Ormiston Academies Trust

(Academy Name)  
Support Staff Pay policy

Policy version control

|  |  |
| --- | --- |
| Policy type | OAT Mandatory  The Trust will regularly monitor and review this policy to ensure that it is appropriate, effective, and compliant with both employment legislation and the Equality Act 2010 |
| Author  In consultation with | Melanie Wheeler  ASCL, ATL, GMB, NAHT, NASUWT, NUT, Unison |
| Original consultation | June 2019  Consulted - live date 1 September 2019.  Updated March 2021 |
| Approved by | Carmel Brown, National Director for HR & Operations |
| Release date | May 2021 |
| Review | Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force  Pay scales will be reviewed annually |
| Description of changes | Updated August 2022  April 2022 pay scales will follow once national agreement reached  8.3 amended staff recruited after September 2022 to be on minimum of 39 weeks term time only contracts  9.3 conformation that Term time only employees who accrue 5 years’ service will receive an uplift in pay |

*This policy applies to all staff recruited from 1st September 2019 and any new posts advertised for existing staff after 1st September 2019.*

*Staff recruited prior to 1st September 2019 will be managed under this policy but will retain any previous any related contractual terms that are in place and or which transferred under TUPE.*

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1. Introduction
   1. The Trust and the Governing Body are committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness, and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the academy, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
   2. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
   3. The Governing Body/Trust recognises its responsibilities under relevant legislation including:

* the Equality Act 2010,
* the Employment Relations Act 1999,
* the Part-time workers (Prevention of Less Favourable Treatment) Regulations 2000,
* the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002,
* The Employment Rights Act 1996,
* The Employment Act 2002,

and will ensure that all pay related decisions are taken equitably and fairly, in compliance with statutory requirements.

* 1. The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible staff. Pay decisions outside of the incremental progression within grades will need to take account of academy financial resources.
  2. The academy staffing structure will support the academy improvement plan and it will be published as an appendix to this policy (see Appendix A). Alternatively, the academy may signpost it on their website.

1. Aims of the policy.
   1. The governing body aims to use the academy pay policy to:

* Maintain and improve the quality of teaching and learning at the academy.
* Support the academy’s improvement plan.
* Underpin the academy’s appraisal policy.
* Ensure that all staff are valued and appropriately paid for their work contribution in the academy.
* Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value.
* Provide flexibility to recognise individual staff performance linked to pay decisions.
  1. The Trust and the Governing Body pay due regard to advice issued by the LGA, NJC scales and recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.
  2. OAT have chosen to continue to use the Local Government Services National Agreement on Pay and Conditions of Service (the “Green Book”).
  3. This policy covers pay arrangements for all support staff in our academies and has been drawn up following consultation with OAT’s Joint Consultative Committee of the recognised trade unions for support staff.
  4. A separate pay policy covers arrangements for teachers.

1. General principles
   1. Definitions
      1. The term “relevant body” has been used throughout this policy; within OAT this is the pay committee of the Governing Body.
   2. Modification Order and Continuation of Service
      1. Under the Employment Rights Act 1996, continuity of service is maintained if an employee moves to a new job with an ‘associated employer’ within a statutory week (Sunday to midnight on Saturday inclusive). Generally, local authorities are not considered ‘associated employers. However, the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 has the effect of making local government, including maintained schools and academies, associated employers for the purpose of redundancy, maternity, holiday and sick pay. For service to be recognised as continuous service the academy should verify the employment dates with the employee at appointment.
2. Monitoring and evaluation
   1. The relevant body will monitor the outcomes and impact of this policy. The Pay Committee will prepare an annual written report on the operation of the pay policy for support staff, including trends in progression across specific groups of employees to assess its effect and the academies’ continued compliance with equalities legislation.
   2. This policy sets out the framework for making decisions on support staff pay. It has been developed to comply with current legislation and the requirements of the Local Government Services National Agreement on Pay and Conditions of Service (the “Green Book”).
   3. OAT is responsible for the review of the pay policy for support staff annually and will share this information in an anonymised format with the Trust and recognised trade unions through the JCC. The Principal is responsible for advising the Pay Committee on any updates to the policy. The policy is reviewed annually or when other changes occur to either legislation or the Green Book to ensure that it reflects the latest position.
3. Pay determination.
   1. The academy will use the relevant pay scale for the post they are recruiting for using the OAT standard job roles.
   2. Pay rates for any other roles the academy may need in order to meet their specific requirements must be evaluated and agreed with the Trust before the post is advertised.
   3. It is recommended that job descriptions are reviewed annually through the appraisal process to ensure they are up to date. If there are significant changes in an employee’s duties it may be necessary to re-assess the grade. If this is the case a job evaluation should be carried out by OAT HR. This may or may not result in a change to staff pay and will be dependent on the outcome of the evaluation.
   4. Staff recruited prior to Sept 2019 may wish to have their role matched over to the new OAT pay scales and terms and conditions. An application for consideration of pay on the new terms can be made using the form at **Appendix B.**
4. Recruitment
   1. Advertisements for vacant posts in the academy will be approved through the OAT ATS (Applicant Tracking System) by the nominated approvers to include the Principal, FD, RFD and ED or Director of Estates.
   2. All posts will be advertised through the ATS, internally or externally, locally or nationally as appropriate, ensuring that staff are given equal opportunity to apply.
   3. The advertisement will include the relevant pay range for the post in line with the OAT support staff pay policy and will specify the expected level of skills and experience for appropriate candidates relevant to the post.
   4. Where the post is on a temporary basis, the advertisement will specify the reason for this and the duration of the post.
   5. Where the post is part year or part time the pay will reflect the actual and FTE salary.
   6. The costs of the advert/hire will be added to the ATS to provide Governors and the Trust with data on cost to hire and the effectiveness of the recruitment process.
5. Payment of salary
   1. [Each grade](http://schools.oxfordshire.gov.uk/cms/node/697) consists of a number of pay points. It is usual practice for a new employee to commence on the bottom point of the grade and to move incrementally through the grade until the top point is reached. **See Appendix C.**

* Increments occur annually on a time served basis in April unless the employee is under formal action by way of capability. Academies will be required to confirm via fast Portal increments for all staff with head room. The only exception would be those on capability, employees who have do not have the appropriate length of service or have been job matched in the last 6 months
  1. A new employee must have been in employment with the academy for at least six months before an increment occurs, i.e. before 1st October in the annual cycle.
  2. Once the top of the grade is reached, progression ceases.
  3. If an increment is withheld as a result of capability, staff have the right of appeal to the Pay Committee. The appeal procedure can be found at **Appendix F**.
  4. Inflation award, also referred to as ‘cost of living’, is applied 1st April each year based on the NJC recommendations and will be automatically applied centrally by the Trust’s payroll provider.

1. Pay date
   1. All OAT staff are paid on the 19th of each month.
   2. The standard weekly hours for a full-time role are 37.
   3. Term time pay is based on a minimum of 39 per annum which includes 5 INSET days (staff training days). The Trust position is that all support staff should be involved in the training days as well as teachers and this time should be used as an investment in their personal development. Should academies wish to appoint employees on less than 39 weeks they should speak to OAT HR to seek approval.
   4. Any additional weeks worked will be agreed by the academy and directed by the relevant Line Manager.
   5. For all term time-only employees, a pro rata annual leave entitlement is included within the pay calculation as set out in the contract of employment. The statutory entitlement to annual leave coincides with periods of academy closure and is therefore considered to be taken during this time. There is no entitlement to take leave during term time for term time staff.
2. Leave
   1. Public Holidays
      1. Employees shall, irrespective of length of service, be entitled to a holiday with a normal day’s pay for each of the statutory, general and public holidays as they occur (8 days per year pro rata for part time and term time).
   2. All Year Round Employees Holiday
      1. All year round (AYR) employees should request to take their annual leave in advance to the academy. Annual leave is normally expected to be during academy holidays unless agreed in advance by the manager and employee. There is no entitlement to leave during term time.
      2. The annual leave year runs from 1st April to 31st March. AYR staff are expected to manage their leave within the holiday year. If in exceptional circumstances leave cannot be used in full, then the academy may agree to allow a carry forward of no more than 5 days.
   3. Annual Leave

Term time only employees who accrue 5 years’ service will receive an uplift in pay

|  |  |
| --- | --- |
| Length of service | Holiday entitlement |
| Less than 5 years | 25 |
| Over 5 years | 28 |

1. Pay on leaving
   1. If a term time only employee is due to leave employment on a Friday, they will be paid until the Sunday.
   2. If an employee works until the end of a term (having worked the whole term) they will be paid until the notional end of the following holiday period (e.g., 31st August). This is to preserve the continuity of employment between educational establishments. The academy reserves the right to ask for confirmation of the new education establishment post and start date.
   3. If a term time employee is starting a new role before this or leaving education, then normal notice provisions and pay will apply. Notice requirements are included in individual contracts of employment.
   4. If an all-year-round employee is due to leave employment on a Friday, they will be paid until the Sunday, however, there is no right to be paid until the notional holiday end date as for term time only staff.
2. Other payments
   1. Sickness Scheme
      1. The scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit to maintain normal pay during defined periods of absence on account of sickness. Details can be found in contracts of employment.
3. Additional payments
   1. Voluntary additional hours
      1. The academy may offer the opportunity for staff to work more hours on a voluntary basis; a rate of pay for the work will be offered or alternatively time off in lieu. Staff can choose if they wish to do this voluntary work.
      2. Time off in lieu should be used within the academic year and cannot be carried forward. Any additional hours should be agreed with the relevant Manager before they are worked.
   2. Overtime
      1. From time to time, the academy may need staff to work over their contracted hours. Reasonable notice will be given. There is no contractual obligation to work overtime. The rate of pay for overtime hours is as follows: **up to 37 hours - this will be at the employee’s normal rate of pay. Over 37 hours will be paid at time and a half. Sunday working will be paid at double time**
      2. Any additional hours of overtime must be approved by the Principal or their delegated representative/Line Manager before being undertaken.
   3. First Aid
      1. Where this forms part of a job description, no additional payment is expected.
      2. Where the academy seeks a volunteer to undertake these duties in addition to their job description it is appropriate to make an annual payment of £130, pro rata for term time only, in recognition of the work and training requirements.
      3. The level of training required to be eligible is the Health and Safety Executive approved First Aid at Work training. To receive the allowance an individual must have undertaken training and obtained a first-aid qualification approved by the Health & Safety Executive. They must have a current first aid at work certificate to receive the allowance. Recertification will be required every three years. A refresher course must be started before certificates expire. If a certificate lapses it will be necessary for the individual to complete the full initial first-aid course before reinstatement of the allowance.
   4. Honoraria Payments
      1. From time to time there may be an opportunity to receive additional payment for specific time bound pieces of work.
      2. The award of honoraria payments is at the discretion of the Principal. A record of the agreement to make the payment and the terms should be completed and a copy placed on the employee file. See **Appendix D.**
      * Payment should not exceed £2500 per annum without Trust HR approval.
      * Payment can be made for a fixed period up to 12 months; if the requirement extends beyond this, academies can extend for a further 12 months.
      * There is no safeguarding on these payments.
   5. Acting up allowance
      1. Employees who cover all the duties associated with a post of a higher grade or allowance other than their own for a period of at least 4 weeks will receive payment of an acting allowance. This will be the difference between the employee’s substantive salary and the appropriate point on the pay range of the higher-level post and will cover the whole period of acting up during which the employee undertakes the full range of duties and responsibilities of the post.
   6. Recall to work/ call-out payments.
      1. Call out payments will be made when an individual is required to attend to an out of hours call out. This will be subject to a minimum payment of 2 hours standard rate. Payment is only paid when the callout falls outside their planned working hours.
   7. Non-Standard Working
      1. No additional payments will be made for split shifts or weekend work. If the role requires this type of flexible working this will be built into the salary for the job at the point of evaluation.
   8. Recruitment and Retention Supplement
      1. Where there is clear evidence of difficulties in recruiting and/or retaining employees in a particular job because the evaluated grade for the job is below the ‘going rate’ in the local job market, a [recruitment and retention supplement](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/HumanResources/schoolemployees/Recruitment_Retention_Supplements_Schoolsport%20Staff.pdf) may be paid for a fixed period of time.
      2. This will be paid as an allowance, not as part of the substantive pay. Any supplement paid is for a fixed term and is subject to annual review. It may be renewed for a further period where circumstances require it.
      3. The academy should record the details of the agreement and place a copy on file using **Appendix E.**
      4. Evidence of the need for a supplement will include one or more of the following:
      * failure to recruit satisfactorily following a recruitment process.
      * turnover of staff due to inadequate pay relative to other local employers.
      * local advertisements for similar jobs which repeatedly show a higher rate of pay.
      * a robust and identifiable reason to pay a retention allowance to retain an existing member of staff.
4. Probation period/notice period
   1. All new starters are subject to a probationary period as detailed in the contract of employment. The probationary policy can be found on the academy website.
5. Pay protection
   1. Where a pay determination through job evaluation, redeployment or reorganisation leads to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination. If pay protection is appropriate, it will be for a maximum period of twelve months.
6. Pay appeals
   1. The arrangements for considering appeals are set out in **Appendix F**.
   2. The employee may seek a review of any determination in relation to their pay or any other decision taken by the relevant body (or a committee or individual acting with delegated authority) that affects their pay.
   3. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination; that the person or committee by whom the decision was made:

* incorrectly applied any provision of the Green Book or the academy’s Pay Policy for support staff.
* failed to take proper account of relevant evidence.
* took account of irrelevant or inaccurate evidence.
* was biased; or
* otherwise unlawfully discriminated against the employee.

1. Other pay references/policies

* Maternity, Adoption, Parental, Paternity and Shared Parental Leave
* Leave of Absence, Supporting Staff Attendance
* Reorganisation
* Probation

Appendices

Appendix A - Academy structure chart

Appendix B - Request for Job Matching

Appendix C - Pay scales, grades.

Appendix D - Honorarium request for approval form.

Appendix E - Recruitment and retention payment form.

Appendix F - Pay appeal procedure.

Appendix A

Academy Structure Chart

**Insert structure chart or note where it can be viewed on the academy intranet.**

Appendix B

Request for Job Matching

All staff recruited after 1st September 2019 will be appointed on the new policy, grades and terms of employment.

Staff employed prior to 1st September 2019 will remain on their current terms and conditions, including benefits such as holiday pay. In the event that current staff, those recruited prior to 1st September 2019, wish to be matched to one of the new roles then the following process will apply:

* The form will need to be completed, providing supporting evidence and passed initially to the Principal.
* The Principal will review the forms and may or may not meet with the staff member to ensure that the information is clear and complete.
* Academies send the forms to OAT HR.
* OAT HR will then carry out the formal evaluation.
* If the request is successful, pay changes will be take effect from the date of OAT HR approval
* If the outcome is not to agree to a change, there is no right of appeal.

Job Match Request Form

This form should be used if a support staff member wishes to have their role matched against the new roles in the OAT support staff pay policy.

Please note, if agreed, a new contract will be issued and a changes made to the overall terms not just pay so it is important you review the entire offering before making the application.

|  |  |
| --- | --- |
| **Job Matching Request Form** |  |
| Employee Name and payroll number | Academy name |
|  |  |
| Current Job Title | Role you feel you should be matched to |
|  |  |
| Current grade and pay point/scale range | Matched role, grade and pay points |
|  |  |

|  |  |
| --- | --- |
| Please provide a copy of your current Job Description and summarise why you feel your role should be matched to the new job role and pay scale.  It is important to check the overall differences in the new terms. For example, holiday pay may be less than you are currently receiving or shift payments may not be included. You will need to evidence the aspects of your role that match the new job descriptors. | |
|  | |
| Sign | Date |

**Now pass to your Principal with any supporting evidence**

|  |  |
| --- | --- |
| Principal to review the information and comments and provide feedback on the accuracy of the claim. | |
|  | |
| Principal signature | Date |

**Now pass to OAT HR. Please include the current JD and grade information along with any other supporting evidence –** [**jane.ottaway@ormistonacademies.co.uk**](mailto:melanie.wheeler@ormistonacademies.co.uk)

Appendix C

Pay Scales, grades

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | Point | **2021** | **2021 Inner London** |  | **Grade** | Point | **2021** | **2021 Inner London** |
| **1** | 1 | £18,333 | £22,416 |  | **7** | 26 | £30,984 | £34,671 |
|  | 2 | £18,516 | £22,599 |  |  | 27 | £31,895 | £35,298 |
| **2** | 3 | £18,887 | £23,004 |  |  | 28 | £32,798 | £35,682 |
|  | 4 | £19,264 | £23,421 |  |  | 29 | £33,486 | £36,579 |
|  | 5 | £19,650 | £23,838 |  |  | 30 | £34,373 | £37,260 |
| **3** | 6 | £20,043 | £24,270 |  | **8** | 31 | £35,336 | £38,148 |
|  | 7 | £20,444 | £24,705 |  |  | 32 | £36,371 | £39,117 |
|  | 8 | £20,852 | £25,152 |  |  | 33 | £37,568 | £40,155 |
|  | 9 | £21,269 | £25,602 |  |  | 34 | £38,553 | £41,346 |
|  | 10 | £21,695 | £26,064 |  |  | 35 | £39,571 | £42,336 |
| **4** | 11 | £22,129 | £26,535 |  |  | 36 | £40,578 | £43,356 |
|  | 12 | £22,571 | £27,009 |  | **9** | 37 | £41,591 | £44,364 |
|  | 13 | £23,023 | £27,498 |  |  | 38 | £42,614 | £45,381 |
|  | 14 | £23,484 | £27,993 |  |  | 39 | £43,570 | £46,392 |
| **5** | 15 | £23,953 | £28,497 |  |  | 40 | £44,624 | £47,352 |
|  | 16 | £24,432 | £29,010 |  | **10** | 41 | £45,648 | £48,402 |
|  | 17 | £24,920 | £29,532 |  |  | 42 | £46,662 | £49,428 |
|  | 18 | £25,419 | £30,063 |  |  | 43 | £47,665 | £50,451 |
|  | 19 | £25,927 | £30,606 |  |  | 44 | £48,683 | £51,444 |
| **6** | 20 | £26,446 | £31,155 |  |  |  |  |  |
|  | 21 | £26,975 | £31,716 |  |  |  |  |  |
|  | 22 | £27,514 | £32,289 |  |  |  |  |  |
|  | 23 | £28,226 | £32,868 |  |  |  |  |  |
|  | 24 | £29,174 | £33,459 |  |  |  |  |  |
|  | 25 | £30,095 | £34,062 |  |  |  |  |  |

Job roles and Grades, new starters post Sept 2019

|  |  |
| --- | --- |
| Grade | role |
| 1 | Admin 1 |
| 1 | Catering 1 |
| 1 | Early Years 1 |
| 1 | Finance 1 |
| 1 | Lunch Time Supervisor |
| 1 | Premises 1 (Cleaning, grounds, lettings, caretaking and site) |
| 1 | SEN Personal Care Assistant |
| 1 | TA 1 |
| 1 | Technician 1 |
| 2 | Catering 2 |
| 2 | Exams 1 |
| 2 | Finance 2 |
| 2 | Library 1 |
| 2 | Premises 2 |
| 2 | SEN school TA 1a |
| 2 | Senior Lunch Time Supervisor |
| 2 | TA 2 |
| 2 | Technician 2 |
| 3 | Early Years 2 |
| 3 | Premises 3 |
| 3 | SEN school TA 1b |
| 4 | Admin 2 |
| 4 | Attendance 1 |
| 4 | Exams 2 |
| 4 | ICT technician |
| 4 | Library 2 |
| 4 | Mentor 1 |
| 4 | Premises 4 |
| 4 | TA 3 |
| 5 | Breakfast/After School Club Manager |
| 5 | Catering 3 |
| 5 | Cover Supervisor |
| 5 | Early Years 3 |
| 5 | Finance 3 |
| 5 | Mentor 2 |
| 5 | Premises 5 |
| 5 | SEN school TA 2 |
| 5 | Technician 3 |
| 6 | Admin 3 |
| 6 | Attendance 2 |
| 6 | Behaviour 1 |
| 6 | Catering 4 |
| 6 | HLTA all schools |
| 6 | ICT Manager 3a (less than 950 pupils) |
| 6 | Mentor 3 |
| 6 | Premises 6a (less than 950 pupils) |
| 6 | SEN school TA 3 |
| 7 | Business Manager 1 |
| 7 | Early Years 4 |
| 7 | Finance 4 |
| 7 | Head of House |
| 7 | ICT Manager 3b (more than 950 pupils) |
| 7 | Library 3 |
| 7 | Premises 6b (more than 950 pupils) |
| 7 | Safeguarding officer non-teach DSL |
| 7 | Technician 4 |

Appendix D

Application Form for Managers when requesting to pay Honorarium for Support Staff

This form should be used to make an application to pay a one off or temp payment to staff who are carrying out additional duties on a temporary basis. It should not be paid for acting up. Payment should not exceed 12 months and the value should be relative to the work and responsibilities being undertaken. Speak to your HR advisor if you need any guidance.

Payment should not exceed £2500 per annum without Trust HR approval

|  |  |
| --- | --- |
| **Employee name** |  |
| **Job Title** |  |
| **Department** |  |

**Payment Terms**

**Value of Honorarium**

|  |  |
| --- | --- |
| **Annual payment** |  |
| **Monthly payment** |  |
| **Funded by/charge to** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **One off payment** | **To be paid on** |  |  |  |
| **Ongoing Payment** | **Start date** |  | **End date** |  |

|  |
| --- |
| **Honorarium payment for: (summarise additional work to be completed).** |
|  |

**Recommendation by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Approved by (Principal) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Pass to Finance/HR for addition to the portal**

**Copy to employee file**

Appendix E

Recruitment and Retention Supplement

Where there is clear evidence of difficulties in recruiting and/or retaining employees in a particular job because the evaluated grade for the job is below the ‘going rate’ in the local job market, a [recruitment and retention supplement](http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/HumanResources/schoolemployees/Recruitment_Retention_Supplements_Schoolsport%20Staff.pdf) may be paid for a fixed period of time.

This will be paid as an allowance, not as part of the substantive pay. Any supplement paid is for a fixed term and is subject to annual review. It may be renewed for a further period where circumstances require it.

Requests to use this supplement will need to be agreed by your HR advisor and be signed off by OAT HR.

Evidence of the need for a supplement will include one or more of the following:

* failure to recruit satisfactorily following a recruitment process
* turnover of staff due to inadequate pay relative to other local employers
* local advertisements for similar jobs which repeatedly show a higher rate of pay
* a good and identifiable reason to pay a retention allowance to retain an existing member of staff.

|  |  |
| --- | --- |
| Academy name |  |
| Senior Manager proposing the payment |  |
| Role that requires a retention/recruitment payment and standard pay rate |  |
| Evidence of the need for a supplement |  |
| Supplement/additional payment being proposed |  |
| Period of payment recommended |  |
| Proposal agreed by Principal/Gov Staffing Committee |  |
| Date of proposal |  |

|  |  |
| --- | --- |
| HR Advisor |  |
| Date agreed |  |
| OAT HR authorisation, name and date |  |

Copy to HR Provider and staff personnel file.

Appendix F

Pay Appeals

The employee receives written confirmation of the pay determination and where applicable, the basis on which the decision was made.

If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the Principal or decision maker within ten working days of the decision.

Where an informal discussion is not possible, or where the employee continues to be dissatisfied, they may follow a formal process.

The employee should set down in writing the grounds for questioning the pay decision and send it to the Pay Committee within ten working days of the notification of the decision being questioned or of the outcome of the informal discussion referred to above.

The Pay Committee should arrange a meeting to consider the employee’s concerns and give the employee the chance to make representations in person. Following the meeting the employee should be informed in writing within three working days of the outcome of the review and their right to appeal.

If the employee wishes to appeal, they should provide written notification to the Clerk of Governors of the grounds for their appeal within ten working days of notification of the outcome of the review.

Any appeal should 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 appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing within three working days and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting, the employee is entitled to be accompanied by a recognised trade union representative or work colleague.

**Pay Policy Appeal Hearing**

**Procedure**

(a) Establish that the meeting is to hear an appeal against a decision taken under the Pay Policy.

All evidence submitted for consideration should have been circulated in advance (Chair to check that all involved have been provided with identical evidence).

**Conduct of the Appeal**

(a) The Chair introduces those present.

(b) The Chair invites the employee to identify areas of appeal.

(c) The Chair invites the employer to ask questions of the employee.

(d) The Chair invites members of the Appeal Panel to ask questions of the employee.

(e) The Chair invites the employer to respond to the case presented.

(f) The Chair invites the employee to ask questions of the employer.

(g) The Chair invites members of the panel to ask questions of the employer.

(h) The Chair invites the employee to summarise the case.

(i) The Chair invites the employer to summarise the case.

(j) Both parties withdraw while the panel considers the evidence.

**Pay Policy Appeal Panel Considerations**

The Appeal Panel considers the evidence, decides whether the case is proven and whether the decision made is appropriate and, if it is not, what decision applies.

**Panel Decision**

The Chair communicates the decision of the Appeal Panel. A copy of the decision letter is sent to all involved within three working days.

**Pay Policy Appeal**

Pay Committee makes a decision and writes to the Employee

Employee is satisfied

Employee is dissatisfied. Employee should discuss with the Principal or decision maker within 10 working days

Employee is satisfied

Employee is satisfied

Employee is dissatisfied. Employee can appeal to an appeal panel.

Employee is dissatisfied. Employee can write to Pay Committee for a formal review