

# Pay Policy

## EPAT

Believe Succeed Together

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## **1.0 Introduction**

The Pay Policy sets out the framework for making decisions on employees' pay.

The main objectives of the policy are to:

- Ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and academy improvement plans.
- Support the recruitment and retention of high quality employees.
- Recognise and reward employees for their contribution to academy improvement.
- Ensure that pay decisions are made in a fair and transparent way.
- Ensure that budgetary funds are allocated appropriately.

## **2.0 Pay Ranges**

The pay ranges for employees are included in the appendices.

## **3.0 Pay**

### **3.1 Payroll Provider**

The Trust uses ECC Payroll.

### **3.2 Pension**

All regular salary payments and additional allowances/payments are pensionable.

**NB:** Full-time teachers in the Final Salary Pension Scheme cannot be members of the Teachers' Pension Scheme (TPS) for a second job (e.g. 1:1 tuition at another academy). They can, however, join the Local Government Pension Scheme (LGPS) for this secondary employment. This does not apply to members of the Career Average Scheme where all teaching work is pensionable under the Teachers' Pension Scheme.

The Trust will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust recognises that, were this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

### **3.3 Underpayments and Overpayments**

Every effort will be made to make accurate salary (and other) payments on the due date, however, should an overpayment or underpayment occur, the Trust will seek to recover or refund the amount.

Employees are expected, and have a responsibility, to draw to the attention of the Trust, any overpayment or underpayment, as soon as possible.

In the case of overpayments, the employee will be notified of the full amount of the overpayment and agreement will be sought regarding a reasonable repayment schedule. In the absence of such an agreement, the Trust will determine a recovery schedule, usually through deductions not exceeding 5% of the employee's monthly gross pay.

Recovery of overpayments or a refund of underpayments will be pursued in the case of former employees.

### **3.4 Part-Time Staff**

#### **3.41 Teaching Staff**

In accordance with STPCD, the 'pro rata principle' is applied i.e. the proportion of total remuneration<sup>1</sup> which corresponds to the number of hours that the teacher is employed in that capacity during the course of the academy's timetabled teaching week, as a proportion of the total number of hours in the academy's timetabled teaching week<sup>2</sup>.

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

#### **3.42 Support Staff**

Refer to the pay ranges in the appendices. In the case of any other variations from what is stipulated, the 'pro rata principle' is applied i.e. the proportion of total remuneration which corresponds to the number of hours that the person is employed in that capacity during the course of the academy's working week (as determined by the role), as a proportion of the total number of hours in the academy's working week (as determined by the role).

<sup>1</sup>Remuneration that would be payable to that person, if employed in the same post on a full-time basis.

<sup>2</sup>The aggregate period of time in the timetable during which pupils are normally taught.

### **3.5 Salary Safeguarding/Protection**

The Trust will ensure appropriate salary protection/safeguarding for teachers in accordance with the STPCD and for support staff in accordance with the Redundancy and Reorganisation Procedure.

Employees in receipt of salary protection/safeguarding will be expected to undertake commensurate work.

### **3.6 Salary Sacrifice Schemes**

The Trust operates a Salary Sacrifice Scheme in relation to Child Care Vouchers. Staff choosing to participate in the scheme will have their gross pay reduced according to the terms of the scheme, for the duration of their participation.

### **3.7 Performance Management and Performance-Related Pay**

#### **3.71 Budget**

The amount of money allocated to implementing the Pay Policy will be determined during the compilation of the annual budget.

The Trust will endeavour to ensure that appropriate funding is allocated for performance-related pay progression but, if sufficient funds are not available, then no pay awards, at any level, will be made.

#### **3.72 Pay Committee and Pay Appeals Committee**

The Trust has established a Pay Committee and Pay Appeals Committee which have fully delegated powers to make decisions on pay. The terms of reference for these committees are included in the appendices.

On an annual basis, the CEO will produce a Pay Recommendation Statement (for each academy) which will be presented and reviewed by the Pay Committee.

#### **3.73 Pay Progression – All Staff**

For all staff (excluding the CEO and Principal(s), who are assessed under different policies), Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (Staff).

Pay Progression<sup>3</sup> is linked to an employee's PM Appraisal grade in the following way:

**Grade 1:** The employee will receive a minimum of a 3% increase and a maximum of a 5% increase.

**Grade 2:** The employee will receive a minimum of a 2% increase and a maximum of a 3% increase.

**Grade 3 or Grade 4:** The employee will receive a 1% increase.

Whether the maximum or minimum pay award is issued will be determined by the budgetary funds. If, for instance, a decision is taken to apply the minimum award, this will be applied at all levels.

Employees that have been absent for long periods e.g. through sickness or maternity leave, will be appraised in the same way as all employees and a decision made in line with the above. Where the employee has been absent for a significant period of their current PM Appraisal year, and received a pay increment during their last PM Appraisal cycle, it is unlikely that any pay award will be made.

Decisions regarding pay will be made in line with the following timescales:

Period	Activity
By 30 <sup>th</sup> September	PM Appraisal of all staff (excluding CEO and Principal(s))
By 31 <sup>st</sup> October	The Pay Committee convenes to review the Pay Recommendation Statement for each academy. The Pay Committee determines pay progression in line with section 3.73.
By 31 <sup>st</sup> December	PM Appraisal of CEO and Principal(s). The Pay Committee determines pay progression in line with section 3.73.

<sup>3</sup>For all staff, pay progression increments include a 1% inflationary rise that is applied to the scales in this policy. Staff who have reached the top of their pay scale, are not eligible for any further performance-related increment.

### 3.74 Pay Progression – Upper Pay Range (UPS)

Staff can apply to progress onto the UPS, or through the UPS, if they meet the following criteria:

- They have fully addressed all of the Teachers' Standards.
- They have fully addressed all of the Threshold Standards.
- Their last three PM Appraisal grades are at least a grade 2.\*

\*Where an employee is not at the top of the Main Pay Range, their last three PM Appraisal grades must be a grade 1.

It is the responsibility of the employee to decide whether or not they wish to submit an application. The UPS is not an extension of the MPS and employees do not automatically move onto it or automatically move through it. To be eligible, the employee must meet the criteria above. In particular, they must be able to produce evidence (by 30<sup>th</sup> September) to support a case that they have fully addressed all of the Threshold Standards.

### **3.75 Pay Progression – Assistant and Vice Principals**

For Assistant and Vice Principals that have reached the top of the scale on the relevant Leadership Pay Range<sup>4</sup>, the Trust may decide to grant a time-limited (one year) discretionary<sup>5</sup> pay award of between 1-3% of their annual salary, in line with the following PM Appraisal grades.

**Grade 1:** The Assistant or Vice Principal will receive a minimum of a 2% increase and a maximum of a 3% increase.

**Grade 2:** The Assistant or Vice Principal will receive a minimum of a 1% increase and a maximum of a 1.5% increase.

**Grade 3 or Grade 4:** The Assistant or Vice Principal will receive no performance-related increase.

### **3.76 Pay Progression – Principal**

Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (Principal).

Pay Progression will be in line with section 3.73.

For Principals that have reached the top of the scale on the relevant Leadership Pay Range<sup>4</sup>, the Trust may decide to grant a time-limited (one year) discretionary<sup>5</sup> pay award of up to 5% of their annual salary, in line with the following PM Appraisal grades.

**Grade 1:** The Principal will receive a minimum of a 3% increase and a maximum of a 5% increase.

**Grade 2:** The Principal will receive a minimum of a 2% increase and a maximum of a 3% increase.

**Grade 3 or Grade 4:** The Principal will receive no performance-related increase.

### **3.77 Pay Progression – CEO**

Outside of the Performance Management (PM) Appraisal cycle, pay is determined by the following:

- The number of academies in the Trust.
- The nature and extent of the challenges in the academies in the Trust.

Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (CEO).

Pay Progression will be in line with section 3.73. For CEOs that have reached the top of the scale, the Trust may decide to grant a time-limited (one year) discretionary<sup>5</sup> pay award up to 10% of their annual salary, in line with the following PM Appraisal grades.

**Grade 1:** The Principal will receive a minimum of a 7% increase and a maximum of a 10% increase.

**Grade 2:** The Principal will receive a minimum of a 3% increase and a maximum of a 5% increase.

**Grade 3 or Grade 4:** The Principal will receive no performance-related increase.

<sup>4</sup>The range calculated is that in accordance with STPCD (refer to appendices).

<sup>5</sup>Discretionary pay falls under the category of a 'bonus'. It is paid as a single sum and is non-pensionable.

## Appendix A – Teachers

<b>Main Pay Range (MPR)</b>	
Minimum	£22,917
Maximum	£33,824
<b>Upper Pay Range (UPR)</b>	
Minimum	£35,927
Maximum	£38,633
<b>Unqualified Teachers' Pay Range (UNQPR)</b>	
Minimum	£16,626
Maximum	£26,294
<b>Teaching and Learning Responsibility (TLR)<sup>6</sup> Points</b>	
TLR 1.20	£12,515
TLR 1.15	£10,888
TLR 1.10	£9,274
TLR 2.20	£6,512
TLR 2.15	£5,572
TLR 2.10	£3,922
TLR 2.05	£2,666
TLR 3.20	£2,629
TLR 3.15	£1,050
TLR 3.10	£528
<b>Special Educational Needs Allowance (SENA)</b>	
SEN1	£2,106
SEN2	£4,157

<sup>6</sup>TLR points are assigned to staff to undertake specific responsibilities; they are not performance-related and therefore subject only to inflationary rises. In the case of TLR 3, allowances will be paid for a fixed period in relation to a time-limited academy improvement task and/or externally driven project.

## Appendix B – Leadership

<b>Leading Practitioner</b>	
Minimum	£39,374
Maximum <sup>7</sup>	£59,857
<b>Leadership range HT<sup>8</sup> Group 2 (Assistant Principal)</b>	
Minimum	£39,372
Maximum	£45,742
<b>Leadership Range HT Group 2 (Vice Principal)</b>	
Minimum	£46,797
Maximum	£52,929
<b>Leadership Range HT Group 2 (Principal)</b>	
Minimum	£55,599
Maximum	£64,414
<b>Leadership Range HT Group 3 (Assistant Principal)</b>	
Minimum	£42,398
Maximum	£49,197
<b>Leadership Range HT Group 3 (Vice Principal)</b>	
Minimum	£50,475
Minimum	£57,076
<b>Leadership Range HT Group 3 (Principal)</b>	
Minimum	£59,857
Maximum	£69,328
<b>Leadership Range HT Group 4 (Assistant Principal)</b>	
Minimum	£45,742
Maximum	£52,929
<b>Leadership Range HT Group 4 (Vice Principal)</b>	
Minimum	£54,248
Maximum	£61,338

<sup>7</sup>The maximum value will not exceed the minimum of the individual academy's Assistant Principal Range.

<b>Leadership Range HT Group 4 (Principal)</b>		
Minimum		£64,414
Maximum		£74,614
<b>Leadership Range HT Group 5 (Assistant Principal)</b>		
Minimum		£50,475
Maximum		£58,387
<b>Leadership Range HT Group 5 (Vice Principal)</b>		
Minimum		£59,857
Maximum		£69,329
<b>Leadership Range HT Group 5 (Principal)</b>		
Minimum		£72,810
Maximum		£82,293
<b>Leadership Range HT Group 6 (Assistant Principal)</b>		
Minimum		£54,248
Maximum		£62,860
<b>Leadership Range HT Group 6 (Vice Principal)</b>		
Minimum		£64,414
Maximum		£71,052
<b>Leadership Range HT Group 6 (Principal)</b>		
Minimum		£78,358
Maximum		£90,771
<b>Leadership Range (CEO)</b>		
Minimum		£106,050
Maximum		£176,750

<sup>8</sup>HT groups are calculated in accordance with section 5.0 – 7.0 of STPCD [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550286/STPCD\\_2016\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550286/STPCD_2016_guidance.pdf)

## Appendix C – Support Staff

Support Staff Pay Range		Full Time Salary (37.5hours/52 weeks)
Support Range 1	Minimum <sup>9</sup>	£13,748
	Maximum	£16,284
Support Range 2	Minimum	£16,353
	Maximum	£18,251
Support Range 3	Minimum	£16,305
	Maximum	£20,868
Support Range 4	Minimum	£19,430
	Maximum	£24,416
Support Range 5	Minimum	£20,069
	Maximum	£25,505
Support Range 6	Minimum	£25,923
	Maximum	£32,193
Support Range 7	Minimum	£32,611
	Maximum	£42,387
Support Range 8	Minimum	£42,420
	Maximum	£65,145

<sup>9</sup>The minimum salary for employees aged 25 years and over will be the National Living Wage.

## Appendix D – Casual Staff

Casual Staff Pay Range (CSPR)	
Role	Rate
Tutor	£20.00 per hour
Theatre Technician	£10.00 per hour
Invigilator	£7.50 per hour

## Appendix E – Other Pay

Other Pay (OP)	
Role	Rate
Lunch Time Duty	£8.45 per hour
First Aid Allowance	£300 per year
Lead First Aider/Medicine Administrator	£2,000 per year
PAT Testing	£3,500 per year
Mentoring <sup>10</sup>	£15.00 per hour
Paid Intervention	£25.00 per hour
Overtime for Support Staff	Time and a third <sup>11</sup>

<sup>10</sup>Where an academy receives funding from an ITT provider, eligible staff who mentor trainees will be entitled to payment. In cases where an academy does not receive funding, payment will be at the discretion of the Principal and subject to sufficient funds being available.

<sup>11</sup>Pre-authorisation by a member of SLT is required. Payment will be based on employees hourly rate when daily hours exceed 7.5.

## **Appendix F – Pay Committee**

### **Delegation of Function**

The Trust shall establish a Pay Committee to set the Pay Policy for the Trust and to implement the approved Pay Policy in respect of the pay for all staff.

### **Membership**

The Pay Committee shall consist of Trustees, none of whom shall be employees.

The CEO will attend all proceedings of the Pay Committee for the purposes of providing information and advice. The Principal of an academy may also be asked to attend. The CEO and Principal must withdraw when their own salary is discussed.

### **Quorum**

Three Trustees.

### **Terms of Reference**

- To determine the Pay Policy for the Trust.
- To advise the Trust on current and future pay level.
- To ratify appropriate salary ranges and starting salaries for Senior Leaders.
- To ratify annual pay progression for staff as set out in the Pay Policy, taking account of any recommendations made on the Pay Recommendation Statement.
- To approve applications to be paid on the Upper Pay Range.
- To approve annual pay progress for the CEO, taking account of the recommendation made by the CEO's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To monitor and report to the Trust on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

## Appendix G – Pay Appeals Process

Employees have the right to appeal any decision not to progress their pay.

An employee may make a formal appeal against a decision on pay, which must be submitted in writing within **10** working days of receipt of written notification of the decision regarding their pay.

The grounds of appeals are that the decision maker(s):

- Incorrectly applied the provisions of the STPCD or national/local terms and conditions.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence.
- Were biased.
- Otherwise unlawfully discriminated against the employee.

Appeals will be heard by the Pay Appeals Committee.

The case will be heard at a meeting, normally within **20** working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations, and to be accompanied by a work colleague or a member of a recognised Trade Union.

Any written submissions relevant to the appeal must be circulated to all parties at least **3** working days prior to the meeting.

The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the Pay Appeals Committee is final.

The CEO and/or Principal of the academy will attend, for the purposes of providing information and advice (except in the case of his/her own salary).

The role of the Pay Appeals Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

## **Appendix H – Pay Appeals Committee**

### **Delegation of Function**

The Trust shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

### **Membership**

The Pay Appeals Committee shall consist of Trustees, none of whom shall be employees or members of the Pay Committee.

The CEO will attend all proceedings of the Pay Committee for the purposes of providing information and advice. The Principal of an academy may also be asked to attend.

### **Quorum**

Three Trustees.

### **Terms of Reference**

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

### **Procedure**

- Introductions and opening remarks.
- Employee and/or representative to present case (and call witnesses if appropriate).
- Pay Committee representative (CEO and/or Principal of the academy) to ask questions.
- Pay Appeals Committee to ask questions.
- Pay Committee representative to respond (and call witnesses if appropriate).
- Employee and/or representative to ask questions.
- Pay Appeals Committee to ask questions.
- Employee or representative to make closing statement.
- Both parties withdraw to allow Pay Appeals Committee to consider their decision.
- Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.