

C19 Support Staff Pay Policy 2020/21

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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 employee on a Local Management Grade for which other provisions apply.
- 1.4 This policy aims to:
- 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 employees 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 employee 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 All Apprentices in East and West Sussex will be initially appointed to the Apprentice Scale which is included as appendix c
- 3.5 The Trust will review pay scales on an annual basis, considering the pay recommendations from the NJC.
- 3.6 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 employees 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 employees 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 employees 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 of the appropriate pay scale. 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 **Apprentices**

6.1 New employees recruited to perform a role as an apprentice will be subject to the Apprentice Pay Scale, the grades for which are derived from the East and West Sussex Pay Scales.

- 6.2 Annual pay awards will be applied to the Apprentice Pay Scale in the same way as the East and West Sussex Pay Scales.
- 6.3 Upon appointment, an employee will be allocated to point 1 of the relevant grade for that role. The role grade is determined by the Job Evaluation process.
- 6.4 Subject to satisfactory performance, an apprentice will increment to point 2 of their grade after 6 months of employment.
- 6.5 Following 12 months of employment, the employee will increment to the bottom point of the equivalent grade on the East or West Sussex Pay Scale, depending on the county in which they are employed.
- 6.6 Incremental progression will continue until the top of the grade is reached. For those placed on the bottom of the relevant grade between 1st October and 31st March, the first date for incremental progression will be six months after this date. For those placed on the bottom of the relevant grade between 1st April and 30th September, the first date for incremental progression will be the following 1st April. Subsequent increments in both circumstances will be on 1st April each year

7 Pay Progression

- 7.1 Subject to satisfactory performance, an employee (with the exception of apprentices) 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.
- 7.2 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.
- 7.3 Employees 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.
- 7.4 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

8 General Principles

- 8.1 Employees 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.
- 8.2 Part time employees 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.
- 8.3 An increment for an employee may be 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.

9 Policy Status and Review

Written by	HR Manager
Owner	Head of People
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) 29/09/20 JCC
Review date	30/04/21 or following agreement of the 2021 cost of living award
Comments	This policy will be reviewed annually to reflect agreed amendments to pay values and related provisions.

Appendix a: East Sussex Pay Scale 2020/2021

Grade	Scale Point	Hourly Rate	01/04/2020
Grade 1	1	Not in use	Not in use
	2	£9.25	£17,842
Grade 2	3	Not in use	Not in use
	4	£9.43	£18,198
Grade 3	5	Not in use	Not in use
	6	Not in use	Not in use
	7	£9.62	£18,562
Grade 4	8	Not in use	Not in use
	9	£9.81	£18,933
	10	£10.01	£19,312
Grade 5	11	Not in use	Not in use
	12	£10.21	£19,698
	13	£10.41	£20,092
Grade 6	14	£10.62	£20,493
	15	£10.83	£20,903
	16	£11.05	£21,322
Grade 7	17	Not in use	Not in use
	18	£11.59	£22,299
	19	£11.93	£22,944
Grade 8	20	£12.26	£23,598
	21	£12.76	£24,541
	22	£13.25	£25,487
Grade 9	23	£13.74	£26,427
	24	£14.28	£27,483
	25	£14.84	£28,548
Grade 10	26	£15.38	£29,594
	27	£16.00	£30,783
	28	£16.62	£31,968
Grade 11	29	£17.23	£33,145
	30	£17.92	£34,474
	31	£18.61	£35,802
Grade 12	32	£19.30	£37,127
	33	£20.07	£38,612
Grade 13	34	£20.84	£40,098
	35	£21.61	£41,580
	36	£22.41	£43,119

Appendix b: West Sussex Pay Scale 2020/2021

Grade	Scale Point	Hourly Rate	01/04/2020
Grade 1	1	£9.25	£17,842
Grade 2	2	£9.43	£18,198
	3	£9.62	£18,562
Grade 3	3	£9.62	£18,562
	4	£9.81	£18,933
Grade 4	5	£10.01	£19,312
	6	£10.21	£19,698
Grade 5	7	£10.41	£20,092
	8	£10.62	£20,493
Grade 6	9	£10.83	£20,903
	10	Not in use	Not in use
	11	£11.27	£21,748
	12	£11.50	£22,183
Grade 7	13	Not in use	Not in use
	14	£11.96	£23,080
	15	£12.20	£23,541
	16	Not in use	Not in use
	17	£12.69	£24,491
	18	Not in use	Not in use
Grade 8	19	£13.21	£25,481
	20	£13.47	£25,991
	21	Not in use	Not in use
	22	£14.02	£27,041
	23	£14.38	£27,741
Grade 9	24	£14.86	£28,672
	25	£15.33	£29,577
	26	£15.78	£30,451
	27	£16.25	£31,346
Grade 10	28	£16.71	£32,234
	29	£17.06	£32,910
	30	£17.51	£33,782
	31	£18.00	£34,728
Grade 11	32	£18.53	£35,745
	33	£19.14	£36,922
	34	£19.64	£37,890
	35	£20.16	£38,890
Grade 12	36	£20.67	£39,880
	37	£21.19	£40,876
	38	£21.71	£41,881
	39	£22.20	£42,821
	40	£22.73	£43,857

Appendix c: Apprentice Pay Scale 2020/2021

Grade	Scale Point	Hourly Rate	01/04/2020
Grade A	1	£8.11	£15,612
	2	£8.69	£16,727
Grade B	1	£8.28	£15,923
	2	£8.87	£17,061
Grade C	1	£8.44	£16,242
	2	£9.04	£17,402
Grade D	1	£8.70	£16,732
	2	£9.32	£17,927
Grade E	1	£9.05	£17,403
	2	£9.49	£18,263
Grade F	1	£9.41	£18,112
	2	£10.09	£19,405
Grade G	1	£10.32	£19,853
	2	£11.06	£21,271
Grade H	1	£10.72	£20,623
	2	£11.48	£22,095
Grade I	1	£11.92	£22,933
	2	£12.77	£24,571
Grade J	1	£13.45	£25,887
	2	£14.42	£27,735
Grade K	1	£15.02	£28,898
	2	£16.09	£30,963
Grade L	1	£16.84	£32,396
	2	£18.04	£34,710
Grade M	1	£18.41	£35,426
	2	£19.73	£37,956