



| <b>ACET</b>                     |                         |  |                                    |
|---------------------------------|-------------------------|--|------------------------------------|
| <b>SUPPORT STAFF PAY POLICY</b> |                         |  |                                    |
| <b>DOCUMENT CONTROL</b>         |                         |  |                                    |
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| <b>Approved by</b>              | Trust Board level       |  |                                    |
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| V 1.0                           | November 2022           | Appendix A – updated pay scales in line with pay award |                                    |

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## **1. PRINCIPLES**

All support staff in ACET are paid in accordance with the provisions of the National Joint Council for Local Government Services, as described in the National Agreement on Pay and Conditions of Service Document. All pay related decisions will be taken in compliance with relevant legislation and employment law.

In accordance with the Education Act (1996), as the employer, ACET has the power to determine the pay, duties, and grading of support staff.

Trustees/governors are responsible for:

- determining the duties and the grade/salary/allowance to be attached to posts;
- applying the Conditions of Service adopted by the trust;

This policy is applicable to all ACET support staff, other than those that have alternative protected arrangements under TUPE legislation.

## **2. GRADING AND PAY**

When determining the grade/salary/allowance to be attached to posts, this will be in accordance with the NJC pay spines (Appendix A). All factors should be taken into account, to ensure that posts are graded to reflect as accurately as possible their relative contributions to the aims and objectives of the trust/academy.

A newly appointed or promoted member of support staff will normally be appointed to the minimum point of the grade. Exceptions may occur after taking into consideration a range of factors including:

- the requirement for, and value of, any relevant qualifications and experience, in relation to the post
- evidence of previous performance
- the wider trust/academy context

## **3. PAY AWARD DATES**

The rates of pay of support staff are determined nationally by the National Joint Council for Local Government Services, and the current date for annual pay awards is 1<sup>st</sup> April.

## **4. PAY INCREMENTS**

Subject to satisfactory service, the normal expectation is that pay will progress through the grade incrementally until the maximum of the grade is reached.

Incremental progression usually takes place annually on the 1<sup>st</sup> July provided that the employee has completed six months service in the grade. Employees with less than six months service on 1<sup>st</sup> July in the grade will normally receive their first increment six months after the date of appointment.

## 5. LOCAL LIVING WAGE

A supplement is applied to the rate of pay of employees whose rate of pay is lower than the local living wage rate so that for every hour they work up to 37 per week they will receive an extra amount of pay that will bring the minimum hourly rate up to the local living wage level.

## 6. PAY DATES

The pay date is usually the 26<sup>th</sup> of each month, unless this date falls at a weekend or bank holiday in which case pay date is the previous normal working day. Special arrangements may apply in December.

## 7. PAY CALCULATIONS

### 7.1 Pro Rata Workers

Where pay is pro rata, the methods of calculation are as follows:

For part-time employees: pro rata salary is calculated on the basis of £annual salary × number contract weeks ÷ by 52.1428 weeks × hours of work ÷ by 37 hours.

For full-time – term time only employees: pro rata salary is calculated on the basis of £annual salary × 45.1236 weeks ÷ by 52.1428 weeks.

After 5 years' service pro rata salary is calculated on the basis of £annual salary × 46.1623 weeks ÷ by 52.1428 weeks

For part-time – term time only employees: pro rata salary is calculated on the basis of £annual salary × 45.1236 weeks ÷ by 52 weeks × hours worked ÷ by 37

After 5 years' service pro rata salary is calculated on the basis of £annual salary × 46.1263 weeks ÷ by 52.1428 weeks

### 7.2 Overtime, Weekend and Night Working

Overtime payments are not made to employees in receipt of a salary above that of spinal column point 28 unless with the express consent of the trust, accordingly paragraph 7.2.1 will not apply in those cases. Where payments are not made, time off, on a time for time basis, in lieu of pay for overtime or weekend working will normally be granted.

#### 7.2.1 Overtime rates

For employees required to work overtime (that is above 37 paid hours in any pay week or a 6<sup>th</sup> or 7<sup>th</sup> shift in any pay week) who receive a salary not greater than spinal column point 28, payment shall be made at a rate of time and a half, providing that a minimum of 30 minutes is worked in excess of normal hours on any one day. Overtime working is not guaranteed and can be varied or terminated by the trust at any time.

#### 7.2.2 Day Rate

Normal day rate covers all hours worked between 6.00am and 10.00pm.

Other than for overtime payments noted above no other payments will be paid for work between these hours.

### **7.2.3 Night Rate**

Time and a third is paid for all hours worked between 10.00pm and 6.00am unless classed as overtime in excess of 37 hours or a 6<sup>th</sup> and 7<sup>th</sup> shift, when time and a half will apply.

The maximum rate of pay to be paid at any time will be time and a half.

## **8. OVERPAYMENTS**

In the event of an overpayment the trust reserves the right to deduct the overpaid amount from a subsequent salary (including a final salary where applicable). Where possible, a recovery period will be agreed with the employee.

This includes but is not limited to:

- Recruitment and retention payments where the applicable service has not been met
- Outstanding salary sacrifice amounts
- Annual leave/bank holiday entitlements overtaken
- Outstanding overpayments
- Salary paid after resignation

## **9. HONORARIUM**

This is a provision in the National Agreement and is payable for any reason other than covering for annual leave of individuals.

Where a member of staff undertakes the full range of duties outside the scope of an existing higher graded post, then the individual is entitled to receive the salary of the higher graded post after having undertaken the duties for one month.

The decision to request a member of staff to act up would be a matter for the Governing Body.

Where a member of staff performs duties outside the scope of his/her post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous then an honorarium may be paid. Also where more than one individual shares the full duties and responsibilities of a higher post, an honorarium may be paid.

The amount should not be more than that paid to a member of staff who undertakes the full range of duties and responsibilities of a higher graded post and is paid that grade in accordance with Conditions of Service.

The application of this provision should be for short-term situations only and not a regular payment.

## **10. DEALING WITH GRADING APPEALS**

Governors are responsible for the hearing of grading appeals. In doing so, Governors must have regard for equal pay/value issues.

# APPENDIX A -

## SUPPORT STAFF PAY SPINES

Effective April 2022 – March 2023

| Band | Scale Point | Salary  | £/hour   |
|------|-------------|---------|----------|
| A    | 02          | £20,441 | £10.5951 |
| B    | 03          | £20,812 | £10.7874 |
| C    | 04          | £21,189 | £10.9828 |
| D    | 05          | £21,575 | £11.1829 |
|      | 06          | £21,968 | £11.3866 |
| E    | 07          | £22,369 | £11.5945 |
|      | 08          | £22,777 | £11.8059 |
|      | 09          | £23,194 | £12.0221 |
| F    | 11          | £24,054 | £12.4678 |
|      | 12          | £24,496 | £12.6969 |
|      | 14          | £25,409 | £13.1702 |
|      | 15          | £25,878 | £13.4133 |
| G    | 17          | £26,845 | £13.9145 |
|      | 19          | £27,852 | £14.4364 |
|      | 20          | £28,371 | £14.7055 |
|      | 22          | £29,439 | £15.2590 |
| H    | 23          | £30,151 | £15.6281 |
|      | 24          | £31,099 | £16.1195 |
|      | 25          | £32,020 | £16.5968 |
|      | 26          | £32,909 | £17.0576 |
| I    | 27          | £33,820 | £17.5298 |
|      | 28          | £34,723 | £17.9979 |
|      | 29          | £35,411 | £18.3545 |
|      | 30          | £36,298 | £18.8142 |
| J    | 31          | £37,261 | £19.3134 |
|      | 32          | £38,296 | £19.8499 |
|      | 33          | £39,493 | £20.4703 |
|      | 34          | £40,478 | £20.9808 |
| K    | 35          | £41,496 | £21.5085 |
|      | 36          | £42,503 | £22.0305 |
|      | 37          | £43,516 | £22.5555 |
|      | 38          | £44,539 | £23.0858 |
| L    | 39          | £45,495 | £23.5813 |
|      | 40          | £46,549 | £24.1276 |
|      | 41          | £47,573 | £24.6584 |
|      | 42          | £48,587 | £25.1840 |
|      | 43          | £49,590 | £25.7038 |

| Band   | Scale Point | Salary  | £/hour   |
|--------|-------------|---------|----------|
| PO15   | 43          | £49,590 | £25.7038 |
|        | 44          | £50,673 | £26.2652 |
|        | 45          | £51,798 | £26.8483 |
|        | 46          | £52,932 | £27.4361 |
| PO16   | 46          | £52,932 | £27.4361 |
|        | 47          | £54,096 | £28.0394 |
|        | 48          | £55,281 | £28.6536 |
|        | 49          | £56,508 | £29.2896 |
| PO17   | 49          | £56,508 | £29.2896 |
|        | 50          | £57,750 | £29.9334 |
|        | 51          | £59,022 | £30.5927 |
|        | 52          | £60,321 | £31.2660 |
| PO18   | 52          | £60,321 | £31.2660 |
|        | 53          | £61,654 | £31.9569 |
|        | 54          | £63,024 | £32.6670 |
|        | 55          | £64,417 | £33.3891 |
| PO19   | 55          | £64,417 | £33.3891 |
|        | 56          | £65,831 | £34.1220 |
|        | 57          | £67,294 | £34.8803 |
|        | 58          | £68,785 | £35.6531 |
| PO20   | 58          | £68,785 | £35.6531 |
|        | 59          | £70,302 | £36.4394 |
|        | 60          | £71,859 | £37.2465 |
|        | 61          | £73,464 | £38.0784 |
| PO20SW | 58          | £68,785 | £35.6531 |
|        | 59          | £70,302 | £36.4394 |
|        | 60          | £71,859 | £37.2465 |
|        | 61          | £73,464 | £38.0784 |
|        | 62          | £75,610 | £39.1907 |
|        | 63          | £77,820 | £40.3362 |
|        | 64          | £79,566 | £41.2412 |
|        | 65          | £81,352 | £42.1669 |