

Zone 4 rate table (Scotland)				
	Level 1 – up to 6 months / in probation and legacy Colleagues on paid breaks	Level 2 - Over 6 months & successfully completed probation	Level 3 - 2 or more years <i>Qualification required for selected roles</i>	
<b>Care and Care Support</b>				
Care Assistant	£12.65	£12.80	£13.15	
Senior Carer	£13.55	£13.80	£14.15	Level 3
Team Leader/Trainee NA/	£14.35	£14.50	£14.70	Level 3
<b>Catering</b>				
Kitchen Assistant/Hostess/Waiter/Head of Service	£12.50	£12.65	£13.00	
Asst Chef/Cook	£13.15	£13.30	£13.50	
Cook/ Chef	£14.10	£14.35	£14.70	Level 2
Head Chef/Chef Manager	£15.25	£15.50	£15.85	Level 3
<b>Property Management</b>				
Gardener	£12.50	£12.65	£13.00	
Maintenance Operative	£13.10	£13.25	£13.45	
Regional Maintenance Operative	£13.60	£13.75	£13.95	Level 2
<b>Administration</b>				
Receptionist	£12.50	£12.65	£13.00	
Administrator	£14.17	£14.37	£14.67	
Senior Administrator	£14.87	£15.07	£15.37	
<b>Housekeeping</b>				
Housekeeper	£12.50	£12.65	£13.00	
Head Housekeeper	£13.40	£13.55	£13.75	
<b>Care Support</b>				
Activities/wellbeing Coordinator	£12.50	£12.65	£13.00	
Senior Activities/wellbeing Coordinator	£13.15	£13.30	£13.50	
<b>Other Support Roles</b>				
Driver	£12.50	£12.65	£13.00	
Covid Coordinator	£12.50	£12.65	£13.00	
<b>Nursing &amp; Clinical Management Roles</b>				
Nursing Assistant/Pre-registered Nurse	£14.90	£15.05	£15.25	Level 3
Registered Nurse Associate	£16.15	£16.60	£17.15	PIN
Newly Qualified Nurse	£17.51	£17.76	NA	PIN
Experienced Registered Nurse /Peripatetic Nurse	£21.73	£21.93	£22.23	PIN
Unit Manager/Clinical Lead/Night Manager/Charge Nurse	£22.83	£23.28	£23.83	PIN
DM/CSM Hourly Clinical	£24.08	£24.53	£25.08	PIN
<b>Non-Clinical Management Roles</b>				
Unit Manager (Non- Clinical)	£16.15	£16.60	£17.15	
Deputy Manager Hourly (Non-clinical)	£17.80	£18.25	£18.80	

## Zone 4 Pay Rates

**There will be some colleagues who due to historic pay practices earn more than these rates, anyone above these standard rates will be red circled, this effectively means pay will be frozen until our new rates catch them up, they progress to a higher rate role or due to service increasing.**

**Colleagues on paid break contracts will only be eligible for the "Level 1" rate unless they voluntarily decide to move to a standard HC One unpaid break contract, again if on a higher rate they will be frozen.**

If any colleague wishes to discuss moving to a standard HC One contract, they should speak to their Home Manager in the first instance and they can discuss the impact with you and agree with Human Resources to issue you a new contract. Service will be continuous for anyone who changes contract in this way.

### **What if a Colleagues role requires a qualification?**

All our rates are experience based, meaning colleagues can grow their pay while developing in their career with HC-One. However, some of our roles are ones that require qualifications to achieve the top level 3 rates. These are identified in the rate table.

Our Clinical roles and associated rates are for colleagues who are PIN registered with the NMC. These roles and rates only apply in Nursing Homes.

Colleagues with less than 6 months experience receive Level 1 payment, those with more than 6 months experience will receive Level 2, and those with more than 2 years' experience will receive Level 3. Roles where as well as the 2 years' experience, we also require a Level 2/3 NVQ relevant to their role must have provided copies of their qualification certificates to the qualifications team for validation before being moved to the highest rate.

All qualifications can be ratified by our qualifications team at [qualifications@hc-one.co.uk](mailto:qualifications@hc-one.co.uk)

### **A Home can be subject to re-zoning which would result in all pay rates changing, reasons for change could be:**

- Local authority or CQC want to pay Real living wage or higher and provide appropriate funding (would mean moving a zone 1 home to a zone 2).
- Home is close to border of zone 2 and colleagues work across both or we recruit from the same pool.
- Any other substantial reason such as remote location and limited regional labor market pressures

Any application to change zone must be made by the Home Manager to the Area Director who will then seek Managing Director and Group Remuneration Committee approval. All applications must be supported by a robust business case.