



**Mission Statement**  
*RCSAT nurtures the unique potential of every child through our Christian values.*

## SUPPORT STAFF PAY POLICY & PROCEDURE

**Effective Date: 01/04/2017**

**Review Date:**

Review Date	Signed Head Teacher	Signed Director RCSAT

Persons Responsible for Policy:	
Approval Date	
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT
Signed:	Headteacher



The Governing Board of the Rural Church Schools Academy Trust adopted this policy on 01/04/17.

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by the School.

## 1. Principles

The Governing Board (GB) recognizes and values the contribution made to the school/academy by non-teaching staff, known collectively as support staff. It will seek to ensure that all support staff are valued and receive proper recognition for their work and their contribution to the school.

This policy applies to all staff at the school that are not subject to teachers' pay and conditions

## 2. Aims

In adopting this policy the aim is to:

- recognise and value the contribution made to the school by non-teaching staff.
- ensure fairness in demonstrating that all employees are valued equally and receive appropriate financial recognition for their work;
- ensure the application of pay and reward is consistent, transparent and meets the obligations of equal pay legislation;
- aid recruitment, retention and the development of a diverse, skilled and flexible workforce;

## 3. Staffing Structure

The Governing Board agrees to consult with staff and recognised Trade Unions where there is any proposed change to the current staffing structure.

## 4. Conditions of Service

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by the School.

## 5. Job Descriptions and Job Evaluation

The governing board has determined the range and grade of each post in accordance with the agreed job evaluation scheme applicable, taking into account the duties and responsibilities of each post.



The Headteacher will consult with the staff and trade unions regarding changes in job descriptions.

## 6. Payment of Salaries

Employees must have their salary paid by direct credit to their bank or other financial institution acceptable to the school.

Salary will be paid in 12 monthly installments.

Employees will be paid on the 15<sup>th</sup> of each month. Where the 15<sup>th</sup> falls at a weekend or on a bank holiday, payment will be made on the preceding working day.

## 7. Pay Spine

The Governing Board has adopted the pay spine for support staff.

A copy is available from the RCSAT main Office

Pay levels are reviewed annually and any “cost of living” award applied to spinal column points is implemented by the school.

## 8. Salary on Appointment

The starting salary for an appointee to a job with a grade of more than one point, is at the discretion of the Headteacher, having regard to the requirements of equal pay law and regulations (after taking account of qualifications and experience).

A Headteacher may offer an appointment on less than the full grading range where the employee will not be undertaking, initially, the full duties and responsibilities of the job. If such an arrangement is agreed with the successful applicant, the written notification will specify clearly the reasons why the full range is not being applied and the date when the situation will be reviewed, with a view to the full grading being applied. Application of the full grading will not entitle the employee to a pay increase under the regrading provisions (unless they are currently paid below the minimum of the full grade).

## 9. Incremental Progression

Support staff are normally eligible to move one point on their pay grade on the anniversary of starting the job (or the regrading of the job if this applies subsequently), subject to satisfactory service, until the top of the range for the grade is reached. In all cases, there will be no incremental progression beyond the evaluated grade of the post.

Any progression may be withheld if the employee is under the formal capability procedures. The Governing Board may choose to award the incremental point at a later date when the staff member’s performance has returned to satisfactory but it will not be backdated.



A member of staff may be paid one or more accelerated increment(s) within the grade for the job at any time, without prejudice to the normal annual increment, at the discretion of the Headteacher/Governing Board.

From the anniversary of the completion of five year's continuous Local Authority service, staff that are employed term time only will have their salary adjusted to take account of their entitlement to additional leave.

## **10. Salary on Promotion or Regrading**

On regrading or promotion to a grade with a higher maximum salary, an employee will normally be paid a salary on the new grade which is at least one increment above the salary that they would have received in the former grade on the date of grading change. An increase of more than one increment may be justified in the case of a promotion but will be exceptional where the job is regraded. The level of the starting salary is at the discretion of the Headteacher/Governing Board.

## **11. Acting allowance**

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a special recognition payment may instead be considered.

## **12. Recognition Award Scheme**

- 12.1 Recognition awards may be given to individual employees for exceptional performance, normally something additional and something that requires greater skills or carries greater responsibilities. They are not given for doing the job the employee is appointed to do well.
- 12.2 The maximum payment should not exceed 7.5% of basic annual salary and the payment of anything in excess of 5% of basic annual salary should be exceptional. Payment will be non pensionable and will be subject to deductions for tax and National Insurance
- 12.3 If agreed, awards should be linked to the reason for their payment and be paid upon completion of the task/project.
- 12.4 Awards will be approved by the Governing Board and should be paid upon completion of the task/project.
- 12.5 Where appropriate, alternatives like additional leave or accelerated increments or a mixed approach should be considered.



### 13. Authorising and Paying for Additional Hours

- 13.1 The total number of hours of work for all support staff will be determined at the time of appointment.
- 13.2 Where staff work additional hours, with the prior agreement of the Headteacher, additional payment or time off in lieu will be arranged.
- 13.3 Where payment is agreed, for working additional hours, reimbursement will be at plain time for both full and part time staff. Employees may request time off in lieu on an hour for hour basis, if it can be managed by the service.

only completed half hours worked on each day will qualify for payment

### 14. Other Premium Payments

Where applicable premium payments will be paid to employees on grades up to spinal column point 34 (top of Grade 8). Where more than one premium payment applies, the highest rate only will be paid. For instance if night work is on a bank holiday, the rate for bank holiday working will apply rather than the night working rate.

### 15 Replacement Cover

- 15.1 An employee who is asked to work an additional shift to cover the absence of a colleague and who is prevented from undertaking the shift by sickness, will not be paid for that additional shift.
- 15.2 An employee who is asked to cover the work of a colleague who is absent for a period of time (i.e. they are in effect temporarily increasing their hours) and who falls sick and is unable to work all the additional shifts, will be paid basic rate for the additional shifts they do not work i.e. they will not receive any enhancements

### 17. Retirement Awards

An employee who retires having completed 20 years employment (the employment does not have to be continuous) may be eligible to receive a retirement gift:

### 18. Salary

Where an employee is displaced and is redeployed into a lower graded post, s/he will be entitled to pay protection as set out in the Salary Protection Policy. During the



period the employee's pay is 'frozen' and increments/annual pay awards are not paid (unless the salary of the new post exceeds the protected salary).

Salary protection may apply where as a result of restructuring the employee is on a lower salary.

## 19. Car Allowances

	Car	Motorbike
Per mile first 10,000	45p	25p
Per mile after 10,000	24p	24p

## 20. Overpayments

20.1 Any overpayments of pay will be recovered as follows:

i. The rate of recovery will be equivalent to the time period of the overpayment (for example if the overpayment covered 2 months, then the recovery period should be 2 months unless the employee agrees to a quicker rate of recovery);

ii. Where an employee is repaying an overpayment but leaves the school before the full overpayment is recovered, the balance will be deducted from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

## 21. Appeals

Any member of the school support staff may appeal against any decision of the Governing Board in relation to his/her pay, provided that the appeal is made in accordance with the procedure established by the GB

The decision of any person or committee charged with considering an appeal under the school's grievance procedure will be final and cannot be subject to any further review.

Decisions made under this procedure do not affect the employee's statutory employment rights.



## Appendix 1 – Appeals Procedure

1. Staff who are dissatisfied with a decision taken by the Governing Board in relation to their pay should write to the Headteacher within 10 working days of receiving notification of the decision. An informal meeting will be arranged, with no right of accompaniment, at which the employee will be able to present their case. Within 5 working days the Headteacher will confirm either:
  - i. The original decision has been upheld
  - ii. The original decision has been changed and confirmation of the new decision

If the member of staff is dissatisfied with the decision they may appeal to the Governing Board within 10 working days of confirmation of the decision.

2. A formal meeting will be arranged, normally within 10 working days, with the Chair of Governors or another nominated member of the Governing Board at which the member of staff may be accompanied by their Trade Union Representative or a work colleague. At the meeting the employee will be able to present their case. The outcome of the meeting will be confirmed within 5 working days of the date of the meeting.
3. If the employee still remains dissatisfied with the outcome they may write to the Chair of Governors (or Vice Chair if the Chair held the first formal meeting) within 10 working days of receipt of the outcome. An appeals panel will be convened, normally within 10 working days, (recommended 3 Governors but this is not a statutory requirement) and the employee will be invited to present their case. They may be accompanied at this meeting by their T.U Representative or a work colleague. The outcome of the meeting will be confirmed within 10 working days of the date of the meeting.

There is no further right of appeal.

