

SALMO Retained Grade Recruitment Campaigns – General Information

(for vacancies advertised on or after 1st April 2020).

Overview of SALMO RG Allowances

The SALMO Retained Grade (RG) Terms and Conditions of Service (TACOS) differ from the standard DE&S TACOS. These are detailed in the SALMO Retained Grade handbook.

With regard **time and allowance** payments:

SALMO Retained Grades are expected to work additional hours as and when required. Whilst not eligible for overtime and travel time payments, from the 1st April 2020 a new set of compensatory allowances have been introduced **depending on the type of working situation an employee is undertaking** as outlined below:

Home based duties	<p>This applies when the employee is required to work at their permanent duty station or is required to carry out a single day visit (no overnight accommodation required) to another location.</p> <p>It applies to routine work and response duties and includes both working in an office or on a work site. Normal DE&S Travel and Subsistence T&Cs would apply.</p>
Deployed task – Shore based	<p>This applies when the employee is required to work at a location other than their permanent duty station and overnight accommodation is required.</p> <p>It applies to routine work and response duties and includes both working in an office or on a work site globally when shore based. Normal DE&S Travel and Subsistence T&Cs would apply.</p>
Deployed Task – Sea Going	<p>This applies when the employee is tasked to carry out work that requires them to live onboard and sail with a ship or submarine. This must include an overnight stay on the vessel.</p> <p>It does not apply when SALMO staff are:</p> <ol style="list-style-type: none"> 1. onboard a vessel as a fare paying passenger, eg a ferry passenger or 2. when visiting a ship (which may include staying onboard overnight) but not sailing with it as part of the seagoing project team.
Contactable – Emergency response	<p>This applies to individuals who are in posts that may be recalled to duty with notice (both those providing initial response within 6 hours and those mobilising within 24 hours in response teams, but not AUV staff). They are required to carry a MOD provided mobile phone when practicable, and be medically fit, so they may be notified of an incident and recalled within 6 or 24 hours of the incident occurring, in line with SALMO requirements.</p>

Allowances		
Disturbance Allowance	circa £81.00/weekday circa £135.00 weekend/Public holidays/Privilege days	To be claimed when on Deployed task – Seagoing and Deployed task – Shore based for all employees on deployment.
Diving Allowance NB: Employees may claim either Diving Allowance or Diving Supervisor but not both at the same time.	circa £65/day	Employees listed on the Dive Plan. This allowance is payable to all those listed on the dive plan for a day when a dive takes place; no allowance is payable if waiting on weather, mobilising etc.
Diving Supervisor NB: Employees may claim either Diving Allowance or Diving Supervisor but not both at the same time	circa £108/day	Employees nominated by the Dive Contractor as Diving Supervisors under the statute for the task and named on the Dive Plan. This allowance is payable to all those listed on the dive plan for a day when a dive takes place; no allowance is payable if waiting on weather, mobilising etc.
Contactable Allowance	Those who may be called as part of a salvage response must be contactable. circa £3000 per annum	
Time off In Lieu (TOIL)	1 day of TOIL for each weekend day, bank holiday or privilege day worked	
Seagoing Leave	4 days leave will accrue for every 7 days at sea	

Please Note:

This information sheet is not intended to imply eligibility for the allowances listed. This is a general SALMO Retained Grade information sheet, provided to give an overview of allowances currently available, should you meet the eligibility criteria. This will depend on the post for which you are applying, and the nature of the duties undertaken.

All allowances are payable at the discretion of the DE&S HR Director and may be amended from time to time or removed as part of a future review as a result of collective bargaining with the Trade Unions.

Ministry of Defence – Revised Terms and Conditions of Service (TACOS):

Applicable to new entrants and substantive promotees (i.e. on advancement, progression or promotion terms), within the Broader Banded (BB) Construct – (E2 to B1) – and Skill Zone (SZ) Grades only, who are appointed against vacancies advertised on or from 3rd February 2014.

Exceptions to the above: Departmental Retained Grades and Non Standard Occupational Groups.

For full details on revised TACOS from 3 February 2014, please refer to associated Policy documents, available on the DBS People Services portal.

	<p>Existing MoD TACOS summary for BB and SZ Grades, who joined MOD before 3 Feb 2014 (or who joined MoD after 3 Feb 2014, as a successful applicant against a vacancy advertised before 3 Feb 2014) and have not been promoted since this date</p>	<p>Revised MoD TACOS summary for BB and SZ Grades, who joined or were advanced, progressed or promoted within MOD against a vacancy advertised on or from 3 Feb 2014 OR who are recruited into a Civil Service post from or after 3 Feb 2014 and subsequently move to MoD</p>
<p>Occupational Sick Pay (OSP)</p>	<p>Full-time staff are eligible for 182 days full OSP followed by 183 days half OSP, subject to a maximum of 365 days OSP in any rolling 4 year period.</p> <p>Part-time staff are eligible for pro-rata rates of OSP.</p>	<ol style="list-style-type: none"> 1. Staff in their 1st year of service will be eligible for 31 days full OSP followed by 31 days half OSP. 2. Staff in their 2nd year of service will be eligible for 61 days full OSP followed by 61 days half OSP. 3. Staff in their 3rd year of service will be eligible for 92 days full OSP followed by 92 days half OSP. 4. Staff in their 4th year of service will be eligible for 122 days full OSP followed by 122 days half OSP. 5. Staff in their 5th year of service will be eligible for 153 days full OSP followed by 153 days half OSP. 6. Part-time staff will be eligible for pro-rata rates of OSP. 7. Full-time Promotees who joined MOD into a post advertised before 3 Feb 2014 will have their OSP eligibility reduced to 153 days full OSP and 153 days half OSP on promotion, regardless of length of service. 8. Part-time Promotees will have their OSP eligibility reduced as above, but on a pro-rata basis.

<p>London Hours</p>	<p>Full-time staff working in London (entitled to Inner or Outer London Weighting)* are contracted to a 36 hour working week.</p> <p>Part-time staff are contracted pro-rata, based on a 36 hour working week.</p>	<p>Full-time staff working in London (entitled to Inner or Outer London Weighting)* will be contracted to a 37 hour working week.</p> <p>Part-time staff will be contracted pro-rata, based on a 37 hour working week.</p> <p>Please note that London-based Shift Workers are exempt from this TACOS change.</p>
<p>Accrual and Capping of Annual Leave</p>	<p>Full-time staff employed for less than 5 years are entitled to 26.5 days Annual Leave per year, rising to 31.5 days per year after 5 years service.</p> <p>Part-time staff are entitled to pro-rata rates of Annual Leave.</p>	<p>Full-time New Starters will be entitled to 25 days Annual Leave per year, rising by one day per year of completed service to a maximum of 30 days per year after 5 years.</p> <p>To be clear: 1st year of service – 25 days 2nd year of service – 26 days 3rd year of service – 27 days 4th year of service – 28 days 5th year of service – 29 days Following completion of 5 years service – 30 days</p> <p>Full-time Promotees who have completed 5 years of service or more will have their Annual Leave entitlement capped at 30 days per year.</p> <p>Full-time Promotees who have completed less than 5 years service will qualify for the number of Annual Leave days shown above, based on how many years of completed service they have accrued. E.g. Promotee with 3 years completed service will be entitled to 28 days Annual Leave per year and will continue to accrue as above to the maximum of 30 days Annual Leave per year.</p> <p>Part-time staff will be entitled to pro-rata rates of Annual Leave based on the above.</p>
<p>Mobility</p>	<p>All staff at Band E or Skill Zone 1-4 level, plus Apprentices and all part-time or casual staff (regardless of grade) are considered to be Non-Mobile. They have only a minimum mobility obligation which in practice means that they can be expected to undertake occasional short periods of detached duty (e.g. for training, familiarization visits or to attend meetings) and are liable for redeployment within the local travel-to-work area across MoD.</p> <p>Full time staff at Band D level and above are considered to be Mobile. They have a full mobility obligation which means they are liable for redeployment anywhere in the UK or overseas within MOD.</p>	<p>All Broader Banded and Skill Zone 1-4 level staff, whether full-time, alternative working pattern or casual, are considered mobile across the Civil Service within their local travel to work area.</p> <p>Full time staff at Band D level and above are also considered mobile across the MoD in the UK and overseas.</p>