



Pay Policy for Non-Teaching Staff 2018-19

Document Name	Approval Date	Date of Next Revision
Pay Policy for Non-Teaching Staff 2018-19 - V1.0 Based on DCC 2018-19 Policy	3 October 2018	2 October 2019

The Directors have paid due regard to the impact of all aspects of equality in the writing of this policy

1 INTRODUCTION

- 1.1 All non-teaching employees are employed on terms and conditions of employment covered by existing Collective Agreements negotiated and agreed with the trade unions recognised by Saturn Education Trust for collective bargaining purposes. These agreements are embodied in the NJC Agreement on Pay and Conditions of Service for Local Government Services, the Collective Agreement concerning Job Evaluation (JE) and the Collective Agreement concerning the Harmonisation of Conditions of Service 2006 and as amended with effect from 1 January 2012.
- 1.2 Job Evaluation was fully implemented on 1 September 2004. The principles of JE in Schools are outlined in detail in the Schools' JE Portfolio as adopted from the DCC Schools' JE portfolio.
- 1.3 When taking decisions regarding pay, the Trust will have regard to both the pay policy and to the JE Scheme and resultant pay and grading structure.
- 1.4 The aim of establishing a pay policy is to ensure fair and equitable treatment for all employees of the Trust.
- 1.5 This pay policy makes reference to relevant areas of the Schools' JE Portfolio throughout. The Schools' JE Portfolio should be referred to accordingly.

2 SCOPE

- 2.1 This policy applies to all non-teaching employees in the Saturn Education Trust. It applies the framework recommended to school governing bodies by the Local Authority and covers all key areas of pay determination that schools/Governing Bodies need to consider.
- 2.2 The arrangements for determining pay in respect of teaching employees are outlined in the school's 'Pay Policy for Teaching Employees'.

3 POLICY STATEMENT

- 3.1 All decisions relating to pay determination shall be taken in compliance with the Dorset JE Scheme.
- 3.2 The Trust will comply with relevant employment legislation: Employment Relations Act 1999, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Equality Act 2010.
- 3.3 The Trust will take decisions on pay in respect of all non-teaching employees in a fair and equitable manner.
- 3.4 The Trust will review its policy each year to ensure that the policy reflects the latest position as determined by the Dorset JE Scheme.
- 3.5 This policy includes advice received from the Local Authority on amendments that may need to be made to the recommended policy to ensure that it reflects the latest position as determined by the Dorset JE Scheme and employment legislation as appropriate.

4 JOB DESCRIPTIONS

- 4.1 The Schools' JE portfolio reflects a range of properly specified and evaluated job descriptions for school based non-teaching employees from which job descriptions shall be selected so as to ensure parity and consistency.
- 4.2 Non-teaching employees will be allocated a job description from the JE schools' portfolio which reflects the generic nature of their role and responsibilities.
- 4.3 Where one of the generic job descriptions selected from the portfolio does not fully reflect the range of responsibilities of the postholder, a supplementary duties proforma may be completed to reflect these additional duties.
- 4.4 In cases where a generic job description (or generic job description and supplementary duties proforma) does not properly reflect the nature of the role, the school may create an individual job description, which will be assessed through the application of the Dorset JE Scheme, in line with other posts within the Schools' JE portfolio.
- 4.5 Where an employee has been allocated a job description and their duties and responsibilities have significantly altered over time, it may be appropriate to revise the allocation, in consultation with the employee. The employee can be re-allocated to a job description that more appropriately reflects their duties and level of responsibility.

5 PAY AND GRADING

- 5.1 Non-teaching employees will be paid in accordance with the evaluated grade for their allocated job description. (See section 3 of the Schools' JE Portfolio.)
- 5.2 Upon appointment, new members of staff will normally commence at the minimum of the grade relating to that discrete post. Thereafter, normal timescales will apply in relation to normal incremental progression.
- 5.3 The CEO has the authority to appoint exceptionally on any service increment within the grade. Extraordinarily the CEO may appoint to a competence-related increment if there is evidence and an assessment that the appropriate level of competence has been achieved, and therefore withstand any challenge of equal pay.
- 5.4 Upon promotion to a higher graded post, the starting salary shall be the minimum of the new grade or one increment increase within the new grade if the postholder was previously, prior to promotion, on the preceding grade.

6 INCREMENTAL PAY PROGRESSION

- 6.1 All grades in the Dorset pay and grading structure comprise of both service-based and competence-based increments.
- 6.2 Service and competence increments are payable on 1 April. In cases where an employee has less than 6 months' service in the grade by the 1 April, they shall be granted their first service increment six months following the date that their employment commenced.

- 6.3 Service increments will usually be paid automatically. However, the appraisal process shall be applied to all support staff, regardless of whether the top of the grade has been reached or a service or competence increment is due.
- 6.4 Where posts carry pay progression points, which are dependent on competence in role, the appraisal process will provide the mechanism for assessing this.
- 6.5 Competence increments will be paid where a positive recommendation is made to do so, by the Headteacher or the line manager.
- 6.6 Consideration of withholding competence increments will only occur in circumstances where a member of staff is subject to formal capability or disciplinary procedures. In this event the CEO or Head of School will be responsible for notifying the individual in writing.

7 OTHER PAYMENTS

Market forces payments ¹

- 7.1 The labour market adjustment scheme provides for additional payment over and above that determined by the JE evaluated grade.
- 7.2 The payment of market forces increments under the Labour Market Adjustment Scheme will be considered for a post/discrete post group, where there is evidence to suggest that the current Dorset grade maximum is insufficient to recruit or retain employees of the appropriate skill or mix. (Refer to section 5 of the schools JE portfolio).
- 7.3 The payment of market forces increments under the Labour Market Adjustment Scheme is reviewed by the Local Authority every three years and changes may be made to LMIs as a result of the review.

Overtime payments

- 7.4 In the event that a non-teaching employee works over 37 hours in a working week, they will be entitled to overtime at the rate of plain time.
- 7.5 In the event that a part-time non-teaching employee works additional hours over and above their contracted hours, they shall be entitled to be paid for those hours, at plain time, up to and including a total of 37 hours.
- 7.6 With regards to training days, non-teaching employees shall be paid for attendance at such events. (This may be included within their contracted weeks per year, time off in lieu or a payment over and above their contracted hours.)

Additional payments – acting up/honoraria

- 7.7 A policy and procedure for payment of non-teaching employees undertaking additional duties has been developed and is attached as **Appendix 1**.

1

The Labour Market Adjustment Scheme is outlined in detail in the Schools JE Portfolio under Section 5.

8 APPEALS AGAINST DECISIONS OF JOB DESCRIPTION/PAY AND GRADING

- 8.1 An employee may challenge a determination in relation to their pay, and or allocated job description if they feel their job description allocation does not fairly reflect the level of their current duties and responsibilities.
- 8.2.1 Initially, the employee should seek to resolve any appeal against a decision informally, with their line manager, Head of School or CEO.
- 8.3 Where this is not possible, or in cases where the employee is dissatisfied with any informal resolution, they may follow the formal appeals process:
- 1 The employee should set down in writing their grounds for questioning the pay decision/job description allocation and send it, in writing, to the CEO within 10 working days of the notification of the decision, or the outcome of the discussion referred to above.
 - 2 The CEO should arrange a meeting within 10 working days of receipt of the written grounds for questioning the pay decision to consider this and give the member of staff an opportunity to make representations in person. Following the meeting the employee should be informed, in writing, of the decision and the right to appeal.
 - 3 Any appeal should be heard by a panel of three Trust Board members and local Governors, ideally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing.

Appendix 1**Saturn Education Trust****Policy and Procedure for Payment of Employees
Undertaking Additional Duties****1. Scope**

- 1.1 This policy and procedure applies in respect of all non-teaching employed within the purview of Green Book terms and conditions of service.

2. Policy Statement

- 2.1 In selecting employees to undertake additional duties, due consideration will be given to ensuring a fair and consistent process.
- 2.2 Employees covered by this policy and procedure will be fairly rewarded for taking on additional duties, as set out in this document.
- 2.3 In all cases consideration will be given to the impact on the individual of agreeing to undertake additional duties over an extended period of time. This will include the need for any training, support or access to guidance, and to the impact of undertaking the additional duties on any individual, due to the increase in demands, either through undertaking work of a higher level of responsibility or undertaking a greater volume of work to cover for an absent colleague(s). The impact on the individual of undertaking the additional duties will be regularly monitored by the Headteacher/line manager.
- 2.4 Additional payments may be payable where:
- a) an employee is called upon to undertake the full range of duties of a higher graded post for at least four consecutive weeks;
 - or
 - b) an employee performs duties outside the scope of his/her post over an extended period, or where the additional duties and responsibilities are exceptionally onerous.
- 2.5 The following paragraphs detail how these provisions are to be applied.

3. Full Acting Up

- 3.1 Full acting up is where a member of staff undertakes the full range of duties and responsibilities of a higher graded post.
- 3.2 Acting up generally includes circumstances relating to cover for sickness, maternity leave, vacancies and periods of extended unpaid leave.
- 3.3 A continuous period of four weeks must be covered before an additional payment will be considered. Once the four weeks has been met, payment, if agreed, will start from the beginning of the period of cover.

- 3.4 Full acting up should **not** normally exceed a period in excess of 48 weeks.
- 3.5 To receive such a payment the employee must be undertaking ALL of the duties and responsibilities of the higher graded post.
- 3.6 A full acting up allowance cannot be paid where the duties of a higher graded post are shared between two or more employees but an honorarium under paragraph 4 may be paid.
- 3.7 The acting up allowance will be calculated as the difference between the salary of the employee acting up and the minimum point of the grade of the post being covered. Where an employee is already paid on a point within the higher grade, due to the overlapping of grades within the pay and grading structure, the allowance will be calculated against the point that would apply if the employee was promoted to the post. This would normally be the next point within the grade.
- 3.8 Where an employee is currently in receipt of salary protection, in accordance with the Salary Protection Policy, the acting up allowance will be calculated against the point that would apply if the employee was promoted to the post (i.e. the minimum pay point of the grade or the next pay point above the protected point, whichever is the higher). Where the employee is protected on a pay point above the maximum pay point of the substantive grade of the higher post, no additional payment will be made. Any refusal to agree a reasonable request to undertake additional duties may result in the withdrawal of any protection arrangements.
- 3.9 Payment of an acting up allowance is a contractual variation and must be implemented by way of a contractual variation letter. The contractual variation letter should clearly state the duration of the payment, reason for payment and amount of the payment.
- 3.10 The acting up allowance must be terminated immediately the circumstances giving rise to it cease in order to avoid overpayments.
- 3.11 Authority to approve a full acting up allowance is delegated to the CEO. A letter of confirmation will be issued from the CEO or Head of School to the employee to confirm the arrangements agreed, and a copy placed on the individual's personal file.

4. Honoraria

- a. The payment of an honorarium applies where more than one member of staff cover the duties of a higher grade post, or alternatively where one person covers a proportion of the duties of a higher grade post.
- b. Honorarium payments generally include circumstances relating to cover for sickness, maternity leave, vacancies and periods of extended unpaid leave.
- c. A continuous period of four weeks must be covered before an honorarium payment will be considered. Once the four weeks has been met payment, if agreed, will start from the beginning of the period of cover.
- d. Payments under this heading should be viewed as a 'thank you' for the work done.
- e. Payments under this heading should not ordinarily exceed 26 weeks.

- f. Where the full duties of a higher grade post are shared equally between two people, the honoraria will be calculated by paying 50% of the difference in salary of each employee providing cover and the minimum of the substantive grade of the post being covered. Where an employee is paid on a point within the higher grade, due to the overlapping grades within the pay and grading structure, or in receipt of permanent salary protection, in accordance with the Salary Protection Policy, the allowance should be calculated in line with the approach outlined for cases of full acting up.
- g. Where this produces different levels of payment which are clearly inequitable, then the total amount produced by the application of the formula will be shared equally between the two employees. Similar principles will be applied in cases where more than two people share the higher grade duties, although such circumstances should be viewed as exceptional.
- h. Where a member of staff is carrying out a proportion of the duties of a higher grade post the honorarium will be calculated as follows:-
- i) Assess the proportion of the higher grade duties being covered and express it in percentage terms, e.g. 60%.
 - ii) Assess the difference in salary in accordance with the principles set out above, e.g. £1,500.
 - iii) Apply the percentage of the duties undertaken and divide by 12 to calculate the monthly value of the payment.
 - iv) In keeping with the general principles behind honoraria payments this calculation should then be rounded to give an appropriate level of payment.

Example: $\frac{60}{100} \times £1,500 = £900 / 12 = £75$

- 4.9 An honorarium may also be granted to an employee who performs duties outside the scope of their post over an extended period of time, or where duties and responsibilities involved are exceptionally onerous. The amount will be dependant on the circumstances of each case but will generally not exceed £200.
- 4.10 Authority to approve honoraria payments is delegated to the CEO. A letter of confirmation should be issued from the CEO or Head of School to the employee to confirm the arrangements agreed, and a copy placed on the individual's personal file.

5. Merit Increments

- 5.1 One, or exceptionally, two increments may be awarded to an employee to recognise performance which has been consistently well above average for a period of at least one year in their current post. In considering the award of merit increments, it has to be borne in mind that the effect/benefit/cost will continue only until the top of the scale is reached.
- 5.2 Merit increments should not be used to reward individual pieces of work as this would be covered by the arrangements for payment of honoraria.
- 5.3 The maximum of the grade of the post should not be exceeded.

- 5.4 The employee must be notified, in writing, of the award of a merit increment(s) by means of a contract variation letter, and a statement of the reason for the award must be placed on the employee's personal file.
- 5.5 Authority to award merit increments is delegated to the CEO.