



# **PAY POLICY FOR SUPPORT STAFF**

Approved and signed by the Board of Trustees by  
virtual meeting

23.03.20

March 2020

## **CHANGES**

March 2020: Policy implemented

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Trustees signature and review date

## **INTRODUCTION**

It is recommended all Trusts adopt a pay policy which sets out the basis on which they determine pay and grading of support staff posts along with the procedures to be followed when addressing staff appeals in relation to their pay.

When making pay decisions Trusts must adhere to and apply with care the relevant sections of their pay policy having regard to the member of support staff's particular post within the staffing structure. A copy of the staffing structure should be attached to this policy at Appendix 2.

All procedures for determining pay should be consistent with the principles of public life and provide for objectivity, openness and accountability. Pay and performance management policies should make clear the Trust's compliance with the Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2011 and The Employment Act 2008.

The CEO and Trustees should consult staff and unions on their pay policy prior to adopting any significant changes. The content of the policy will be monitored and reviewed so as to ensure it continues to meet the Trust's needs is up to date in terms of employment legislation and other relevant external documents, e.g. the Local Government Services National Agreement on pay and Conditions of Service (NJC Green Book) and Plymouth City Council's Job Evaluation Scheme.

This pay policy only covers support staff who are directly employed by the MAT. It does not cover teaching staff, for whom a separate pay policy exists.

In determining support staff pay relevant bodies should also ensure these provide where appropriate pay differentials that reflect the range of duties and level of responsibility in accordance with the Trust's staffing structure. This will in most cases require support staff posts to be graded in accordance with the Trust's adopted job evaluation scheme.

## **DEFINITIONS**

The term "relevant body" has been used throughout this policy. In our Trust this means the Board of Trustees.

## **PAY POLICY FOR SUPPORT STAFF**

This policy was adopted by the relevant body of Discovery Multi Academy Trust on \_\_\_\_\_ following consultation with staff and relevant trade union representatives.

### **I BACKGROUND**

This policy sets out the framework for determining pay for support staff. It has been developed to comply with current legislation and the requirements of the Local Government Services National Agreement on Pay and Conditions of Service (the “Green Book”). In the event of any inadvertent contradictions, the Green Book will take precedence.

Pay decisions at this Trust are made by the relevant body which has delegated certain responsibilities and decision-making powers to the Audit & Finance Committee as set out in the Scheme of Delegation. The Audit & Finance Committee are responsible for the establishment and review of the Pay Policy for Support Staff, subject to approval of the relevant body, and has full authority to take pay decisions on behalf of the relevant body in accordance with this policy. The CEO is responsible for advising the Trustees on its decisions.

The relevant body should review the policy each year, or when other changes occur to the Green Book to ensure that it reflects the latest position.

In determining pay levels for support staff, in accordance with the Job Evaluation Scheme, the relevant body should also ensure these are set in accordance with the Trust’s staffing structure. A copy of the Trust’s staffing structure should be attached to the pay policy. (Appendix 2)

### **2 PAY DETERMINATION AND JOB EVALUATION SCHEME**

The Audit & Finance Committee will determine the number and type of support staff posts within the Trust’s staffing structure taking into account the advice and recommendations of the CEO. Job profiles, pay and grading of support staff posts will be set in accordance with Plymouth City Council’s Job Evaluation Scheme.

Compliance with the Job Evaluation Scheme ensures grades for jobs are decided objectively and fairly and will be applied to all support staff posts. It is important to grade jobs appropriately to maintain morale among colleagues and to avoid unnecessary expenditure of Trust budgets, loss of valued employees and the risk of equal pay claims.

### **3 STARTING SALARIES AND PAY PROGRESSION**

All new starters will start on the bottom spinal column point (scp) of the evaluated grade unless their recent employment demonstrates a salary higher than this, in which case the nearest scp can be applied. Progression along the pay points, within the grade, will take place annually in October until the top of the grade is reached. Increments usually occur automatically each October and any annual inflation award, where agreed, occurs in April. A new employee must have been in employment for a minimum 6 months before an increment is awarded. Once the top of the grade has been reached automatic progression ceases. An increment will only be withheld as a result of a formal procedure and will be subject to a right of appeal.

## 4 INTERNAL ROLE MOVEMENTS

For internal transfer between roles,

- Movement from one role to another at the same grade: the existing spinal column point shall be applied. This change should not impact incremental progression.
- Movement from one role to another at a lower grade: the top spinal column point of the lower grade shall be applied.
- Movement from one role to another at a higher grade: the bottom spinal column point of the new grade shall be applied.

There is no pay protection resulting from internal moves or restructures.

### 1. Salary payments and calculations

Support staff salaries are paid in arrears at the end of each calendar month and is divided into twelve equal monthly payments.

Term Time Only employees are typically paid for 38, 39 or 40 working weeks depending on the needs of the Trust. Employees can be appointed on contracts for term time only plus any specific number of additional, Trust holiday, working weeks.

For all term time only support staff employees, a pro rata annual leave entitlement is included within the pay calculation as set out in the contract. Annual leave entitlement depends upon length of service. Statutory and contractual entitlement for annual leave is deemed to coincide with periods of Trust closure and is therefore considered to be taken during this time. There is no entitlement to take leave during term time. Requests for leave of absence on a defined working day will not normally be approved, except in accordance with the Trust's leave of absence policy under exceptional circumstances.

Staff employed term time only will not be granted leave of absence for holidays in term time.

### 2. Other payments

#### Overtime

Overtime is payable for time worked over 37 hours in a normal working week (Monday – Saturday), subject to prior management approval. Enhancements are applied on the basis of plain time plus a quarter ( $\times 1.25$ ) for grades A – E (scp 4 – 27).

For part-time employees and employees with variable (casual) hours of work where there are no set contract hours, entitlement to overtime rates will apply for hours worked above the standard working week.

In exceptional circumstances, and with prior management approval, overtime will be paid at plain time only for grades F-L.

#### Contractual overtime

There is no entitlement to contractual overtime.

#### Bank/Public Holiday Working

Employees working on a Bank/Public Holiday will be paid at time and a quarter (if grade A – E) and will receive a day in lieu, equivalent to the hours worked on the Bank/Public Holiday.

Employees graded F and above, will receive normal pay and will receive time off in lieu, equivalent to the hours worked on the Bank/Public Holiday.

### Call-out allowances

Call-out rates will be considered as non-standard hours (see below) with a minimum payment of 2 hours.

Non-standard hours are those outside the normal hours of operation and the normal working week. Non-standard hours are Night Working, Sunday Working or Bank Holiday Working. There are no additional payments for shift work or split shifts.

Enhancements are applied up to and including scp 27 (for grades A – E) on the basis of plain time plus a quarter (x1.25). Only one enhancement can be claimed at any time. From scp 28 (for grades F and above) there is no enhancement, just normal pay at plain time.

### **3. Pay reviews and right to appeal**

It is recommended that job descriptions are reviewed annually as part of the employee's appraisal/performance review or at other times where there are changes to the role. If there are significant changes to the duties of the job, a re-evaluation of the grade should be carried out through the Job Evaluation Scheme.

If an employee is not satisfied with the outcome of a grade review, they should raise this informally in the first instance with the CEO.

If an employee remains dissatisfied, after discussions with the CEO, they may submit a formal appeal to the Audit & Finance Committee in writing. Further information about the appeal procedure is available in the Trust's adopted job evaluation scheme.

### **4. Other pay related issues**

Where an employee has a concern about their pay, that is not related to the evaluated grade, such as concern about an additional payment, they should raise this in the first instance with the CEO.

Where the matter is related to a decision made by the Audit & Finance Committee, the employee may raise a formal appeal, in writing within 10 days of receiving the pay decision.

Employees must send their appeal to the CEO in the first instance. The CEO will arrange for the matter to be heard by a panel of Trustees.

The employee will be given the right to make personal representations to the Trustees and to be accompanied by a trade union representative or work colleague.

Appendix I sets out the proceedings for a Trustees appeal hearing. This policy will be reviewed annually.

## **APPENDIX I: PROCEDURE FOR TRUSTEES APPEALS HEARING**

Procedure for hearing appeals connected with Pay Policy – **EXCLUDING** situations where Trust Support Staff wish to appeal against a Job grading decision. Trust support staff wishing to appeal against a Job Grading decision must refer to the PCC Job Evaluation Appeal procedure.

Trustees will be invited to consider an order of proceedings. The following is suggested.

1. The Chair will introduce the members of the Panel.
2. The Appellant will put their case in the presence of the Chair of the Audit & Finance Committee and be given the chance to amplify.
3. Trustees, the Chair of the Audit & Finance Committee and the Trust's HR Adviser will have the opportunity of questioning the Appellant.
4. The Chair of the Audit & Finance Committee will be given the opportunity of responding.
5. Trustees, the Appellant and the representative of the Authority will have the opportunity of questioning the Chair of the Audit & Finance Committee.
6. The Appellant and their representative will be invited to summarise their case if they so wish.
7. The Chair of the Audit & Finance Committee has the right to respond if any new point is made at this juncture.
8. The Appellant, their representative and the Chair of the Audit & Finance Committee will be asked to leave the meeting to enable Trustees to consider the matter, reach a conclusion and pass a resolution. The HR Adviser will be able to offer advice on the conditions of service under which the Appellant is employed.
9. The Appellant and their representative with the Chair of the Audit & Finance Committee will be recalled and informed of the Trustees decision/resolution.

Having agreed the order of proceedings the meeting will be formally opened by the Chair of the Audit & Finance Committee who will (a) refer to the purpose of the appeal, (b) refer to any documentation which may have been sent to the members of the Audit & Finance Committee and to the Appellant or their representative, (c) introduce those present and explain their role in the proceedings.

10. The decision of the Trustees should be confirmed in writing.

The decision of the Trustees is final and cannot be re-opened under the Trust's grievance procedures.

## **APPENDIX 2: SUPPORT STAFF STRUCTURE**

**Chief Finance Officer**

**Business Manager**

**Nursery Manager**

**Facilities Manager**

**PA to CEO/Business Support Officer**

**Deputy Nursery Manager**

**Early Years Professional**

**Site Manager**

**Pastoral Worker**

**Nursery Nurse**

**Parent Support Advisor**

**Caretaker**

**Higher Level Teaching Assistant**

**Administrator**

**Administration Assistant**

**Clerk to the LAB**

**IT Technician**

**Early Years Worker**

**Cleaner**

**Meal Time Assistant**

**Apprentice**

I can confirm that the Board of Trustees of Discovery Multi Academy Trust have adopted this policy as their own.

**Chair of the Board**

Sign.....

Print.....

Date .....