

# Policy C11 - Support Staff pay

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## 1. Introduction

- 1.1. This policy applies to all support staff employed by the University of Brighton Academies Trust, in individual academies and the trusts' central team.
- 1.2. The trust recognise and value the contribution made by all support staff.
- 1.3. Salaries paid to support staff will comply with all national and local agreements on employees' pay and conditions of service which are derived from the National Joint Council for Local Government Services and underpinned by the NJC local government services' Job Evaluation Scheme.
- 1.4. All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability. All pay related decisions are taken in compliance with:
  - The Equality Act 2010;
  - The Employment Rights Act 1996;
  - The Employment Relations Act 1999;
  - The Employment Act 2002;
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
  - The Employment Act 2002 (Dispute Resolution) Regulations; and
  - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- 1.5. In adopting this Support Staff Pay Policy the aim is to:
  - maximise the quality of support and services within the trust;
  - support the recruitment and retention of a high quality workforce;
  - enable the trust to recognise and reward staff appropriately for their contribution to their academy or the central teams;
  - help to ensure that decisions on pay are managed in a fair, just and transparent way.

## 2. Grading of support staff posts

- 2.1. The job descriptions of all new and changed support staff posts will be evaluated in accordance with the NJC Job Evaluation Scheme in order to identify an appropriate pay grade for the post. This process will be managed by the trusts' HR department.
  - 2.2. The NJC Job Evaluation Scheme takes into account the:
    - knowledge and skills required to do the post
    - 'effort demands' (such as initiative, physical demands, emotional demands) required for the post
    - extent of the postholder's responsibilities for people, financial and physical responses
    - working conditions
  - 2.3. Where appropriate, the trust will use standard job descriptions as they ensure consistency in job design and grading of posts.
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## Salary on appointment

2.4. As part of the selection process, the recruitment and selection panel for the post (in conjunction with the trusts' HR department) will determine the starting salary within the agreed pay grade to be offered to the successful candidate, giving regard to the relevant skills and experience of the candidate.

### 3. Incremental progression

3.1. Subject to satisfactory performance, a member of support staff will move one point on their pay grade on 1<sup>st</sup> April each year. (NB: The first incremental date falls 6 months following appointment for staff appointed between 1<sup>st</sup> October and 31<sup>st</sup> March). Incremental progression will continue until the top of the pay grade is reached.

### 4. Withholding incremental progression

4.1. In accordance with each trust's Capability Policy, an increment for a member of support staff may exceptionally be withheld where the employee is subject to formal capability procedures. The trust may still opt to award the incremental point once the employee's performance has returned to Satisfactory.

### 5. Pay recognition policies

5.1. The trust can reward staff with additional pay for outstanding performance or contributions over and above their normal duties.

5.2. Requests for pay recognition rewards, accompanied by a clear rationale, must be recommended by the postholder's line manager the HR Director and Director of Operational Services for approval. Please refer to the Guidance on Pay Recognition for Support Staff for further information.

#### 5.3. *Recognition of additional responsibilities*

##### 5.3.1. Acting up allowance

- (i) Reward can be given to staff who have been asked to take on the duties and responsibilities of a higher graded post - in whole or part - temporarily, for a continuous period of at least four weeks.
- (ii) The employee is entitled to receive, for the temporary period, a monthly allowance or higher salary equivalent to the salary of a permanent employee in that post.
- (iii) Where the employee takes on some, but not all duties and responsibilities of a higher graded post, a percentage payment may be applied as appropriate.
- (iv) Managers should review this allowance every 3 months to ensure the payment is appropriate to the tasks being undertaken. If the employee has taken on such additional duties or responsibilities for over one year, advice should be sought from the HR department about re-grading the post.
- (v) All payments are pensionable.

### 5.3.2. Honoraria

- (i) Reward can be given to staff who have been asked to take on substantial new duties and responsibilities for a temporary period or where exceptional contribution to a project or piece of work has been made, and for which no other payment has been made.
- (ii) All payments are pensionable unless they are payable only in recognition of non-contractual overtime.

### 5.4. Special merit payments

5.4.1. Flat rate payments may be awarded in recognition of a particular one-off contribution or a substantially increased workload.

5.4.2. The level of payment should be objectively justified, for example related to the number of additional hours worked over a specified period.

5.4.3. Payments are pensionable.

### 5.5. Accelerated increments

5.5.1. There is also an option to reward staff by granting up to two additional increments within a pay grade subject the employee's performance meeting one or more of the following performance criteria:

- consistent performance for at least six months of high quality work over and above that normally expected of the post holder
- consistent performance of work of the same quality over and above that normally expected of the post holder
- performance of work to such a high standard that little supervision is required in circumstances where there is usually a strong supervisory element
- a permanent, measurable increase in responsibility which is insufficient to warrant re-grading.

## 6. Policy status and review

<b>Written by:</b>	HR Manager
<b>Owner:</b>	HR Manager
<b>Status:</b>	V1 = Approved (HAT) V2 = Approved
<b>Approval date:</b>	V1 = 11/3/14 (HAT Resources Committee) V2 = 26/01/17 (HAT Resources Committee), 06/02/17 (UoBAT Resources Committee) Merger editorial changes Sept 17
<b>Review Date:</b>	By 2021/22 (or sooner if required)