantive grade overtakes the 'mark time' salary, due to annual pay awards.

The protection will be at the employee's existing hourly rate only, that is the protection does not maintain contractual hours or any other contractual payments such as guaranteed overtime.

If the employee has been appointed into the new position before the end of their formal notice period, the pay protection will not implemented until the notice period is concluded.

Further information on the pay protection policy is available from Human Resources.

6.11 Disputes/Concerns

Any dispute or concern about the redeployment process from managers, employees or trade unions should be handled as quickly as possible and if an attempt to resolve the dispute fails the matter should be referred to the Assistant Director, HR & OD.

CAREER PROFILE

Full Name	Home Address
Work Telephone no	
Authority:	Postcode
Current work Location	Current Service Area:
E-mail address work or home (optional)	Home Telephone no
Current post title	Hours per week
Post grade/scale	Salary per month/annum
CV attached :	

Please ensure all sections are completed in as much detail as possible, and attach further sheets if necessary. This will assist the Redeployment Panel in finding you suitable alternative employment.

Please state the type of work you would be interested in:

Qualifications	Training:
Main Responsibilities of Current role	

Relevant Previous Experience

Limitations/Commitments

- Location
- Hours of work
- Days of work
- Caring responsibilities
- Health Limitations
- Other jobs
- Other limitations/Commitments:

OTHER RELEVANT INFORMATION

What hours / days would you prefer?

Would you consider : Part Time Term Time Only

What areas of the County would you be prepared to work in?

Any other preferences:

TRANSPORT

How do you normally travel to work?

Do you have a driving licence?

Do you have use of a car for work?

Are you currently required to use your car for work?

Vacancy Bulletin:

Please indicate how you would like to receive the vacancy bulletin:

Sent to home address

Sent to email address

Signed

Date

Please add any other information you may feel relevant on an additional sheet

Note 1- Type of work

You should specify what suitable alternative work you are seeking. It should be of similar status, pay, grade, hours and location as your own wherever possible. However, you may feel you would like to follow a new vocational path or that you would now prefer to do more hours etc. If this is the case you must be realistic in your aspirations and seek work of which you feel you have a reasonable chance of fulfilling the necessary requirements.

Note 2 - Qualifications/Training

This section should contain all academic, professional and vocational qualifications. You should also put down any in-service or other vocational courses you have been on (including Management Development). This will help the Redeployment officer to match your qualifications with the person specifications for appropriate posts.

Note 3 - Main Responsibilities of Current Role

This section should highlight what activities you are performing at present. Please outline what are the duties and responsibilities of your current position. You may find your current Job Description useful in completing this section.

Note 4- Relevant Previous Experience

This section should contain information about previous posts you have occupied and what skills/knowledge and experience you have gained from them. This will help the Redeployment officer to look for alternative posts in other areas of work that are not directly relevant to your current position.

Note 5- Limitations/Commitments

This section should specify whether you have any limitations that may preclude you from being suitable for some posts. (e.g. unable to lift heavy boxes. State any limitations and commitments such as location, hours and days of work, carer responsibilities, and other jobs.

You should also state whether you have any commitments that may limit what you are able to do.

GENERAL NOTE

This form is an essential tool in helping you to seek alternative employment therefore please complete the form as fully as possible. Please attach any additional information you may have (e.g. a curriculum vitae) that will assist the Re-deployment Panel in assessing your capability and potential.

7.0 FINANCIAL INFORMATION

7.1 Introduction

- 7.1.1 In the unfortunate circumstance of being made redundant, you may be entitled to certain payments, provided you have completed 2 years' continuous service. Employees who have less than 2 years' continuous service are not entitled to a redundancy payment.
- 7.1.2 This section is a guide to those payments, how they are calculated and when they will be paid.
- 7.1.3 The information has been given in the form of answers to the most commonly asked questions and will help you to gain a clearer understanding of redundancy payments.
- 7.1.4 However, this is a guide only, and should be read in conjunction with other information contained within this pack, together with advice from your manager or a member of Human Resources.

7.2 How is Continuous Service Defined?

Continuous service is defined as service that runs consecutively, that is without a break, with any organisation covered by the Redundancy Modification Order.

7.3 What is Statutory Redundancy Pay?

Statutory redundancy payment is a one-off lump sum paid after your employment has ended. There are no further redundancy payments.

7.4 How is it calculated?

Please note: The following information sets out the method for calculating Statutory Redundancy Payment entitlement under the provision of the Employment Rights Act 1996.

- 7.4.1 In exceptional circumstances and in order to facilitate change management the Council may grant an employee a discretionary compensation payment. This request must be supported by a sound business case from the Service Area Director.
- The amount of redundancy payment is determined by your age, length of continuous service and final weekly pay at your last day of employment.
- 7.4.2 A week's pay is defined as "that which the employee is entitled to under his or her terms of the contract at the 'calculation date'. This date is the last day on which the employee works". Weekly pay is calculated by dividing annual salary by 52 or averaging pay over the 12 weeks prior to the termination date if your pay is subject to variations through overtime etc. For each complete year of continuous service, up to a maximum of 20 YEARS, employees are entitled to:
- For each year of employment aged up to 21 inclusive - half a week's pay.
 - For each year of employment aged 22-40 inclusive - one week's pay.
 - For each year of employment aged 41 and above - one and a half week's pay.
- 7.4.3 The number of weeks' entitlement can be calculated quickly by referring to the ready reckoner in Appendix One.

7.5 Do I get a Pension as well?

You will receive a pension from the Council if you are aged 50 or over at the time of your last date of employment, (55 from 1st April 2010) and have been a member of the Council's Pension Scheme for at least 3 months. To calculate your retirement benefits you will need to work out how long you have been in the pension scheme in years and days, divide this figure by 60 and multiply the answer by your final pay. On retirement you will have the option to take part of your benefits as a tax-free cash lump sum by giving up some of your pension. You can take up to 25% of the capital value of your pension benefits as a lump sum.

If you joined the pension scheme before 1st April 2008 benefits based on membership to 31 March 2008 will be calculated differently to those based on membership from 1st April 2008. For membership built up to 31st March 2008 you receive a pension of 1/80th of your final pay, plus an automatic tax-free lump sum of 3 times your pension.

To summarise, any pension built up before April 2008 is still calculated at the 1/80th rate with a lump sum of 3 times pension. Only pension built up from 01/04/2008 is calculated at the better 1/60th rate and there is an option to take extra lump sum in exchange for some pension. An example of the benefits payable under the pension scheme is as follows:

An employee has 8 years' membership up to 31/03/2008 and 24 years membership after then when they retire at age 65. Their final year's pensionable pay on retirement is £20,000.

Benefits based on their 8 years' membership up to 31/03/2008 will be:

Annual Pension: $8/80 \times £20,000 = \mathbf{£2,000}$

Plus an automatic tax free lump sum: $3 \times 8/80 \times £20,000 = \mathbf{£6,000}$

Benefits based on their 24 years' membership from 01/04/2008:

Annual Pension: $24/60 \times £20,000 = \mathbf{£8,000}$

This gives total benefits of:

Annual Pension: £2,000 plus £8,000 = **£10,000**

Lump Sum = **£6,000**

It is possible to exchange some pension for extra tax-free cash.

Up to 25% of the overall value of the pension benefits can be taken as a lump sum with £12 lump sum for each £31 of annual pension given up.

These calculations are subject to a number of factors however; for example, whether service was full time or part-time, type of previous service, etc. Your benefits can be reduced or enhanced depending on your reason for retirement and there are HM Revenue and Customs controls on the pension savings you can have before you become subject to a tax charge. Detailed estimates of benefits are available from the Pensions Section via your HR Adviser.

All financial estimates and assistance in redundancy situations can be obtained from Human Resources

7.6 Are Payments Liable for Tax?

Lump sums from the Pension Scheme are not taxable and redundancy lump sum payments are not normally subject to tax or any other deductions. However, if your redundancy payment and any payment in lieu of notice exceeds £30,000, the excess over £30,000 becomes liable to Pay As You Earn, (PAYE) tax. Monthly pension payments are subject to the normal PAYE tax.

7.7 What is Pay in Lieu of Notice and How Does it Affect Payments?

Payment in lieu of notice arises where it is **agreed** between the department and the employee that the employee is not required to work out the full notice period. In this case, the last day of employment with Central Bedfordshire Council will be brought forward and the salary for the remainder of the notice period is paid as a lump sum with the final salary payment. Payment in lieu of notice is normally subject to PAYE and NI contributions and will affect registration for Unemployment Benefit.

It should be noted that payment in lieu of notice is only made in exceptional circumstances where it is not reasonably practicable for the employee to remain in employment to the end of his/her notice period.

7.9 If I get another job after I'm made redundant, will I receive a redundancy payment?

- (a) You **will** receive a redundancy lump sum payment if your employment ceases with Central Bedfordshire Council and you:
 - i) do not take up further employment; or
 - ii) take up employment with an organisation **not** covered by the RPMO. (The RPMO covers local authorities and related bodies); or
 - iii) take up employment with an organisation covered by the RPMO 4 weeks after your contract ends with Central Bedfordshire Council

- (b) If you accept an offer of a job with a body covered by the RPMO, the timing of the job offer is crucial. If the offer is made **after** the contract with the Council; ends, then you will receive a redundancy payment. If the offer is made **before** your contract ends with Central Bedfordshire Council there must be a 4 week break in service, or there is no entitlement to redundancy pay.

7.10 Will I have to repay my redundancy lump sum if I get another job?

- (a) Your redundancy lump sum **will** have to be repaid if you receive an offer of employment with an organisation covered by the RPMO **before** your contract ends with Central Bedfordshire Council and you take up your new job after an interval of **less than 4 weeks**.

7.11 If I take up employment with an organisation covered by the RPMO will my service continue?

- (a) Your service **will** continue if you receive an offer of employment with an organisation covered by the RPMO **before** your contract ends with Central Bedfordshire Council and you start your new job **within 4 weeks** of your contract ending with CBC.
- (b) Your service **will not** continue if you receive an offer of employment with an organisation covered by the RPMO:
 - i) **before** your contract ends with Central Bedfordshire Council and you start your new job after a break of **more than 4 weeks**;
or
 - ii) **after** your contract ends with Central Bedfordshire Council and there is a break in your service continuity before taking up your new employment.

READY RECKONER FOR REDUNDANCY PAYMENTS

To use the table: Read off employee's age and number of completed year's service. The table will then show HOW MANY WEEKS' PAY the employee is entitled to:

Age	Service (Years)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
17*	1																			
18	1	1½																		
19	1	1½	2																	
20	1	1½	2	2½	-															
21	1	1½	2	2½	3	-														
22	1	1½	2	2½	3	3½	-													
23	1½	2	2½	3	3½	4	4½	-												
24	2	2½	3	3½	4	4½	5	5½	-											
25	2	3	3½	4	4½	5	5½	6	6½	-										
26	2	3	4	4½	5	5½	6	6½	7	7½	-									
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-								
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-							
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-						
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-					
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-				
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-			
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-		
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-	
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½	
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½	
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½	
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½	
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25	
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½	
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26	
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½	
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27	
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½	
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28	
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½	
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29	
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½	
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30	

17 – It is possible that an individual could start to build up continuous service before age 16, but this is relatively rare and for this reason the table has been started at age 18.

61* - The table stops at age 61 because for employees age 61 and over, the payment remains the same as for age 61.