

Support Staff Pay Policy for Schools and Academies

Effective from April 2019

1. Introduction

All school based support staff are valued and should receive proper recognition and remuneration for their work and contribution to the school. The school is committed to operating consistent and equitable pay arrangements for employees.

This policy provides key principles and guidance on the application of pay and pay-related payments. It should be read alongside each employee's contract of employment. This policy is not intended to and shall not give rise to any rights under employees' contracts of employment.

The school recognises the collective bargaining arrangements that exist at a national level through the National Joint Council for Local Government Services. These arrangements, and the NJC "Green Book" govern pay and conditions of service for the employees in scope of this policy, subject to any local variations specified in the employee's contract of employment.

2. Scope

This policy applies to all support staff employees within the school/ academy.

3. Roles and Responsibilities

The Governing Body is responsible for ensuring that decisions on pay are made in accordance with this pay policy.

The Governing Body has the power to form a Pay Committee to whom responsibility for decisions in relation to support staff pay are delegated. The Governing Body also delegates some decisions to the Headteacher.

Decisions made under this policy will normally be made according to the following levels of delegation.

Decision	Decision Maker
Starting Pay (above grade minimum)	Headteacher, subject to the School Staffing Regulations where applicable
Pay Progression	Pay Committee following a recommendation from the Headteacher

Acting-up Payment	Headteacher
Honorarium Payment: (i) total value up to £500 (ii) total value over £500	(i) Headteacher (ii) Pay Committee following a recommendation from the Headteacher
Overtime	Headteacher

The relevant Decision Maker will:

- consider recommendations and requests,
- ensure that their pay decisions are made in accordance with this policy,
- fairly apply the criteria related to discretionary areas of pay, in line with equality principles,

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- ensure that statutory and contractual requirements are applied to all pay decisions,
- ensure that adequate records and rationales of decisions are kept for clarity and in case of challenge, and
- ensure where a pay decision is made the correct notification is sent to the payroll provider.

4. Principles

4.1 Equality

All pay decisions and systems will be fair and non-discriminatory.

The school believes that its all employees should receive equal pay for like work, work rated as equivalent or work of equal value, and in order to achieve this will maintain a pay system that is transparent, based on objective criteria and free from bias.

4.2 Pay scales

The school adopts the National Joint Council for Local Government Services (NJC) pay spine.

The pay spine will be reviewed annually by the NJC and any future “cost of living” awards implemented by the school. The effective date on any award is 1 April.

4.3 Job descriptions, grades and Job Evaluation

All support staff jobs will have a job description and a pay grade, which is made up of a series of pay points on the NJC pay spine.

The applicable pay grade for all support staff jobs is determined by the use of an appropriate job evaluation scheme as approved by the employer.

The school will review job descriptions regularly and whenever a job changes significantly. When a job description changes, the school will consider whether a review of the grade is appropriate, taking into account HR advice.

If an employee considers their job has significantly changed, they may ask the Headteacher for the job description to be reviewed and the job to be re-evaluated. Refer to the school's Job Evaluation Policy for more details.

4.4 Starting pay

If the job being appointed has not already been appropriately evaluated, guidance will be sought from the school's HR Advisor.

Employees appointed to jobs within schools will normally be appointed to the minimum point of the pay grade for the job.

In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise, for example, when the preferred candidate for the job can demonstrate they are in or have been in receipt of a salary at a higher level than the grade minimum.

When considering this, the school will always take into account equal pay principles and other employees in the same job. If the school intends to appoint a candidate at a level above the grade minimum, HR advice will be taken and a record kept of objective reasons.

In Community and Voluntary Controlled schools, the school makes a recommendation in writing to the Local Authority regarding pay on appointment. The Local Authority may make representations to the Governing Body within seven days of receiving the written recommendation. It is the responsibility of the Governing Body to consider any such representations and where it decides not to change its pay decision, it will notify the Local Authority in writing of its reasons. Advice on this process may be sought from the school's HR advisor.

4.5 Pay progression

The school has an annual performance-related pay progression system in place for support staff employees. If, through this system, an employee is eligible for an increase in pay, this will be applied until the employee reaches the top of their grade.

4.6 Acting-up to a higher graded job

Acting-up may be appropriate when a higher graded post becomes temporarily vacant due to leave, sickness etc. The higher graded job must be an established job that has been appropriately graded.

An acting-up allowance is payable when:

- an employee carries out the work of the higher grade job for a continuous period of at least four weeks, and
- the acting-up will be required for a maximum of 12 months. Where there is a need to cover a position for more than 12 months, consideration will be given to advertising the vacancy more widely and making a temporary appointment.

Normally, the acting-up allowance will be calculated based on the minimum point of the acting job's grade.

An employee who undertakes the full duties and responsibilities of a higher graded job will receive the salary that would apply if they were promoted to the higher graded post.

An employee who undertakes part of the duties and responsibilities of a higher grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as the acting up allowance.

Acting-up payments can be shared between two or more employees on a pro-rata basis. The employees concerned must undertake the full duties and responsibilities of the job for the specified period of time. For example, if the employee is spending 50% of their time on the acting up role then they would receive 50% of the grade differential as acting-up allowance.

Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. No minimum notice is required, but the employee will be given as much prior notice as possible in the circumstances. The Headteacher has responsibility for ensuring the payroll provider is notified.

Acting-up allowances are a pensionable, contractual element of pay and are included in the calculation of benefits such as sick pay, holiday pay etc.

During a period of acting-up, employees are entitled to receive the full contractual benefits appropriate to the higher graded job.

4.7 Honorarium payments

An honorarium payment is a one-off payment that will only be made where an employee:

- temporarily carries out significant additional work over and above their usual responsibilities; or
- carries out a significant amount of work over their normal contracted hours, but is not contractually eligible for overtime payments.

An honorarium payment will not be made where:

- the employee is carrying out the full or partial duties and responsibilities of a higher graded job, (when an acting-up payment should be made);
- the ongoing duties and responsibilities of the job have changed to the extent that the job should be re-evaluated;
- the additional work undertaken is commensurate with the employees current job description/ grade.

Honorarium payments are calculated as follows:

- An amount equal to the difference between the highest and lowest spinal column points within the employee's current salary grade. Or,
- A figure that is considered fair and equitable when considered against the nature of the additional work being undertaken over and above the employee's usual responsibilities.

Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied to the school's salary points.

Honorarium payments are pensionable.

4.8 Voluntary Overtime

The need to work overtime should only occur in exceptional circumstances as identified by the line manager and/or the Headteacher. The school aims to avoid the need for, and limit the amount of, overtime required. However, if the line manager identifies the need for overtime to be worked, they must have agreement from the Headteacher before asking members of staff to undertake overtime.

Employees are not entitled to compensation for overtime of less than half an hour in any one day.

In order to attract compensation by way of an overtime payment or Time off in lieu (TOIL), overtime must be approved in advance.

Where overtime is approved TOIL will be given as a first priority. Every attempt should be made for employees to take TOIL within a seven day period, and only where this is not possible will overtime payments be considered.

If an employee is contractually eligible for overtime payments, and payment is agreed, this will be at the employee's normal rate of pay if they have worked up to 37 hours in the relevant week. Overtime worked beyond 37 hours per week will be paid in accordance with the overtime rates stipulated in the employee's contract.

If an employee is not contractually entitled to an overtime payment, they are expected to work such additional hours as may be necessary for the proper performance of the job. TOIL may be given at the absolute discretion of the Headteacher, and subject to the needs of the service.

Any agreed overtime payments will be recorded submitted to the school's payroll provider. All overtime payments are made in arrears.

Overtime payments are not classed as a regular income and therefore, will not be included for the purposes of calculating sick pay or detailed in mortgage reference requests.

All overtime is pensionable pay.

5. Procedure

Discretionary areas of pay under this policy will operate as follows:

1. A request or recommendation is made to the relevant Decision Maker.
2. HR advice is sought as appropriate.
3. A decision is made taking into account all of the principles in this policy.
4. The decision is fully recorded with clear objective rationale.
5. The decision is communicated in writing to the employee.
6. The decision is communicated to the payroll provider as appropriate.

6. Data Protection

Any data collected as part of employing and managing employees is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity.

Records are retained and destroyed in accordance with the organisations Retention Schedule.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under the Disciplinary Procedure.

