

# SUPPORT STAFF PAY POLICY & PROCEDURE

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Record of alterations:

Version 1 original version

Version 2 annual amendment to pay scales

## **1. Introduction**

- 1.1 The Board of Directors of Share MAT have adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all employees employed in the MAT.
- 1.2 Share MAT is committed to taking all relevant decisions in accordance with the principles of public life as listed in Department for Education guidance (namely objectivity, openness and accountability) and believes that this pay policy will help to recruit, retain and motivate employees, will provide the basis for sound financial and personnel planning and will minimise the risk of grievance and discrimination.
- 1.3 Share MAT through the mechanisms outlined in both this policy, the Scheme of Delegation and the MAT's Job Evaluation Scheme, aims to ensure that all decisions taken on pay and remuneration are justifiable and fair.
- 1.4 Decisions relating to support staff's pay progression will at all times be made and evidenced with specific reference to achievement against performance objectives and assessment of overall performance by the appraising manager as required and set out by the MATs appraisal policy. Quality assurance processes fundamentally sit within the Appraisal Policy before any pay decisions related to performance are made.
- 1.5 With reference to all posts, appraisal reviews will be deemed to be successful unless significant concerns about the standards of performance have been raised and in writing with the employee during the annual appraisal cycle and, by the conclusion of that process, have not been successfully addressed through support provided by the academy.
- 1.6 The evidence used will be that available through the appraisal process only. Fairness will be assured by annual monitoring of the application of both the appraisal and pay policy and pay decisions will be moderated as outlined in the appraisal policy to ensure consistency.
- 1.7 All pay determinations will be quality assured in a systematic manner and annual pay progression reports at academy level will be provided to Local Governing Bodies for information and to the Board as required.
- 1.8 All arrangements in relation to pay determination will comply fully with data protection requirements.

## **2. Purpose and scope**

- 2.1 The policy aims to ensure fair and robust pay structures and will cover all employees and will fulfil the relevant obligations of the Board of Directors under the National Joint Council for Local Government Services Pay and Conditions (Green Book).
- 2.2 Share MAT will ensure compliance at all times with the following relevant legislation:
  - The Equality Act 2010

- The Employment Act 2008
- The Employment Act 2002
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Employment Relations Act 1999
- The Employment Rights Act 1996.

### **3. Roles and Responsibilities in Setting Pay Structures**

- 3.1 The MAT Board of Directors has responsibility for approving annual revisions to the pay policy and any revisions to pay and conditions for all support staff employed by the MAT. The Board also approves annually the cost of living increases for all support staff.
- 3.2 The Remuneration Committee comprises of the Trust's HR Manager and two Directors appointed based on their suitability and expertise in financial and pay matters. The Remuneration Committee has responsibility for making recommendations to the Board regarding the Executive Business Team's salary range, for example a re-grade or an acting up payment. (The Trust's HR Manager is exempt when determinations are in connection with the HR post) This is detailed in the Scheme of Delegation.
- 3.3 The Executive Business Team comprises of the CEO, Director of Operations, the Director of Finance and the Trust's HR Manager. The Executive Business Team has responsibility for determining pay bands for all support staff posts within the MAT in line with the decision-making framework and the MAT's job evaluation scheme.
- 3.4 An appeals committee has responsibility for hearing formal appeals when pay increments have not been awarded. Committee representation will not include any employee involved in the original pay decision and will be made in line with the scheme of delegation, facilitated by the Trust's HR Manager.

### **4. Band Determination and Probationary Periods**

- 4.1 Share MAT adheres to the NJC pay scales for support staff (see appendix two) and its Job Evaluation scheme (for posts up to Band K) to ensure parity and fair pay structures. Each job description reflects different levels of responsibility, skill and competencies taking into account as much as is practical variances within each academy. The pay band will normally remain unchanged unless a substantial change in the duties and responsibilities attached to the post take place.
- 4.2 The starting point of a newly appointed employee will normally be at the minimum of the advertised range, with incremental progression within the range specified in the job description and advertisement. However, the Head (or the Executive Business Team if Central Services appointment) has the discretion to appoint a new employee on a higher point than the bottom of the range, but this must only be the case in exceptional circumstances and advice should be sought from central HR in all cases to ensure parity across the MAT.

- 4.3 Movement within the pay band will be on an incremental basis until the top of the band is reached.
- 4.4 All support staff, other than those appointed to fixed term positions of short duration, will normally be subject to a probationary period of six months. Reviews will take place at week eight, week sixteen and by the sixth month. The length of the probationary period may be extended as required and in consultation. Support Staff who are promoted within the MAT will not be subject to a new probationary period if they have previously successfully completed one.

## **5. Incremental awards**

- 5.1 All support staff employed by Share MAT can expect to receive regular, constructive feedback on their performance and in line with teaching staff, are subject to annual appraisal that recognises their strengths and good practice.
- 5.2 Unless the employee is at the top of their band, an incremental award will be made based upon the successful outcome to the appraisal review which takes place between September and October every year.
- 5.3 Employees will not receive an incremental increase if they are subject to capability procedures or if they fail to demonstrate satisfactory performance, and they will be notified in writing accordingly. It will only be reinstated for the time that their Line Manager considers their performance has risen to a satisfactory level. This cannot be back-dated.
- 5.4 For new starters in the Autumn or Spring Term the first opportunity for an incremental pay increase will be in the first September following appointment. If an employee commences at the start of or during the Summer Term, the first opportunity for incremental pay increase will be in the September of the following year.
- 5.5 Accelerated incremental progression based on exceptional performance can also be awarded in exceptional circumstances at the Heads discretion, advice should be sought from HR in all cases to ensure parity across the MAT.
- 5.6 The Board of Directors will at all times ensure that appropriate funding is allocated for incremental awards at all levels.

## **6. Annual salary notification**

- 6.1 Salary statements for all support staff in the MAT will be issued annually, in line with teaching staff, by 30<sup>th</sup> November by payroll regardless of whether a pay award has been made and only the most recent statement should remain on the employee file.
- 6.2 All salary statements for support staff will confirm the band of their post, their spinal point from September that academic year and whether an award within the band has been made and back dated to 1<sup>st</sup> September in line with teaching staff. It should also confirm any safeguarding arrangements and temporary acting up payments.
- 6.3 Headteachers/Heads of Schools may choose to write to support staff upon successful completion of their appraisal, regardless of pay determination. The CEO may choose to do this for the Executive Business Team, and the Executive Business Team for central support staff.

6.4 All employees must be notified in writing if a “due” incremental award is not made due to an unsuccessful appraisal, please seek advice from HR.

## **7. Informal appeal**

7.1 If an employee is dissatisfied with the withholding of a pay increment, he or she should, without delay, seek to resolve this by informal discussion with their appraiser. Any discussion of this nature must be documented by the appraiser and communicated to the individual employee concerned as well as the Headteacher who may seek advice from the central team.

7.2 Where the employee continues to be dissatisfied, he or she may follow the formal appeal procedure at the point they have been notified in writing.

## **8. Formal appeals procedure**

8.1 Formal appeals against pay determinations can only proceed once the initial recommendation has been ratified and the employee has been notified of the outcome in writing. Other than in extenuating circumstances, no formal appeal should be presented without informal discussion of the recommendation having previously taken place as outlined above.

8.2 In submitting a formal appeal, the appellant should specify that they believe the decision to deny them an incremental award was unreasonable because of one of the following reasons and this must be clearly expressed in their appeal:

- represented an incorrect application of this pay policy;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- unlawfully discriminated against the employee or;
- was biased in some other way.

8.3 The employee should set down in writing the reason(s) for questioning the pay decision (which must be one or more of the grounds specified above) and send their appeal to the PA to the CEO within ten working days of receipt of formal notification.

8.4 The Trust’s HR Manager will then make arrangements for the formal appeal hearing, convening appropriate committee members in line with the scheme of delegation and will notify the appellant in writing. This will normally take place within ten working days of receipt of the written appeal notification.

8.5 For any formal hearing the employee is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of any formal meeting must be reasonable. The appeal hearing must allow both parties to explain their cases.

8.6 The decision of the appeals committee will be given in writing and, where the appeal is rejected, will include a note of the evidence considered and the reasons for the decision.

- 8.7 The decision of the appeals committee is final and there is no recourse to the grievance procedure.
- 8.8 Appeal decisions do not affect employees' statutory employment rights.

**9. Acting allowance**

- 9.1 Acting up is when an employee temporarily performs the duties for someone whose job is at a higher level than their own.
- 9.2 If an employee's current job is Band F and above, and their job description includes acting up, no additional payment will be made for the first four weeks – see the table below. They will receive additional payment in recognition of the acting up starting from week five. The amount of payment will reflect the proportion of graded duties for that job
- 9.3 For jobs graded Band E and below there is usually no specific requirement to act up as part of the job. If an employee is required to do so they will be paid for the proportion of graded duties for the higher job from day one

BAND	Time before acting up payments start
J	Only following a recruitment campaign
F – I	Four weeks
A to E	Immediately

**10 Honararia**

- 10.1 Employees will receive an honorarium payment if they perform additional duties which are outside the scope of their current job and where the additional duties and responsibilities involved are above the level of their current job. The amount of payment will reflect the proportion of graded duties for that job and the period of time this is undertaken.
- 10.2 Employees will not qualify for an honorarium payment if they have an increase in the volume of their work or carry out duties at the same or at a lower level.
- 10.3 The MAT will confirm in writing to the employee the period for which the honorarium payment will apply and will give details of the additional duties for which the payment is being made. An honorarium is time limited, usually three to six months.

## **11. Pay Protection**

11.1 Where an employee is redeployed to a lower band as result of a staffing restructure, the following will apply in most circumstances: -

- Pay will be protected only in a situation where an employee moves to a comparable post and there is "loss of earnings";
- Pay protection will be for a term of twelve months;
- Where pay protection is applicable (i.e. where there is a loss of earnings) but hours worked in the new post are a reduction on the previous post, pay will be protected against the pay point of the previous post in accordance with the hours worked in the new post.
- Cost of living increases will not be applied to protected pay.

11.2 Protected pay is to ensure that where the restructure or redeployment has a financial impact upon an employee, the affected staff member have a period of time to assess their financial situation and secure alternative employment if required.

## **12. Salary sacrifice schemes**

12.1 Share MAT operates a number of salary sacrifice schemes allowing employees to purchase items generally of up to a maximum value of £1,000 for each scheme. Gross salary shall be reduced accordingly in line with the relevant schemes.

## **13 Holiday Pay for Term Time Employees**

13.1 All employees working term time, have their holidays incorporated into their pay.

## **14 Holiday Pay for All Year Round Employees**

14.1 All holiday entitlement, including public holidays, is calculated in proportion to the employee's annual working hours. For starters and leavers, holiday entitlement is calculated on the basis of completed calendar months of service.

14.2 When an employee has completed five years' continuous service with Share MAT they will receive an additional five days' holiday entitlement. These can be taken from the anniversary of the month they started in proportion to the number of calendar months left in the current holiday year, and in full from the start of the next holiday year.

14.3 The holiday year at Share MAT starts on 1st September.

## **15. Miscellaneous Payments**

15.1 Share MAT recognises loyalty and commitment of its employees and as such, upon completion of twenty-five years' service, employees will be awarded a gift voucher of two hundred and fifty pounds.

- 15.2 Apprentices are paid at the national rate of pay depending upon age and length of apprenticeship. Please seek advice from payroll as required.
- 15.3 Temporary additional hours over and above an employee's contractual hours for a specific task may be approved and paid for within agreed budget provisions or in exceptional circumstances, time off in lieu arranged (plain time is paid up to 37 hours a week). The extra hours must be planned and agreed in advance and also have the appropriate approval for payment.

## **16. Other Policies**

- 16.1 This policy is supported by the Trust's Appraisal Policy.
- 16.2 Employee's monthly pay can change subject to personal circumstances, therefore this policy has recourse to the Attendance Management Policy and Leave of Absence Policy.



## Appendix One Support Staff Salary Ranges

		1 April 2020			
SCP	BAND	£ per annum	£ per month	£ per hour*	Band
1	SCP 1-2	17842	1486.83	9.25	A
2	SCP 1-2	18198	1516.50	9.43	
3	SCP 3-4	18562	£1,546.83	9.62	B
4	SCP 3-4	18933	£1,577.75	9.81	
5	SCP 5-6	19312	1609.33	10.01	C
6	SCP 5-6	19698	1641.50	10.21	
7	SCP 7-11	20092	1674.33	10.41	D
8	SCP 7-11	20493	1707.75	10.62	
9	SCP 7-11	20903	1741.92	10.83	
10	SCP 7-11	21322	1776.83	11.05	
11	SCP 7-11	21748	1812.33	11.27	
12	SCP 12-17	22183	1848.58	11.50	E
13	SCP 12-17	22627	1885.58	11.73	
14	SCP 12-17	23080	1923.33	11.96	
15	SCP 12-17	23541	1961.75	12.20	
16	SCP 12-17	24012	2001.00	12.45	
17	SCP 12-17	24491	2040.92	12.69	
19	SCP 19-23	25481	2123.42	13.21	F
20	SCP 19-23	25991	2165.92	13.47	
21	SCP 19-23	26511	2209.25	13.74	
22	SCP 19-23	27041	2253.42	14.02	
23	SCP 19-23	27741	2311.75	14.38	
24	SCP 24-27	28672	2389.33	14.86	G
25	SCP 24-27	29577	2464.75	15.33	
26	SCP 24-27	30451	2537.58	15.78	
27	SCP 24-27	31346	2612.17	16.25	

28	SCP 28-31	32234	2686.17	16.71	H
29	SCP 28-31	32910	2742.50	17.06	
30	SCP 28-31	33782	2815.17	17.51	
31	SCP 28-31	34728	2894.00	18.00	
32	SCP 32-35	35745	2978.75	18.53	I
33	SCP 32-35	36922	3076.83	19.14	
34	SCP 32-35	37890	3157.50	19.64	
35	SCP 32-35	38890	3240.83	20.16	
36	SCP 36-39	39880	3323.33	20.67	J
37	SCP 36-39	40876	3406.33	21.19	
38	SCP 36-39	41881	3490.08	21.71	
39	SCP 36-39	42821	3568.42	22.20	
40	SCP 40-43	43857	3654.75	22.73	K
41	SCP 40-43	44863	3738.58	23.25	
42	SCP 40-43	45859	3821.58	23.77	
43	SCP 40-43	46845	3903.75	24.28	