

## **PAY POLICY SUPPORT STAFF**

### **1. Purpose**

- 1.1 This policy sets out the pay and pay progression arrangements for support staff employed by the Trust.
- 1.2 Those on fractional contracts will receive a salary based on a pro rata calculation of the full time salary.
- 1.3 The Trust believes that a fair, transparent and consistent pay policy which recognises and rewards support employees as skilled professionals is a key element of school / academy Improvement Plans.
- 1.4 This policy aims to support recruitment, retention, ongoing development and motivation of support employees and provides a sound base for financial planning in an environment that enables equality and diversity
- 1.5 This policy aims to:
  - ensure that pay decisions are grounded in fact
  - ensure that pay decisions are equitable and fair
  - support the quality of teaching, learning and day to day operations
  - support recruitment, talent management and retention of staff
  - reward support employees fairly
  - enable accountability, transparency, objectivity

### **2. Pay on appointment**

- 2.1 The Trust will determine the pay range for a vacancy prior to advertising, providing delegated authority to the Headteacher to determine the salary to be offered to the successful candidate within agreed parameters.
- 2.2 Pay will not be anything other than between the lower and upper limits of the relevant scale.
- 2.3 New employees are normally placed on the bottom scale point of the relevant grade. However, employees may be placed above the minimum scale point where there is an objective reason, for example to secure recruitment in line with market rate, or to recognize experience, qualifications held or specialism.
- 2.4 The Trust uses the NJC Scale for support employees.

### **3. Pay progression**

- 3.1 Decisions regarding pay progression are based on satisfactory performance. The default position is that all support staff will be able to achieve satisfactory performance. Satisfactory performance means successful completion of an appraisal period and no live formal disciplinary penalties on record
- 3.2 Subject to satisfactory performance as evidenced through annual appraisal, support employees will progress through the relevant pay scale until they reach the top of scale. Details can be found in the Appraisal Policy for support staff.
- 3.3 The window for appraisals for support staff across The Trust will be open between 1 June and 31<sup>st</sup> October in recognition that some appraisal and target setting meetings are better completed before the summer recess, whilst others cannot be undertaken until October. Each school / academy will determine at a local level when appraisals are carried out and all will be completed before 31<sup>st</sup> October

- 3.3 Increments will be one point above the existing scale point.
- 3.4 To be eligible for an increment an employee must have at least 6 months continuous service with the Trust as at 1 September having successfully completed the probationary period.
- 3.5 Incremental pay progression will be reviewed between 1 September and 31 October annually with decisions applying from 1 September.

#### 4. Recruitment and Retention premium

- 4.1 Recruitment and Retention payments can be used where the Headteacher deems it is necessary to:
- attract suitable candidates for hard to fill / skills shortage roles
  - retain the skills and expertise of support staff, particularly in hard to fill / skills shortage roles or specialist areas
- 4.2 Recruitment and Retention payments should not be made for carrying out specific responsibilities or to supplement pay for other reasons.
- 4.3 The Headteacher should agree the criteria for payment of a premium with the Trust which is likely to be either
- Recruitment driven as evidenced by the failure of at least one external advertising campaign.
  - Retention driven as evidenced by high turnover from a staff group or the resignation / proposed resignation of a key post holder for reasons relating to pay.
  - Market rate driven as evidenced by credible market information which confirms that pay rates have fallen behind market norms.
- 4.4 The school / academy may determine the value of recruitment and retention premia, subject to affordability and having taken into account salaries of existing staff in consultation with the Trust and known changes in the future.
- 4.5 The initial maximum duration of a Recruitment and Retention payment is 2 years, however it is subject to annual review and may be extended.
- 4.6 The duration of the payment, the amount, and whether this is a one off or monthly payment, will be determined according to the relevant circumstances of each case.
- 4.7 Where a Recruitment and Retention payment is to be made, the member of staff will receive written confirmation stating:
- if the payment is for recruitment or retention purposes
  - why the payment is being made
  - how and when it will be paid
  - the value
  - the start and end date (unless a one off payment)
  - the review date, after which it may be withdrawn
  - any other terms that apply

## 5. Salary Safeguarding

- 5.1 Should basic pay decrease it will be protected for two years if it is reduced because of:
- a new pay and grading scheme;
  - restructuring;
  - redeployment where there is a risk of redundancy; or
  - redeployment on ill-health grounds
- However salary protection does not apply:
- if any employee voluntarily moves to another job (unless redeployed as above).
  - where the decrease in pay is because of a reduction in hours.
- 5.2 Where the new grade is lower than the current one, following the safeguarding period the employee will normally go to the top scale point of their new grade.

## 6. Honoraria

- 6.1 The Headteacher may recommend that the Local Governing Body rewards a support employee with a one-off payment for exceptional contribution over and above what would normally be expected.
- 6.2 Exceptional contribution means performance which, on a sustained basis, substantially exceeds that which could normally be expected. Examples might include outstanding project work, successfully responding to or managing events / activities with significant implications or improving operational efficiency and making tangible cost savings. This is not intended to be an exhaustive list.
- 6.3 Any decisions to award an honoraria must be taken in consideration of the impact on other staff, be objectively justified and recorded.

## 7. Pay appeals procedure

- 7.1 The Trust is committed to ensuring that appeals against pay decisions are appropriately considered.
- 7.2 The following list, which is not exhaustive, indicates the typical reasons for seeking a review of a pay determination, that being that the person by whom the decision was made:
- incorrectly applied any provision within this policy or the Appraisal policy for support employees;
  - failed to take proper account of relevant evidence;
  - took account of irrelevant or inaccurate evidence;
  - was biased;
  - otherwise unlawfully discriminated against the employee.

### Step One: Informal resolution

An employee who is dissatisfied with an Appraisal outcome / an incremental recommendation should discuss their concerns with their manager in the first instance. This opportunity to discuss a pay decision before it is finalised may resolve matters.

### Step Two: Formal representation

If it is not possible to resolve matters informally, and the employee believes that an incorrect Appraisal outcome or an incremental pay recommendation has been made, they may make a formal representation to the Headteacher.

In this case the employee should submit a formal written statement setting out the grounds for their non-agreement with the pay recommendation and including any evidence that they wish the Headteacher to consider to which they will receive a written response.

Step Three: Formal appeal

Once a pay determination has been made and communicated, the employee has the right to raise an appeal against the determination in relation to their pay. This right of appeal exists whether or not the employee chooses to make formal representations (step two).

Note: the appeal will normally be heard by of up to 3 members of the Pay Committee where Step Two has been completed, or the Headteacher where Step Two was not completed.

## 8. General Data Protection Regulation

- 8.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

### Document management

Review cycle:	Annually
Next review due:	September 2019
Policy owner	Head of Human Resources
Approving body:	Board of Trustees
Equality Analysis completed:	18.8.2017