

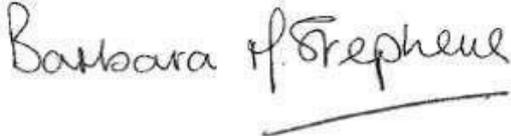


ENERGY COAST UTC

PAY POLICY

2018-2020

Approved: Barbara Stephens, Chair of Governors

Signed: 

Date: 19 March 2018

Date for Review: March 2020

Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
0	October 2016	CT	New
1	March 2018	CT	
2			
3			
4			
5			

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1. Introduction

When taking pay decisions, The Energy Coast UTC has regard to the Pay Policy and to the member of staff's particular post within the staffing structure.

All procedures for determining pay are consistent with the principles of public life - objectivity, openness and accountability.

It is assured that there will be equal treatment for all members of staff in regard to protected characteristics.

2. Pay reviews

All staff taking up post before the February half-term break may be eligible for a salary review through the performance management process in the September of that year. Staff appointed after the February half-term break are not eligible for a review until the following September.

The Governing Body ensures that every eligible member of staff's salary is reviewed with effect from 1 September and no later than 30 November each year and that s/he receives a written statement setting out his/her salary and any other financial benefits to which s/he is entitled by 31 December.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating a member of staff's pay. A written statement is given after any review and where applicable staff are given information about the basis on which it was made. Revised pay statements are also given where there are any other changes in pay arrangements in the year.

3. The Pay Committee

The Governing Body's Finance and General Purpose Committee is designated as the Pay Committee (which comprises the Principal and Governors) and makes determinations of pay in accordance with the Pay Policy and decisions are communicated to each member of staff.

Annually the Pay Committee carries out a review of the salary scales for the UTC. This review takes account of the recommendations by the School Teachers Review Body but is not bound by these recommendations. The outcome of this review is communicated to all staff in the summer term each year, with implementation in September.

4. Allocation of staff to the relevant grade/spot point

Each post is allocated to a grade/spot point relevant to the skills and abilities needed to carry out the post, taking account of the responsibility and span of control relevant to each.

The spot point/point within the grade to which the member of staff is allocated is agreed during interview and is based upon skills and experience, school teachers pay scales for teachers and taking into account any market conditions and difficulties in filling the advertised post.

Salary scales for staff may be adjusted where necessary according to an assessment of the current educational recruitment market and national pay scales.

The assessment will establish whether:

- Market forces are such that the accountability and experience required for the role commands a significantly higher salary in other local schools / UTCs
- Advertisements for the role have produced little / no response

Where an assessment by the Principal shows that a salary scale should be raised a recommendation will be made to the governing body pay committee, a sub section of the finance committee or to the full governing body. In the case of the pay committee, they will make a recommendation to the full governing body. The decision will be taken by the full governing body.

5. Support staff

Support staff are employed on either a 230 day contract (Full Year) or 205 day contract (Term Time only contract).

Full time Support Staff work a 38 Hour week.

6. Teaching staff

Teaching contracts require staff to be available for 210 contact days each academic year. They also require staff to work such hours as are necessary for the proper performance of their duties, including the preparation of lessons and curriculum and marking of students' work.

Attendance at parents' evenings and for additional duties is classified as the professional duties of a teacher and therefore does not attract TOIL.

Full Time Teaching Staff work a 44 hour week.

7. Part-time staff

Staff employed on an ongoing basis at the UTC but who work less than a full working day or week are deemed to be part-time. The Principal provides them with a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.

The Principal ensures that part-time staff have a clear statement of the sessions and hours they will be required to work.

A full-time member of staff is in the UTC for 100% of the session time as published in the prospectus, i.e. the time between the UTC start time in the morning and the start of the lunch break, and also the start of the afternoon session and the finish time at the end of the day, as published in the prospectus.

The percentage of the full-time salary which a member of staff should be paid is calculated by dividing the number of hours session time which

the part-time member of staff works in one week by the number of hours session time in one week.

8. Short notice/supply staff

Staff who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other staff.

Short notice/supply staff are paid for all the hours they are required to be on UTC premises. Allowance is made for non-contact time. Before any short notice/supply member of staff works in the UTC, the number of hours for which s/he is to be paid will be agreed with him/her. This will be paid on a UTC Timesheet.

9. Performance related pay progression

The Governing Body ensures the UTC budget allocates appropriate funding for performance pay progression up the pay scale at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression with reference to matters of affordability.

9.1 Progression up the salary scale

Each job role is allocated to a salary grade or grades, or a spot point. To progress up the salary grade(s), a member of staff must meet the pay progression criteria for their particular role and must meet their performance management objectives

10. Appeals

10.1 A member of staff may seek a review of any determination in relation to his/her pay or any other decision taken by the Pay Committee or individual acting with delegated authority that affects his/her pay.

10.2 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:

- (a) incorrectly applied any provision of the UTC pay structure;
- (b) failed to have proper regard for statutory guidance;
- (c) failed to take proper account of relevant evidence;
- (d) took account of irrelevant or inaccurate evidence;
- (e) was biased; or
- (f) otherwise unlawfully discriminated against the member of staff.

10.3 The order of proceedings is as follows:

- (a) The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

- (b) If the member of staff is not satisfied, s/he should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
- (c) Where this is not possible, or where the member of staff continues to be dissatisfied, s/he may follow a formal appeal process.
- (d) The member of staff should set down in writing the grounds for questioning the pay decision and send it to the Clerk to Governors, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- (e) The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the member of staff an opportunity to make representations in person. The member of staff is entitled to be accompanied by a colleague or union representative. The timing and location of the formal meeting must be reasonable. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
- (f) If a member of staff wishes to appeal, s/he must notify the Clerk to the Governors in writing within ten working days of the decision being notified to him/her in writing.
- (g) 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. If there are not three governors available, two governors may conduct the appeal hearing.
- (h) The member of staff will be given the opportunity to make representations in person. The member of staff is entitled to be accompanied by a colleague or union representative. The timing and location of the formal meeting must be reasonable. Five working days' notice should be given of the appeal hearing, which should normally be held within 20 working days of the receipt of a written appeal notification. The notification of the appeal hearing will include:
 - The date, time, place of the appeal hearing.
 - The name(s) of the person(s) who will hear the case.
 - Who will respond to the appeal (the person or representative of the committee who made the original decision).
 - Who will be the HR Consultant to the panel (if there is to be one).
 - Copies of documents and any other written material or evidence that is relevant.
 - The names of any witnesses to be called.
 - The member of staff's right to be represented by a recognised trade union or professional association representative or work colleague and to call witnesses.

- The member of staff's right to submit any documentation within three working days of the appeal hearing (this should be to the Clerk to the Governors).
- A copy of Energy Coast UTC's Pay Policy.
- The fact that the appeal hearing may take place in the member of staff's absence if s/he is unable to attend without a satisfactory explanation. If s/he is unable to attend through illness, s/he should arrange representation at the appeal hearing and/or provide written submissions to the appeal hearing

The appeal hearing should be conducted in accordance with good employee relations practice. It is advisable to seek guidance from the UTC's external HR Consultant. No conclusion should be reached until representations from all parties have been taken into account.

The UTC's external HR Consultant may accompany the person or governor representing the committee which made the original decision. It is the responsibility of the Clerk to the Governors to ensure that an accurate account of the hearing is made.

During the hearing, either side will be entitled to request an adjournment for consultation. Any reasonable request should be allowed. Witnesses will attend only for that part of the hearing where they are required to give evidence and answer questions.

- (i) The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

11. Other payments

11.1 Out-of-UTC learning activities

A member of staff who agrees to provide extensive learning or development activities outside of normal UTC hours and whose contract does not take account of such activity may be entitled to a payment in relation to the supply rate.