



**South East Cornwall Multi Academy Regional Trust**

# **Support Staff Pay Policy**

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## Introduction

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

## Scope

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

## Pay structure

SMART's pay structure applies to all support staff employed in SMART Multi Academy Trust. The pay structure consists of 14 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 2024 it will implement the outcome of national pay negotiations on pay for its support staff 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 Trust. The pay framework for all schools in the Trust is established by reference to the national NJC arrangements and is reviewed when this is reviewed. 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.

## 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.

### Progression within the grade

Employees appointed to grades B to N will be entitled to an increment on 1 April of each year until the top of the grade for the post is reached. Employees who have less than 6 months' service in the grade at 1 April will be granted their first increment 6 months after their appointment, promotion or regrading. Incremental progression may be withheld following implementation of either the disciplinary or capability procedure.

### 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 who are on pay scale O have to remain in employment on the October payment date following the appraisal year to be eligible for an increment.

## Issues of Equity/Moderation

SMART is committed to monitoring and evaluating its pay procedures and activities to ensure consistency, equity and fairness. All policies are subject to an annual equality impact assessment.

Currently schools moderate within the Trust.

## 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.

If your concern remains unresolved, you may use the grievance procedure to escalate your concern. Please see the grievance policy.

## 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 Trust HR staff 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 Trust.

## Job Evaluation

Job evaluation is used to determine the relative value of roles within the Trust. 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 by the remuneration committee in which national benchmarks in the sector will be considered. Should the Trust grow its senior team such that three or more posts require this process the Trust Board will investigate the use of a national scheme such as the Hay Job Evaluation Scheme.

However, in recognition of the fact that central roles in the Trust have responsibility levels beyond that of the GLPC score of 700, the Trust has agreed to the addition of a pay range O above N on the NJC scale. Access to this scale is limited to central roles with significant responsibility levels scoring above 700, as determined by the Remuneration Committee.

## Other Payments

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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

## **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.

## **Allowances**

### **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.

## **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.

## **First Aid allowances**

Employees designated by the Trust as recognised first aiders are entitled to a First Aid payment. A payment 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.

For the current rate of payment please see Annex 1.

## **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 agent's 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.

## **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.

## 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.

## 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 per passenger on the occasions that work colleagues are sharing the vehicle. The insurance required for using a personal vehicle on Trust business must be in place for each journey.

## 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.

## Holiday entitlement

SMART's holiday allowance is 25 days, rising to 29 days after five years' service. This excludes public holidays, of which there are usually 8 per year. Staff on full-time contracts must submit requests for annual leave to their line manager or agree to standard practices of taking leave, such as compressing hours so they are available when needed by the

school or Trust. Patterns of leave must take into account the particular requirements and pressures of specific roles or functions.

Staff on 'term time only' contracts are paid for less than a full year and therefore their leave entitlement is factored into their annual salary with the requirement that they take their days off during the school holidays. 'Term time only' staff are paid for their annual holiday equally across the 12 months of the academic year. An adjustment will be made to their final salary on leaving employment based on the amount of leave that they are eligible for at that date.

## **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.

## **Retirement**

### **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.

### **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.

## **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.

## 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.

## Communicating the policy

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

## Appendix 1

### SMART Support Staff Pay Scales

As per NJC agreement 2023-24.

	<b>NJC pay award effective 1/4/2023</b>	
<b>Scale</b>	<b>Salary</b>	<b>Hourly rate</b>
B1	22,366	11.59
B2	22,366	11.59
B3	22,366	11.59
C1	22,366	11.59
C2	22,366	11.59
C3	22,366	11.59
C4	22,366	11.59
D1	22,737	11.79
D2	22,737	11.79
D3	22,737	11.79
D4	22,737	11.79
D5	22,737	11.79
E1	23,114	11.98
E2	23,114	11.98
E3	23,114	11.98
E4	23,114	11.98
E5	23,114	11.98
E6	23,114	11.98
F1	23,893	12.38

	<b>NJC pay award effective 1/4/2023</b>	
<b>Scale</b>	<b>Salary</b>	<b>Hourly rate</b>
F2	24,294	12.59
F3	24,702	12.80
F4	25,119	13.02
F5	25,545	13.24
F6	25,979	13.47
G1	26,421	13.69
G2	26,873	13.93
G3	27,334	14.17
G4	27,568	14.29
G5	27,803	14.41
G6	28,282	14.66
H1	28,770	14.91
H2	29,269	15.17
H3	29,777	15.43
H4	30,296	15.70
H5	30,825	15.98
H6	31,364	16.26
I1	32,076	16.63
I2	33,024	17.12
I3	33,945	17.59
I4	34,834	18.06
I5	35,745	18.53
I6	36,648	19.00
J1	36,648	19.00
J2	37,336	19.35
J3	38,223	19.81
J4	39,186	20.31
J5	40,221	20.85
J6	41,418	21.47
K1	41,418	21.47
K2	42,403	21.98
K3	43,421	22.51
K4	44,428	23.03
K5	45,441	23.55
K6	46,464	24.08
L1	46,464	24.08
L2	47,420	24.58
L3	48,474	25.13

	<b>NJC pay award effective 1/4/2023</b>	
<b>Scale</b>	<b>Salary</b>	<b>Hourly rate</b>
L4	49,498	25.66
L5	50,512	26.18
L6	51,515	26.70
M1	48,410	25.09
M2	50,192	26.02
M3	51,992	26.95
M4	53,838	27.91
M5	55,565	28.80
M6	57,530	29.82
N1	52,955	27.45
N2	55,307	28.67
N3	57,533	29.82
N4	59,427	30.80
N5	61,318	31.78
N6	63,208	32.76
O1	66,646	34.54
O2	68,133	35.32
O3	69,796	36.18
O4	71,476	37.05
O5	73,484	38.09

## **First Aid payments**

Current first aid rate is £238.00 per annum.