



Department of Health

General Pay Principles on Recruitment – for Applicants

Pay for external recruits:

The normal starting salary will be the base salary range minimum for the grade of the post. However, a base salary between the salary range minimum and the Recruitment and Development ceiling may be agreed with the recruiting manager subject to skills and experience.

If the role attracts a Market Pay Supplement, this will be made clear in the advertisement.

Pay for internal recruits:

Level Transfer within the Department of Health and/or its Agencies (MHRA)

If you move on a level transfer i.e. to a post in the same grade within the Department or its Agencies (MHRA), you will transfer on their existing base salary. You will not retain your allowances unless there are special circumstances, such as reserved rights. If your existing base salary is more than the maximum you will be placed on the pay scale maximum. If the post attracts a market pay supplement (MPS), this will be clear in the advertisement.

Level transfer from Other Government Departments (OGDs)

If you join from another government department on a level transfer into the DH or its Agency (in the same geographical location), you will transfer on your existing base salary subject to the maximum of the pay scale. If your base salary is below the DH minimum of the pay range, you will transfer on the DH minimum. If your base salary is more than the maximum of the pay scale, the amount of salary above the maximum will be retained on a mark time basis.

DH will not honour any allowances paid in the former government department unless there are special circumstances, such as a reserved right to those allowances on transfer to another government department. If the role attracts a market pay supplement (MPS), this will be clear in the advertisement.

Pay on Promotion

If you are appointed to a post on promotion, whether from within DH or its Agency or from other Government Departments, you will be appointed on a salary equal to either the minimum of the scale promoted to or an increase of 10 percent on their existing base salary, whichever is the higher.

If you move location on promotion, your salary range becomes that of the new location.

Pay on appointment of former agency worker

If you are appointed to a permanent role or to a fixed term appointment following a period of service as a non-permanent worker (NPW), you will be treated as per external recruits. Prior service as a non-permanent worker will not be counted for pay award or PRP purposes.

Pay Awards in Department of Health and MHRA:

The pay settlement date is August. To qualify for the annual pay award, you must have been employed by DH or its agency on 1st August.

If you join DH between 1 October and 31 December you are eligible for 50% of the award.

If you join the Department after 1 January you will not be eligible.

Entitlement to PRP, whether in DH or a former government department, will be subject to individual circumstances.