



An Daras Multi Academy Trust

School Support Staff Pay Policy

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

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Model School Pay Policy – Support Staff (September 2018)

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1.0 Introduction

This pay policy statement describes the School's adopted pay arrangements for all school support staff, based on Cornwall Council's agreed pay arrangements for all of its employed staff working under the Terms and Conditions of Employment for Local Authority Employees (i.e.: 'The Green Book'). In recognition of Cornwall Council as the employer of all staff based in Local Authority maintained schools, Governing Bodies of maintained schools are required to apply the established pay arrangements for Green Book staff employed in their schools. This policy aims to achieve this purpose.

2.0 Scope

The pay policy statement describes the pay arrangements that apply to 'Green book' support staff based in maintained schools.

3.0 Pay structure

The Council's pay structure applies to support staff employed in this school. The Council's pay structure for the relevant employees consists of 18 grades with open salary ranges. Grades are allocated to jobs through a process of job evaluation which establishes the relative value of different roles.

Employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre.

In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Governing Body.

Where an employee is promoted or regraded to a higher grade they should receive an immediate pay increase. They will be paid on the minimum of the salary range for higher grade unless this is less than a 2% salary increase in which case they will be paid a 2% salary increase. Exceptions may be agreed by the Governing Body.

The Council has agreed with its recognised trade unions that until September 2017 it will implement the outcome of national pay negotiations on pay for its Green Book and related employees and make appropriate adjustments to its pay structure. Accordingly, national pay awards will apply to school support staff.

The Council's pay structure creates the foundation for the relationship between the pay of all the roles within the scope of the pay statement and is attached (Appendix 1) to this statement.

3.1 The Single Status and Pay & Grading Collective Agreements

Headteachers and Governors should refer to the following documents for the detailed arrangements:

- 1999 – Single Status National Agreement;

- 2004 – Pay & Grading Agreement (the grading and pay structure across all schools);
- 2011 & 2012 – Local Collective Agreements (covering overtime, leave arrangements, call out and standby payments);
- 2014 – Local Collective Agreement (harmonising terms detailed in the previous Local collective agreements, the introduction of the Living Wage, freeze on incremental increases and the introduction of a Contribution Related Pay scheme for 2017).

In accordance with the School Staffing (England) Regulations 2003, Governing Bodies have a specific responsibility to ensure that the pay and grading of staff employed in schools remain within the pay framework of the Local Authority. The pay framework for all Local Authority maintained schools in Cornwall is established by the Pay and Grading Local Collective Agreement.

Schools, Trusts and Academies intending to alter any of the Single Status arrangements must discuss their proposals with the relevant trade unions before changes can be implemented.

3.2 Salary Determination & Notification

In order to apply a consistent approach to the determination of all staff salaries, the Governing Body should review support staff salaries on 1 September each year (as they are also obliged to do with teachers). In accordance with the School's Performance and Development Policy, the Personnel Committee should review the achievement of performance targets and/or additions to each job description of new duties or responsibilities, to ensure that the appropriate grade is determined for each member of staff.

The Local Collective Agreement 2014 committed the Council to changes to the pay structure as summarised below:

Open salary ranges were introduced from 1 September 2016 (salary ranges will use the bottom and top of the existing pay grades. The incremental steps between salary ranges are removed).

- Existing staff will remain on the same salary on 1 September 2016;
- For new recruits, from 1 September 2016, if it is necessary (and determined in agreement with the Governing Body) to pay above the grade minimum to secure an appointment, a salary for a new recruit can be set anywhere within the range for that grade necessary to secure the appointment.

Contribution Related Pay (CRP) is effective in place of service based increments with effect from 1 October 2017.

Cornwall Council will determine the value of CRP reward payments to be awarded each year. CRP payments will apply for relevant employees achieving a qualifying rating in addition to national pay awards which will be paid to all

employees regardless of their level of contribution. Appraisal schemes in schools from each September must also incorporate the rating scheme.

CRP will apply to all of the Council's employees whose contracts incorporate the National Scheme of Conditions of Service for Local Government Employees (known as 'the Green Book').

Support staff employed in Trust Schools or Academies, are subject to their Governing Bodies resolving to adopt this policy or renegotiate it with the recognised unions.

3.3 Contribution Related Pay (CRP)

The Contribution Related Pay (CRP) scheme applies to all Local Government Services employees in local authority maintained schools. Consequently this scheme applies to support staff in this school.

CRP general principles

All Green Book employees in the School are eligible for nationally determined pay awards (regardless of their appraisal rating). All Green Book employees in the School have the opportunity to access a CRP reward subject to a minimum of six months' Green Book service during the relevant Performance Development Scheme (PDS) year which for schools is:-

- 1 September to 31 August

There will no longer be increments within the pay structure so CRP will operate with "open" salary ranges. There will be no changes to existing grade minimums or maximums related to the implementation of CRP. The level of CRP rewards will be determined annually by the Council's Chief Executive taking into account advice from the Corporate Leadership Team.

CRP payment principles for employees paid below grade maximums on the CRP payment date

There will be three appraisal ratings in the appraisal scheme that will link with the payment scheme as indicated below:-

- Green Book employees in the School with the lowest appraisal rating (need to improve) will not be eligible for a salary increase within the range.
- Green Book employees rated in the middle rating (successful) will be eligible for a salary increase of 1% . That salary increase will be capped by the grade maximum salary.
- Green Book employees who are below the grade maximum and rated on the highest rating (exceptional) will be eligible for a salary increase of 1.5%. If the 1.5% takes the employee to the grade maximum, the

remainder will be paid as a non-consolidated one-off payment, capped at 0.5% of pensionable pay

- Green Book employees who are already at the grade maximum and rated on the highest rating (exceptional) will be eligible for a non-consolidated one-off payment of 0.5% of pensionable pay.

CRP payment principles for Green Book employees paid on grade maximums on the CRP payment date

Green Book employees rated 'need to improve' or 'successful' will not be eligible for a CRP reward.

Green Book employees rated exceptional will not be eligible for a salary increase (because all employees must be paid within the relevant salary range)

Green Book employees rated exceptional will be eligible for a one-off non-consolidated payment.

One-off payments will be based on a percentage applied to relevant earnings in the relevant PDS year (commencing 1 September and ending 31 August).

Employees moving from one Green Book role to another (whether within or across local authority maintained schools)

Providing an employee has at least a six months' Green Book qualifying service with the PDS year (commencing 1 September and ending 31 August) and a qualifying rating, their eligibility for a CRP reward will be unaffected by moving roles.

Moves to a role on the same grade (during the PDS year and before the CRP payment date) do not affect eligibility for salary increases.

If an employee experiences a change of role involving a grade change (whether increase or decrease), any salary increase that would otherwise have been paid (had they remained on the grade held for six months or more in the PDS year) will be converted to a one-off non-consolidated payment based on their previous relevant earnings

Absence due to sickness or unpaid leave

Employees absent for six months or less within the relevant contribution year and who achieve a qualifying rating will be eligible for a CRP payment

Employees on unpaid leave or absent due to sickness that is not attributed to a disability for a period of more than six months will not be eligible for a CRP payment.

Employees absent for more than 6 months due to a disability will be rated successful and will be eligible for a CRP payment if they are paid below the grade maximum on the payment date.

Absence due to maternity, adoption and shared parental leave

Employees absent for more than six months within the relevant appraisal year will be rated successful and will be eligible for a CRP payment if they are paid below the grade maximum on the payment date. Employees absent for less than six months and who therefore work for six months or more within the relevant contribution year and who receive a qualifying rating will be eligible for a CRP payment.

Leavers

Employees have to remain in employment on the 1 October payment date following the appraisal year to be eligible for a CRP payment. Leavers on or after 1 October will be eligible for the CRP payment. Specifically those due a one-off non-consolidated payment will be eligible for it in full and those due a salary increase will be eligible until their last day of employment.

3.5 CRP Rating criteria

Overall Rating	Criteria to be met for Results	Additional criteria to be met if behaviours are formally assessed as part of the appraisal process
Exceptional	<ul style="list-style-type: none"> • The demands or level of difficulty were stretching or challenging for the role AND • The individual met or exceeded the success measures AND • The individual has delivered exceptional results AND • The overall results are recognised by others as exceptional 	<p>The individual clearly and consistently demonstrated the majority of the behaviours required. Demonstration of less effective behaviour was infrequent with minimal impact.</p> <p>OR</p> <p>The individual clearly and consistently demonstrated all of the behaviours required. Consistently applying them in relevant situations, and is recognised by others as a 'role model' in their behaviour.</p>
Successful	<ul style="list-style-type: none"> • The demands of level of difficulty were normal or typical for the role AND • The individual delivered the majority of the success measures AND • The overall results are recognised by others as successful 	<p>The individual clearly and consistently demonstrated the majority of the behaviours required. Demonstration of less effective behaviour was infrequent with minimal impact.</p>
Need to improve	<ul style="list-style-type: none"> • The demands or level of difficulty were normal or typical for the role AND • The majority of the success measures were not achieved OR the results were outside of agreed parameters AND • The overall results were not successful and therefore the individual needs to improve 	<p>Note: Although behaviours can be assessed the overall rating will be limited to 'need to improve' unless the results criteria for 'successful' are met</p>

3.6 Issues of Equity/Moderation

The School is committed to monitoring and evaluating its reward procedures and activities to ensure consistency, equity and fairness in particular in relation to the School's Equal Opportunities policy.

Contribution Related Pay is related to performance, as determined by the School's Performance Appraisal process, the School is committed to monitor all aspects of appraisal outputs through moderation by the Governing Body.

Currently some schools moderate across clusters with other schools. This is a recommended approach for cross-schools quality assurance.

3.7 Employee Concerns

The school's process for addressing employee concerns is set out below and is consistent with the Council's process.

- If you have a concern about the conduct and outcomes of the appraisal process (including but not limited to the determination of ratings) this should be raised by you with your manager/headteacher/deputy headteacher in the first instance. Following discussion with your manager/headteacher/deputy headteacher, if the concerns are unresolved you may raise the concern with your Headteacher/a Governor. Your concern will be reviewed, with due regard to the available information and in their discretion may meet you to discuss your concerns. With regard to concerns raised in relation to year end ratings, the Governing Body delegates its responsibilities for the moderation of these to the Personnel Committee of Governors. Representatives of the Personnel Committee involved in the moderation process must have had no prior involvement in the management of any concerns regarding the appraisal process or ratings' decisions. The outcome of the Personnel Committee's moderation of the ratings will be final.

4.0 Salary Grades

The School Standards and Framework Act 1998 gave powers to Governing Bodies to set the salaries of all support staff employed within a school. (However, Governing Bodies must adopt one of the Local Authority's recognised pay grades).

It is important that Governing Bodies have a consistent, objective and non-discriminatory way of determining the grades of staff in order that they meet the requirements of the Equal Pay Act. The Local Authority has produced a number of standard job descriptions and recommended grades which schools are recommended to follow thereby ensuring the Council as a whole can meet its legal requirements. If schools need grading advice on a specific post(s) that has duties and responsibilities which fall outside the standards, please contact the LA's Workforce Information Performance and Reward team for grading advice.

Normally a job description and person specification will be required in order to evaluate the value of the job and appropriate pay range and conditions.

HR Employment Support and payroll services require schools to fully complete their payroll instruction spreadsheets including the appropriate evaluated grade of the post so the correct payment level can be properly applied. If you have difficulties in doing this, please contact HR Employment Support and payroll services and we will assist you.

4.1 Job evaluation

Job evaluation is used to determine the relative value of roles within the School. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade and salary range for each role.

The Council uses the Greater London Provincial Council (GLPC) and Hay Job Evaluation Schemes. Roles which score 700 or more GLPC points qualify for an evaluation under the Hay Job Evaluation Scheme.

5.0 Other Payments

5.1 Market supplements

In exceptional circumstances the School may pay a market supplement in addition to the salary for the role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. The value of the market supplement takes into account the labour market pay information for similar jobs. Any market supplements are reviewed on an annual basis and are varied or cease as necessary according to the labour market evidence for the role in question.

5.2 Premium payments

The standard working week for employees within the scope of this policy statement is 37 hours, worked from Monday to Friday. For some employees who are required to work outside the normal working week a premium payment may be due. The premium payments which may be payable are set out below.

5.3 Overtime

Overtime is time worked beyond the standard working week (37 hours) which attracts additional payment.

Overtime is only paid in circumstances where it is not practicable to grant compensatory time off in lieu. All paid overtime is subject to authorisation in advance by the relevant manager. Overtime is paid at plain time with the exception of emergency recall to work after midnight which attracts a 50% plusage.

Only employees in receipt of a salary on or below the maximum of grade N are eligible for payment for work beyond 37 hours per week.

5.4 Sunday working as part of the normal working week

Sunday working as part of the normal working week attracts a 25% plusage. Only employees paid up to and including grade H or equivalent are eligible for this plusage. Employees contracted to work only at weekends are paid plain time.

5.5 Night work

Night work on Monday to Friday as part of the normal working week attracts a 25% plusage. Night work at weekends attracts a 50% plusage. Only employees paid up to and including grade H or equivalent are eligible for this plusage.

5.6 Work on public holidays

Work on public holidays attracts a 100% plusage. Only employees paid up to and including grade H or equivalent are eligible for this plusage.

5.7 Standby duty

Employees who undertake standby duty are required to be available to receive and deal with work related issues for a pre-determined period outside normal working hours.

Employees who are on standby duty and are paid on or below the maximum of grade N are eligible for standby payments.

Standby payments will be calculated in relation to the midpoint of the salary range for the relevant "standby role" and according to the rates set out in the table below.

Period on standby (outside of normal working hours)	Payment rate for each hour on standby
Monday to Friday	14% of standby role hourly rate
Weekends	17% of standby role hourly rate
Bank holidays	20% of standby role hourly rate

5.8 Call out

Call out is the requirement for an employee who is on standby to carry out duties relevant to the standby role during a period of standby duty. It may require the employee to attend their place of work, another location and may include work undertaken from their home.

If an employee is "called out" for less than 15 minutes they will not be paid for call out. However, if an employee is called out on separate occasions within the same shift these can be aggregated to trigger a call out payment, for example if an employee is called out for 10 minutes then returns to standby and is called

out for a further 10 minutes they will be entitled to a call out payment in accordance with the following provision.

Call out of between 15 and 30 minutes attracts a payment of half an hour. Call out of between 31 minutes and 60 minutes attracts a payment of one hour. Where the duration of call out is more than 1 hour, payment is rounded up to the nearest half hour.

Payments for call out will be based on the midpoint of the salary range for the relevant standby role and attract any relevant premium in accordance with the 2011 Local Collective Agreement.

Any payments for call out are made in addition to payments for standby.

In exceptional circumstances, subject to consultation with the trade unions, the Council may increase standby payments for particular roles if it would otherwise experience problems operating a critical out of hours' standby rota. Any such arrangements are the subject of an annual review in accordance with the principles of the Council's market supplement policy.

In accordance with the Working Time Regulations, managers will adjust normal working arrangements to ensure required rest time is provided as necessary for employees who have been called out.

6.0 Allowances:

6.1 Acting up allowances and honoraria

Employees who act up in the absence of more senior employees for a continuous period of at least four weeks are entitled to be paid the salary of the higher graded post (or a proportionate allowance where they are not undertaking the full duties and responsibilities).

Once the qualifying period of four weeks has been satisfied, the higher salary is paid with effect from the first day on which the employee took on the duties and responsibilities of the higher graded post.

Where the preceding circumstances do not apply, an honorarium may be granted (of an amount dependant on the circumstances) at the Council's discretion, to an employee who performs duties outside the scope of his or her post over an extended period, or where the additional duties and responsibilities are exceptionally onerous.

6.2 Pay protection

The Council has a pay protection policy where employment on less favourable terms is offered to an employee as an alternative to redundancy.

An employee's basic pay is protected for up to two years if the reduction in their basic pay does not exceed 17.5%.

If, by accepting alternative employment, the reduction in an employee's basic pay exceeds 17.5%, pay protection is subject to the Governing body and the relevant Headteacher being satisfied that there is some tangible benefit to be gained by the School, for example in circumstances where pay protection would be less costly than an employee's redundancy.

During the pay protection period an employee's basic pay is protected on a "mark time" basis. "Mark time" means that during the period of protection, an employee's basic pay is frozen and that any CRP payments and annual pay awards applicable to their previous job are not paid to the employee.

6.3 First aid allowances

Employees designated by the Governing body as recognised first aiders are entitled to a First Aid payment. A payment of £232.00 per annum is made to full-time employees designated as recognised first aiders provided that they maintain a current First Aid Certificate. In the case of part-time employees, a pro rata payment is made.

6.4 Removal and separation allowances

In exceptional circumstances for hard to fill posts the Governing body may offer removal and separation allowances to new employees taking up employment with the School. The scheme provides that the school will contribute to the cost of removal of furniture, the cost of legal and estate agents fees and to the payment of a separation / two homes allowance of up to £75 per week (£100 during the summer) for up to 52 weeks whilst two homes have to be maintained.

6.5 Work base relocation

The nominated work base for a School based employee will be the designated school. However, from time to time because of organisational requirements, employees may have their contracted work-base changed which results in them incurring additional expenditure.

Where an employee's contracted work-base is changed by organisational circumstances beyond their control, they are eligible to receive an allowance equal to the difference between the costs of travelling from their home to their new work-base and from their home to their old work-base.

Authorised excess travel costs are reimbursed from the date of the work base move for up to 24 months and may include travel by private vehicle or public transport in accordance with the business travel and expenses policy set out below.

6.6 Business travel and expenses

Where employees are required to travel in the course of their duties they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If

there are two forms of transport with comparable costs the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used the cheapest travelling fare should be chosen, for example a monthly or annual season ticket. It is the Governing bodies policy not to pay for first class travel.

6.7 Mileage allowances

The Governing body will decide the level of allowance it will pay to school based staff who are required to use their vehicle on school business.

6.8 Subsistence payments

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements.

Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Exceptionally, where it is agreed that the out of Cornwall journey will be made in a single day and this involves the working day starting before 8am and finishing after 8pm, claims for reasonable reimbursement for lunch and an evening meal are permitted.

Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred.

In exceptional circumstances, and where authorisation is given to an individual employee by their manager, reasonable additional expenditure supported by a receipt may be payable.

7.0 Pensions

The Governing bodies policy is not to grant augmented benefits under the Local Government Pension Scheme except where it is essential to do so in order to facilitate a tangible and specific organisational benefit.

The Governing bodies policy is not to contribute to any Shared Cost Additional Voluntary Contribution scheme.

8.0 Retirement

8.1 Early retirement

The Governing bodies policy is not to allow employees to retire early with an unreduced pension unless a financial saving can be achieved within a period of no more than two years and there is a benefit to the service. However, from 1 April 2014, under the Local Government Pension Scheme Regulations, employees aged 55 or over have the ability to cease employment and draw reduced pension.

8.2 Flexible retirement

The Governing body permits flexible retirement only where there is either a financial or operational benefit to the School and where the employee's reduced level of earnings together with his or her pension does not exceed his or her pre-retirement earnings.

In addition, the Governing body will not waive any actuarial reduction to an employee's pension benefits and any pension costs to the School must be recovered within a two year period.

9.0 Redundancy

Under the School's Redundancy policy, the Governing body must approve redundancies.

The Governing body exercises discretion under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, to make compensatory payments to support staff being made redundant based on a multiple of 1.75 times the number of weeks to which an employee would be entitled under the statutory redundancy formula, inclusive of any redundancy payment up to a maximum of 52.5 weeks' pay.

The Council calculates compensation and redundancy payments based on actual salary and continuous local government service.

Employees who are members of the Local Government Pension Scheme and who are eligible to be paid a compensation payment as a consequence of their redundancy may ask the Governing body to convert their total compensation payment into additional pension.

10.0 Consultation and engagement

The recognised trade unions representing the relevant employees within the scope of this pay policy statement have been consulted on the statement.

11.0 Communicating the policy

The School will publish its pay policy statement on its website.

12.0 Changes to the policy

The Governing body may at any time by resolution of the full Governing body amend this pay policy statement.

Those staff employed as support staff in Trust Schools or Academies, are subject to their Governing Bodies resolving to adopt this policy or renegotiate it with the recognised unions.

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14 July 2016

(Revised October 2018)

If you would like this information
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If you have any questions please, contact the HR Helpdesk on
hrhelpdesk@cornwall.gov.uk or call on 01872 323500 option 5.

Please consider the environment. Only print this document if it cannot be sent electronically.

Appendix 1

[insert pay structure e.g. Table 1, 2 or 3]

Appendix 2

Statutory National Minimum Wage rates:

	Hourly rate (£)
	April 2018
Aged 25 or over	7.83
Aged 21 or over, but under 25	7.38
Aged 18 or over, but under 21	5.90
Aged under 18	4.20
Apprentice in first year of employment or aged under 19	3.70
Apprentice after first year of employment and aged 19 or over	National Minimum Wage for their age

(To establish the annual salary for a full-time employee contracted for 37 hours per week, multiply the hourly rate by 1929.18)