



**South East Cornwall Multi Academy Regional Trust**

# **Pay Policy – Support Staff**

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**Policy Status:** Agreed following full consultation

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## 1.0 INTRODUCTION

This pay policy statement describes the Trust's pay arrangements for all support staff, working under the Terms and Conditions of Employment described in 'The Green Book'.

## 2.0 Scope

The pay policy statement describes the pay arrangements that apply to 'Green book' support staff employed under a contract of employment.

## 3.0 Pay structure

SMART's pay structure applies to all support staff employed in SMART Multi Academy Trust. The pay structure consists of 13 grades with 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.

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 on the next point that provides for at least a 2% salary increase.

The Trust Board has agreed that until September 2020 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 Trust'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.

### **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);

In accordance with the School Staffing (England) Regulations 2003, Governing Committees have a specific responsibility to ensure that the pay and grading of staff

employed in schools remain within the pay framework of the MAT. The pay framework for all schools in the Trust is established by reference to the national NJC arrangements

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.

### **3.1 Salary Determination and 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.

Annual service based increments will apply until the maximum of the pay scale for the grade has been reached.

#### **Absence due to sickness or unpaid leave**

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 an increment.

Employees absent for more than 6 months due to a disability will be eligible for an increment 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 eligible for an increment.

#### **Leavers**

Employees have to remain in employment on the 1 October payment date following the appraisal year to be eligible for an increment.

### **3.2 Issues of Equity/Moderation**

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

Currently schools moderate within the MAT.

### 3.3 Employee Concerns

SMART's process for addressing employee pay concerns is set out below.

- If you have a concern about your pay this should be raised by you with your manager in the first instance. Following discussion with your manager, if the concern is unresolved you may raise the concern with your Headteacher. Your concern will be reviewed, with due regard to the available information and in their discretion they may meet you to discuss your concerns. (For Headteachers your manager is the CEO and if unresolved you can take your concern to the Chair of the Trust Board.)
- If your concern remains unresolved, you may use the grievance procedure to escalate your concern. Please see the grievance policy

### 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.

The Trust Board has a consistent, objective and non-discriminatory way of determining the grades of support staff recognising its responsibilities under the Equal Pay Act.

- The Trust is continuously developing a library of standard job descriptions related to each grade to aid consistency and ensure the Trust can meet its legal requirements.
- Job descriptions and person specifications are assessed under a standardised job evaluation process by the same named MAT HR lead to ensure consistency.
- Any new post will be allocated a grade based on the level of responsibility comparable to that afforded to staff in similar roles across the MAT

### 4.1 Job evaluation

Job evaluation is used to determine the relative value of roles within the MAT. 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 therefore salary range for each role.

SMART uses a copy of the Greater London Provincial Council (GLPC) Job Evaluation Scheme.

The Local Authority Model Policy from which this policy was derived, made reference to the commitment that “Roles which score 700 or more GLPC points qualify for an evaluation under the Hay Job Evaluation Scheme.” At the time of review of this policy a readily usable and reliable version of this scheme was not available. The Trust Board will review this and if possible re-instate this commitment once they have had the opportunity to investigate the appropriateness of the scheme.

## **5.0 Other Payments**

### **5.1 Market supplements**

In exceptional circumstances the Trust 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 ceased as necessary according to the labour market evidence for the role in question.

### **5.2 Premium payments**

The standard working week for full time 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, as 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 between midnight and 6:00 am 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.

<b>Period on standby (outside of normal working hours)</b>	<b>Payment rate for each hour on standby</b>
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.

Any payments for call out are made in addition to payments for standby. In exceptional circumstances, subject to consultation with the trade unions, the Trust 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 Trust'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 Trust'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 Trust 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 Trust Board being satisfied that there is some tangible benefit to be gained, for example in circumstances where pay protection would be less costly than an employee's redundancy.

### **6.3 First aid allowances**

Employees designated by the Trust as recognised first aiders are entitled to a First Aid payment. A payment of £223.00 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 Trust Board may offer removal and separation allowances to new employees taking up employment with the Trust. The scheme provides that SMART 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 determined on appointment. 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 Trust's policy not to pay for first class travel.

## 6.7 Mileage allowances

The Trust pays an allowance of £0.40 per mile to staff who are required to use their vehicle on Trust business. The Trust pays an additional allowance of £0.05 per mile on the occasions that a work colleague is sharing the vehicle. The insurance required for using a personal vehicle on Trust business must be in place for each journey.

## 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.

If your time away from home:

- is between five and 10 hours in length the rate is £6.00 per person
- is over 10 hours in length the rate is £10.00 per person and covers two meal times
- starts before 07.00 hours and finishes after 19.00 hours the rate is £15.40 and covers breakfast, lunch and dinner

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 Trust Board's 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 Trust Board's policy is not to contribute to any Shared Cost Additional Voluntary Contribution scheme.

## 8.0 Retirement

### 8.1 Early retirement

The Trust Board's 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. 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 accrued under the 2014 scheme.

## **8.2 Flexible retirement**

The Trust Board permits flexible retirement only where there is either a financial or operational benefit to the Trust 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 Trust Board will not waive any actuarial reduction to an employee's pension benefits and any pension costs to the Trust must be recovered within a two year period.

## **9.0 Redundancy**

Under the Trust's Staff Redundancy policy, the LGC must propose any process of redundancy and this must be approved by the Trust Board. Please see this specific policy for more details.

The Trust Board 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 Trust calculates compensation and redundancy payments based on actual salary and continuous local government service as defined in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 (as amended).

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 Trust Board 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 Trust will publish its pay policy statement on its website.

## 12.0 Changes to the policy

The Trust Board may at any time Trust Board, amend this pay policy statement.

Changes implemented from the previous Local Authority Model Policy have been conducted in such a way as to not prejudice the position of staff and to ensure continuity or enhancement of current conditions.

1. References to the Local Authority has been changed to reflect the new employer being SMART multi academy Trust. In the same way, references to Governing Body and Governors in some occasions have been replaced by the Trust Board and Directors and in other areas have been replaced with Local Governing Committee or LGC as appropriate to the Trust's Scheme of Delegation. Similarly, there some references to Headteachers have been replaced with CEO (Chief Executive Officer) where relevant.
2. The previous LA policy was aligned to its own local collective bargaining agreement which provided a local interpretation of the NJC national agreement. This policy is aligned directly with the NJC national agreement and hence implements this agreement in full, removing the need for reference to a local adaptation. Multiple references to local collective agreements have been replaced in the document by National collective agreements
3. The previous LA had engaged in a series of phased solutions for introducing the living wage including the freezing of increments and in its place a system of CRP (Contribution Related Pay). The decision of the Board to align to the NJC agreement means a return to automatic increments and hence a removal of all sections involved with the explanation and operation of a CRP scheme. No employee will receive less benefit through the removal of this scheme and the return of the national system.
4. In section 4.1 there is reference to "Roles which score 700 or more GLPC points qualify for an evaluation under the Hay Job Evaluation Scheme." The Trust Board have left this reference in for review with the proviso that we don't currently have access to such a system but are keen to not dis-benefit employees so will review its re-introduction when we have access.
5. In section 5.3, the model policy does not define the period in which emergency recall to work operates. It states "after midnight". This has been changed to "Between midnight and 6:00 am"
6. In section 6.7 we have added to the £0.40 mileage allowance that the Trust pays an additional allowance of £0.05 per mile on the occasions that a work colleague is sharing the vehicle. We have also added that the insurance required for using a personal vehicle on Trust business must be in place for each journey. This measure offers an incentive to lift share without going over the taxable benefit limit of £0.45 per mile allowance.

7. In section 6.8 the model policy spoke of 'reasonable reimbursement' without defining this. Research into a range of school and LA policies elsewhere in the UK enabled us to benchmark these allowances and we have hence added the more specific policy that..

If your time away from home:

- is between five and 10 hours in length the rate is £6.00 per person
- is over 10 hours in length the rate is £10.00 per person and covers two meal times
- starts before 07.00 hours and finishes after 19.00 hours the rate is £15.40 and covers breakfast, lunch and dinner

8. In section 9 we have changed the reference to make it align with the SMAR policy hence the wording is "Under the Trust's Staff Redundancy policy, the LGC must propose any process of redundancy and this must be approved by the Trust Board"

The following table of comparison with the previous tables was drawn up by the MAT HR Staff Green.

## 12.1 Table of Policy Features

<b>Feature</b>	<b>SMART Saltash/ Landulph</b>	<b>Liskeard</b>	<b>Looe</b>	<b>Dobwalls</b>	<b>Trewidland</b>	<b>New Policy 2018/19</b>
Source/basis	Cornwall Council 2014	Cornwall Council 2014	Wolferstans 2017/ Cornwall Council 2015	Cornwall Council 2016	Cornwall Council 2016	Based on Cornwall Council 2016
Contribution-related pay	No	Yes	No	Yes	Yes	No
Foundation living wage	No	Yes	No	Yes	Yes	No
Annual pay progression (to scale maximum)	Yes	Yes	Yes	No	No	Yes
Aligned to national pay agreements	No	No	No	Yes	Yes	Yes
Pay protection	no provision	no provision	not exceed 17.5%	not exceed 17.5%	not exceed 17.5%	not exceed 17.5%
Removal and separation allowances	no provision	no provision	Yes	Yes	Yes	Yes
Revised work base	no provision	no provision	Yes	Yes	Yes	Yes
First aid allowance	£218	£218	£223	£223	£223	£223
Overtime - reactive - x1.5	N6 and below	N6 and below	N6 and below	N6 and below	N6 and below	N6 and below
Overtime - planned - x1	H6 and below	H6 and below	N6 and below	N6 and below	N6 and below	N6 and below
Plusages	H6 and below	H6 and below	H6 and below	H6 and below	H6 and below	H6 and below
Premiums	H6 and below	H6 and below	H6 and below	H6 and below	H6 and below	H6 and below
Promotions/ regrading	1%	1%	2%	2%	2%	2%

## 13.0 Annex 1: SMART Support Staff Pay Scales

From 1st April 2018 and 1st April 2019 as per NJC deal 2018

Scale	NJC pay deal 2018 effective 1/4/2018		NJC pay deal 2018 effective 1/4/2019	
	Salary	Hourly rate	Salary	Hourly rate
B1	16,394	8.50	17,364	9.00
B2	16,394	8.50	17,364	9.00
B3	16,394	8.50	17,364	9.00
C1	16,394	8.50	17,711	9.18
C2	16,495	8.55	17,711	9.18
C3	16,626	8.62	17,711	9.18
C4	16,755	8.68	17,711	9.18
D1	16,495	8.55	18,065	9.36
D2	16,626	8.62	18,065	9.36
D3	16,755	8.68	18,065	9.36
D4	16,863	8.74	18,065	9.36
D5	17,007	8.82	18,065	9.36
E1	16,626	8.62	18,426	9.55
E2	16,755	8.68	18,426	9.55
E3	16,863	8.74	18,426	9.55
E4	17,007	8.82	18,426	9.55
E5	17,173	8.90	18,426	9.55
E6	17,391	9.01	18,426	9.55
F1	17,173	8.90	19,171	9.94
F2	17,391	9.01	19,554	10.14
F3	17,972	9.32	19,945	10.34
F4	18,672	9.68	20,344	10.54
F5	19,446	10.08	20,751	10.76
F6	20,541	10.65	21,166	10.97
G1	18,672	9.68	21,589	11.19
G2	19,446	10.08	22,021	11.41
G3	20,541	10.65	22,462	11.64
G4	21,693	11.24	22,462	11.64
G5	22,401	11.61	22,911	11.88
G6	23,111	11.98	23,369	12.11
H1	23,111	11.98	23,836	12.35
H2	23,489	12.17	24,313	12.60
H3	23,866	12.37	24,799	12.85
H4	24,657	12.78	25,295	13.11
H5	25,060	12.99	25,801	13.37



	NJC pay deal 2018 effective 1/4/2018			NJC pay deal 2018 effective 1/4/2019	
Scale	Salary	Hourly rate		Salary	Hourly rate
H6	25,463	13.20		26,317	13.64
I1	26,470	13.72		26,999	13.99
I2	27,358	14.18		27,905	14.46
I3	28,221	14.63		28,785	14.92
I4	29,055	15.06		29,636	15.36
I5	29,909	15.50		30,507	15.81
I6	30,756	15.94		31,371	16.26
J1	30,756	15.94		31,371	16.26
J2	31,401	16.28		32,029	16.6
J3	32,233	16.71		32,878	17.04
J4	33,136	17.18		33,799	17.52
J5	34,106	17.68		34,788	18.03
J6	35,229	18.26		35,934	18.63
K1	35,229	18.26		35,934	18.63
K2	36,153	18.74		36,876	19.11
K3	37,107	19.23		37,849	19.62
K4	38,052	19.72		38,813	20.12
K5	39,002	20.22		39,782	20.62
K6	39,961	20.71		40,760	21.13
L1	39,961	20.71		40,760	21.13
L2	40,858	21.18		41,675	21.6
L3	41,846	21.69		42,683	22.12
L4	42,806	22.19		43,662	22.63
L5	43,757	22.68		44,632	23.13
L6	44,697	23.17		45,591	23.63
M1	41,785	21.66		42,621	22.09
M2	43,456	22.52		44,325	22.97
M3	45,128	23.39		46,031	23.86
M4	46,794	24.25		47,730	24.74
M5	48,355	25.06		49,322	25.56
M6	50,127	25.98		51,130	26.50
N1	45,998	23.84		46,918	24.32
N2	48,121	24.94		49,083	25.44
N3	50,130	25.98		51,133	26.50
N4	51,840	26.87		52,877	27.41
N5	53,547	27.75		54,618	28.31
N6	55,254	28.64		56,359	29.21