



# Pay Policy Support Staff

Approved by: [Finance and Premises Portfolio] Date: [28 November 2019]

Last reviewed on: [September 2019]

Next review due by: [May 2020]

**Dissemination of the Policy: All staff and Governors, School Website**

## History of policy changes

Date	Version	Change	Origin of change e.g. change in legislation, request by TU	Changed by
May 2018		New grade structure	GCC & NJC	A Peck

## **General Principles**

The Governing Body will comply with all national and local agreements on terms and conditions of service as applicable to school based staff, as outlined in the Green Book and local conditions of service for schools.

The governors will establish a grading structure for support staff within the school following consultation with staff and their representatives. This structure is published in Appendix 1 at the end of this document.

The Governing Body has taken into account any national or local developments that affect the pay and conditions of service for these groups of staff.

When the school considers changing the duties or role of any member of the support staff and the changes are significant a revised job description should be prepared and submitted. The Governing Body recognises its legal obligations in relation to equal pay and equal treatment and has resolved to adopt Gloucestershire County Council's Job Evaluation Scheme in full as a means of meeting these obligations in relation to support staff. The Pay Panel will be responsible for ensuring that support staff grading is regularly reviewed and that appropriate advice regarding the grade of a post is obtained from the HR Team when:

- New posts are created.
- A review indicates that an existing post has changed to the extent that an evaluation is felt to be necessary.
- A member of staff requests a review of the grade of their post.

It is understood that the advice received in relation to the grading of posts under these circumstances will be based on a detailed job evaluation using the scheme applied throughout the School.

A new member of staff or a member of staff starting a new role will be expected to start on the lowest spine point of their grade. In exceptional circumstances, and at the discretion of the head teacher, a higher starting point can be awarded taking into account the following criteria:

- Level of expertise
- Qualifications
- Current Salary
- Level of training required to fulfil all requirements of post
- Value to the school

## **Increments**

Employees will be eligible to move up the incremental scale each year, dependent on good performance. This will normally be paid on 1<sup>st</sup> April each year until the maximum point on the grade is reached.

The governors have the power to withhold or delay the award of an annual salary point in cases where service during the course of the previous calendar year has been found to be unsatisfactory. This power will only be used as a last resort and as part of an ongoing formal performance procedure and where the member of staff has been given a formal warning, issued under the appropriate procedure. The governors will require that there is evidence to demonstrate a full and proper process.

New employees who are recruited between 1<sup>st</sup> April and 30<sup>th</sup> September, will receive their first increment on the following 1<sup>st</sup> April. New employees appointed between 1<sup>st</sup> October and 31<sup>st</sup> March will receive their first increment 6 months after they joined and then on the following 1<sup>st</sup> April thereafter.

### **Acting up Allowance**

Where a member of staff is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, he/she will be entitled to receive the salary appropriate to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employee's existing incremental step, when the payment made will be equivalent to an increase of at least one additional increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be made from the first day the duties were undertaken.

### **Honoraria**

The Governing Body may pay an honorarium where, for an extended period of not less than a month, a member of staff is asked to undertake:

- part of the duties of a higher graded post;
- duties outside the scope of his/her post which are particularly onerous.

### **Appeals**

Any appeal against a grading decision will be to the Governing Body, which should be advised by a person with knowledge of the job evaluation scheme.

The arrangements for considering appeals are as follows:

A member of support staff may seek a review of any determination in relation to his/her pay, the appraisal process or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects his/her pay. The list below includes the usual reasons for seeking a review of a pay determination, which has been made by a person or committee:

- incorrectly applied any provision of the 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
- was biased
- otherwise unlawfully discriminated against the staff member

The order of proceedings is as follows:

The employee receives written notification of the outcome of the appraisal or other pay determination and where applicable the basis on which the decision was made.

If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.

Where this is not possible or where the employee continues to be dissatisfied, he /she may follow a formal appeal process.

Appeals should be submitted in writing to the Headteacher and should outline the grounds for questioning the pay decision within ten working days of the notification of the decision or outcome of the appraisal.

A hearing will be scheduled within ten working days of receipt of the written appeal and will give the employee an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right of appeal.

Any further appeal will be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written notification. The employee will be given the opportunity to make representations in person. The decision of this appeal panel will be final and given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

**Support Staff working in a part-time capacity;**

- **Staff working throughout the year**

Part-time staff have identical entitlements in relation to pay as their full-time colleague except that salary is paid on a pro rata basis to reflect the proportion of time worked. Salary entitlement for staff working all year round on a part-time basis is as follows:

$$\frac{\text{Contracted hours of work}}{37} \times \text{Annual salary} = \text{Pro rata salary}$$

The resultant salary from this calculation includes the entitlement to 6.5 (7.5 after five years' service) pro rata weeks of paid leave.

Annual leave entitlements are normally taken during school holiday periods.

- **Term time only staff**

The same conditions apply to staff employed on a term time only basis except that the calculation reflects the shorter working year and a pro rata paid leave entitlement:

$$\frac{\text{Contracted hours of work}}{37} \times \frac{\text{Weeks worked} + \text{Pro-rata leave entitlement}}{52.1429} \times \text{Annual Salary}$$

**Pay/compensation for additional work**

Support staff must receive compensation for any additional work they are required to do by the Head Teacher or line manager. Permission must be sought before additional work is undertaken. Compensation will be agreed when permission is given for the additional work and will take the form of time of in lieu at a mutually agreed time or an additional payment. For full-time staff a payment will take the form of an overtime payment at the rate specified in conditions of service, for part-time staff the payment will be at plain time until 37 hours have been worked (aggregated over the course of a month) then overtime rates will apply.

## Appendix 1

### GCC & School Support Staff Grading Structure Schedule 4 NJC ("Green Book" Employees") September 2019

Grade (Sept 2019)	SCP (Sept 2019)	Salary (Sept 2019)
Grade 1 (previously Grade B)	1	£17,364
Grade 2 (previously Grade C)	2	£17,711
	3	£18,065
Grade 3 (previously Grade D)	4	£18,426
	5	£18,795
	6	£19,171
Grade 4 (previously Grade E)	7	£19,554
	8	£19,945
	9	£20,344
	10	£20,751
Grade 5 (previously Grade F)	11	£21,166
	12	£21,589
	13	£22,021
	14	£22,462
Grade 6 (previously Grade G)	15	£22,911
	16	£23,369
	17	£23,836
	18	£24,313
	19	£24,799
	20	£25,295
Grade 7 (previously Grade H)	21	£25,801
	22	£26,317
	23	£26,999
	24	£27,905
	25	£28,785
Grade 8 (previously Grade I)	26	£29,636
	27	£30,507
	28	£31,371
	29	£32,029
	30	£32,878
Grade 9 (previously Grade J)	31	£33,799
	32	£34,788
	33	£35,934
	34	£36,876
	35	£37,849
	36	£38,813
Grade 10 (previously Grade K)	37	£39,782
	38	£40,760
	39	£41,675
	40	£42,683
Grade 11 (previously Grade L)	41	£43,662
	42	£44,632
	43	£45,591

These pay scales reflect the last negotiated pay award by the National Joint Council for Local Government Services covering 2019-20 and the local GCC Pay and Grade restructure Sept 2019.

Progression is subject to the provisions of the Salary Progression Scheme.

#### Job Evaluation grades & points

Grade 1: 1 Up to 262 points	Grade 6: 384 – 421 points
Grade 2: 263 – 285 points	Grade 7: 422 – 459 points
Grade 3: 286 – 315 points	Grade 8: 460 – 506 points
Grade 4: 316 – 350 points	Grade 9: 507 – 540 points
Grade 5: 351 – 383 points	Grade 10: 541 – 585 points
Grade 11: 586 and above points	

#### Notice Periods

Grades 1-7	1 month
Grades 8-9	2 month
Grades 10-11	3 month