

C19 Support Staff Pay Policy 2019/20

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1. Introduction	
1.1	The Trust is committed to delivering high quality education and excellence to the local community it serves. It seeks to deliver against this commitment by ensuring there is a highly knowledgeable, skilled and competent workforce; remunerated fairly and appropriately for the roles that they perform.
1.2	Salaries paid to support staff will comply with legislation, national and local agreements on employees' pay and conditions of service which are derived from the National Joint Council (NJC) for Local Government Services.
1.3	This policy applies to support staff within the Trust. It does not apply to teachers, the Trust Executive team or any member of staff on a Local Management Grade for which other provisions apply.
1.4	This policy aims to: <ul style="list-style-type: none"> • Support the recruitment and retention of a high-quality workforce • Enable the Trust to recognise and reward employees appropriately for their contribution • Ensure that pay decisions are managed in a fair, just and transparent way.
2 Responsibilities	
2.1	The Board of Trustees' Remuneration and HR Committee has overall responsibility for agreeing arrangements in which pay decisions for support staff are made.
2.2	Principals/Heads of Service are responsible for monitoring automatic increments for staff and ensuring sufficient allowance in budgets for contractual changes. In addition, they are responsible for making pay, allowance and re-grading recommendations for support staff within their academy/department where appropriate; and in accordance with the principles of this policy.

- 2.3 The Executive Team is responsible for considering pay, allowance and re-grading decisions for support staff informed by the Principal/Head of Service's recommendation. They will ensure that appropriate funding is allocated for pay progression.
- 2.4 HR is responsible for developing, maintaining and overseeing implementation of the provisions within this policy. In addition, HR is responsible for managing the staff increment process, any annual pay award and the administration of the Job Evaluation Scheme. They are also responsible for providing related information and guidance to all stakeholders.

3 Pay Scales

- 3.1 Employees based in academies within East Sussex; and employees within the Professional Services teams will have their pay determined by the East Sussex scale which is included as appendix a.
- 3.2 Employees based in academies within West Sussex will have their pay determined by the West Sussex scale which is included as appendix b.
- 3.3 Both scales derive from the NJC scale which is negotiated between Trade Unions and the Local Government Association (LGA) on a national level.
- 3.4 The Trust will review pay scales on an annual basis, considering the pay recommendations from the NJC.
- 3.5 Pay awards are effective from 1st April each year.

4 Additional Payments and Allowances

- 4.1 Additional payments or allowances can be recommended and authorised using the Staff Establishment Protocol and will need to be based on the following categories:
- 4.2 Acting up Allowance
- 4.2.1 Additional remuneration can be awarded to staff who have been asked to undertake the duties and responsibilities of a higher graded post - in whole or part - temporarily, for a continuous period of at least four weeks.
- 4.2.2 The employee is entitled to receive, for the temporary period, a monthly allowance or higher salary equivalent to the salary of a permanent employee in that post.
- 4.2.3 Where the employee takes on some but not all duties and responsibilities of a higher graded post, a percentage payment may be applied as appropriate.
- 4.2.4 HR advice should be sought if the acting up allowance exceeds 3 months.
- 4.3 Honorarium
- 4.3.1 An honorarium payment can be awarded to reward:
- a one-off piece of work outside the scope of the employee's normal responsibility
 - carrying out additional duties outside of the employee's role for an extended period
 - temporarily undertaking additional duties to cover the absence of a more senior postholder
 - an additional responsibility
- 4.3.2 The value of an honorarium should be determined by considering the salary level associated with the higher role / additional duties. The basis for calculation is the difference between the substantive salary of the post holder and the salary of the higher graded role. If the

postholder is taking on a proportion of the duties, the amount awarded should be calculated proportionately.

4.4 Outer Fringe Allowance

4.4.1 This allowance is payable to all support staff whose principal place of work falls into the relevant catchment area. It is designed to recognise the cost of living in certain geographical locations; as at April 2019 this applies to Desmond Anderson Primary Academy and Pound Hill Infant Academy only.

4.4.2 The fringe allowance is a fixed annual amount derived from an amount determined by the NJC; as at 1st April 2019, this is £609 per annum. The amount payable to staff monthly and is calculated on a pro rata basis as per hours of work and weeks per year.

4.5 First Aid Allowance

4.5.1 First Aid allowances are awarded to staff allocated as the first-aider for an academy but not contracted or remunerated to perform first aid as part of their role. An allocated first aider must have completed the First Aid at Work qualification. Please see clause 5.3 of the Trust's First Aid and Medical Policy for further details.

5 **Pay Determination**

5.1 Both pay scales are split into spinal pay points which are grouped into grades. These grades are allocated to specific posts using the NJC Job Evaluation Scheme.

5.2 Ordinarily, new recruits will be appointed to the starting point of the relevant grade. When determining a salary on appointment, there must be appropriate scope within the range to allow for performance related progress over a period of time. Justification may be made to appoint a candidate to a higher point within a grade, based on;

- The extent to which the employee meets the requirements of the role
- Internal benchmarks
- The individual's previous/existing salary

5.3 The Job Evaluation Scheme provides an objective process to evaluate the demands and responsibilities of a role and uses scoring of relevant factors to determine the most appropriate grade for a position. In order to ensure consistency in job design and grading of posts, the Trust uses standardised job descriptions and person specifications.

5.4 Any new support post will need to be evaluated to ascertain the appropriate salary before an advert can be placed. Job descriptions and person specifications will reflect an accurate, up-to-date assessment of the demands of the position.

5.5 If it is identified by the Principal or Head of Service that a role has changed significantly since the last evaluation, a further evaluation may be requested via the HR team with submission of a business case from the line manager.

5.6 Any requests for regrading are considered by the Trust's Executive team before being applied.

6 **Pay Progression**

6.1 Subject to satisfactory performance, a member of staff will increment by one point on their grade on 1st April each year. Incremental progression will continue until the top of the grade is reached.

6.2 For those commencing employment between 1st October and 31st March, the first date for incremental progression will be six months after the start date. Subsequent increments will be on 1st April each year.

- 6.3 Members of staff who are internally promoted to a role with a higher grade will commence their role at the starting point of the relevant grade. The first date for incremental progression will be in line with the practice for new appointments.
- 6.4 Principals and Heads of Service can recommend accelerated increments (to a maximum of two) within a grade subject to the employee's performance; and one or more of the following criteria:
- consistent performance for at least six months of high-quality work over and above that normally expected of the post holder
 - performance of work to such a high standard that little supervision is required in circumstances where there is usually a strong supervisory element
 - a permanent, measurable increase in responsibility which is insufficient to warrant re-grading

7 General Principles

- 7.1 Staff who work term time only will be paid pro rata for the relevant number of weeks that they work each year, in addition to their weeks of holiday entitlement. Payment for this will be spread over the year as twelve-monthly installments.
- 7.2 Part time staff are paid a pro rata equivalent to any agreed salary. This means the apportioned remuneration reflects the proportion of hours worked in comparison to a full-time employee.
- 7.3 An increment for a member of support staff may withheld where the employee is subject to formal capability procedures. The Trust may still opt to award the incremental point once the employee's performance has returned to a satisfactory level and the capability process has been concluded, although this will not be backdated.

8 Policy Status and Review

Written by	HR Manager
Owner	HR Director
Status	Approved
Equality Impact Assessment	Initial Impact Assessment Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Full Impact Assessment Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Consultation date	16 th April – 3 rd May
Approval date	12/06/2019 (Remuneration and HR Committee)
Review date	30/04/2020
Comments	This policy will be reviewed annually to reflect agreed amendments to pay values and related provisions.

Appendix a: East Sussex Pay Scale 2019/2020

Grade	Scale Point	Hourly Rate	01/04/2019
Grade 1	1		Not in use
	2	£9.00	£17,364
Grade 2	3		Not in use
	4	£9.18	£17,711
Grade 3	5		Not in use
	6		Not in use
	7	£9.36	£18,065
Grade 4	8		Not in use
	9	£9.55	£18,426
	10	£9.74	£18,795
Grade 5	11		Not in use
	12	£9.94	£19,171
	13	£10.14	£19,544
Grade 6	14	£10.34	£19,946
	15	£10.54	£20,344
	16	£10.76	£20,751
Grade 7	17		Not in use
	18	£11.25	£21,702
	19	£11.57	£22,330
Grade 8	20	£11.90	£22,966
	21	£12.38	£23,884
	22	£12.86	£24,805
Grade 9	23	£13.33	£25,720
	24	£13.86	£26,747
	25	£14.40	£27,784
Grade 10	26	£14.93	£28,802
	27	£15.53	£29,959
	28	£16.13	£31,112
Grade 11	29	£16.72	£32,258
	30	£17.39	£33,551
	31	£18.06	£34,844
Grade 12	32	£18.73	£36,133
	33	£19.48	£37,579
Grade 13	34	£20.23	£39,025
	35	£20.98	£40,467
	36	£21.75	£41,965

Appendix b: West Sussex Pay Scale 2019/2020

Grade	Scale Point	Hourly Rate	01/04/2019
Grade 1	1	£9.00	£17,364
Grade 2	2	£9.18	£17,711
	3	£9.36	£18,065
Grade 3	3	£9.36	£18,065
	4	£9.55	£18,426
Grade 4	5	£9.74	£18,795
	6	£9.94	£19,171
Grade 5	7	£10.13	£19,544
	8	£10.34	£19,945
Grade 6	9	£10.54	£20,344
	10		Not in use
	11	£10.97	£21,166
	12	£11.19	£21,589
Grade 7	13		Not in use
	14	£11.64	£22,462
	15	£11.88	£22,911
	16		Not in use
	17	£12.35	£23,836
	18		Not in use
Grade 8	19	£12.85	£24,799
	20	£13.11	£25,295
	21		Not in use
	22	£13.64	£26,317
	23	£13.99	£26,999
Grade 9	24	£14.46	£27,905
	25	£14.92	£28,785
	26	£15.36	£29,636
	27	£15.81	£30,507
Grade 10	28	£16.26	£31,371
	29	£16.60	£32,029
	30	£17.04	£32,878
	31	£17.52	£33,799
Grade 11	32	£18.03	£34,788
	33	£18.63	£35,934
	34	£19.11	£36,876
	35	£19.62	£37,849
Grade 12	36	£20.12	£38,813
	37	£20.62	£39,782
	38	£21.13	£40,760
	39	£21.60	£41,675
	40	£22.12	£42,683