



# Pay Policy

## Document Control Sheet

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This policy supersedes all previous issues.

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## **1. Introduction**

- 1.1 This policy relates to all staff on NJC terms and conditions, however does not relate to staff who have transferred in to the organisation under TUPE (Transfer of Undertakings (Protection of Employment) regulations where they are protected on previous terms and conditions or those staff on Chief Officer terms and conditions.
- 1.2 The policy will give information relating to tangible pay items. This is intended as an overview of what is available and links to further detailed information. You can also talk to your manager or HR team for further advice. This guidance aims to be non-discriminatory and has been written with equality and diversity in mind.
- 1.3 The aim of this document is to ensure that all staff are valued and receive fair remuneration for their work and contribution to the Council. It will assist managers in dealing with pay and grading issues in a fair and equitable way whilst having due regard to the constraints exercised by the annual budget allocation and the details of the NJC and Collective agreements.
- 1.4 The authority supports the principle of equality of opportunity in employment and is committed to the fundamental principle that procedures to determine pay and conditions of employment of all our employees do not discriminate unlawfully and are free from bias. In the operation of this policy we will endeavour to ensure that staff receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability religion or belief. In order to achieve equitable pay, the authority will operate a pay system which is fair, transparent and based on objective criteria.
- 1.5 All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.

## **2. National Collective Agreements**

- 2.1 Pay will depend on employee terms and conditions, which are derived from the NJC Green Book.
- 2.1 Ryedale District Council recognise Unison for local bargaining and collective agreement. Ryedale District Council does not recognise any other trade unions.

## **3. Pay Arrangements**

- 3.1 Staff are paid at monthly intervals on the 23<sup>rd</sup> of each month by credit transfer. If the 23<sup>rd</sup> is a weekend or public holiday, staff are paid on the last working day prior to this date. Pay is one twelfth of the annual gross salary less NI, tax and pension.
- 3.2 Staff employed on part-time contracts will be paid on a pro-rotta basis to equivalent full-time posts unless specified provisions apply to the contrary.

#### **4. Pay Awards**

- 4.1 The national pay award confirmed by the National Joint Council (NJC) for Local Government Services is negotiated on an annual basis, which may or may not result in a change. It applies to all staff on NJC terms and conditions, irrespective of the spinal column point range indicated on the annual circular relating to pay scales and allowances. These are implemented with effect from April.

#### **5. Pay and Grade Structures**

- 5.1 Ryedale District Council have implemented a pay structure which corresponds to a Job Evaluation score range, and uses national NJC spine column points (SCP) together with extended local pay points beyond the national pay spine.
- 5.2 The pay structure comprises of 10 grades of between 3 and 6 pay points, as set out in Appendix A. Grade 1 commences at SCP 3, currently above the Voluntary Living Wage rate. Grade 10 uses SCP 42 and 43 from the national NJC pay spine plus an additional 4 locally negotiated pay points.
- 5.3 Those posts above a grade 10 are locally agreed SCP points, which are still subject to collectively agreed pay awards through NJC collective bargaining.
- 5.4 Ryedale District Council uses an equitable and transparent job evaluation process. Further information about the scheme is available from HR.

#### **6. Starting Pay**

- 6.1 New appointments will normally be made at the minimum of the relevant grade for the post. Under exceptional circumstances, and where there are compelling and evidenced reasons to support the decision, a new employee may be appointed to a higher increment. Exceptional reasons may include the need to secure the best candidate and / or having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels.
- 6.2 All requests to appoint above the minimum of the grade must be discussed with HR and agreed by the relevant Head of Service before any salary offer is made to the candidate.

#### **7. Pay Progression Arrangements**

- 7.1 Increments will be paid on 1st April each year until the maximum of the level is reached subject to the following:
- (a) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements, consultation with Human Resources and SMB approval.
  - (b) Employees with less than six months' service in the grade by 1st April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

## **8. Pay on Promotion or Transfer**

### **8.1 Move to a new post at the same level**

Where an employee moves to a new permanent post at the same level, they will normally be appointed on the same salary point and retain the incremental date (where this is relevant) from their original post.

### **8.2 Pay on promotion**

Where an employee receives a promotion they will normally be appointed on the minimum point for the new post subject to them receiving a minimum of one increment above their current spinal point in their pre-promotion post.

All requests to appoint above the minimum of the level must be agreed by the relevant Head of Service, following advice from HR, before any salary offer is made.

## **9. Additional Duties/Honoraria**

### **9.1 There may be occasions when an employee is asked to carry out additional duties at a higher level to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the following:**

(a) A temporary acting up payment may be made where an employee agrees to:

Temporarily undertake all of the duties and responsibilities of a higher graded post in circumstances where a more senior employee is absent from their post for a significant amount of time or where the post is vacant for various reasons and it takes a considerable time to appoint to.

(b) A temporary honoraria payment may be made where an employee agrees to:

Temporarily undertake some specific additional duties and responsibilities of a higher graded post, or to temporarily undertake project work of a specific nature, which significantly alters the level of responsibility.

Honorariums must be discussed with HR to ensure consistency of approach within the organisation.

### **9.2 Advice and guidance must be sought from Human Resources and an evaluation of the duties undertaken in order to establish whether the temporary duties are commensurate with the existing grade of the post or are at a higher level. If the temporary duties are evaluated at a higher level a temporary grade will be recommended. Head of Service approval will also be required.**

### **9.3 Where it is deemed the temporary duties are commensurate with the existing grade of the post, and is of a broadly similar kind, it is a reasonable management request that those duties are allocated without additional payment, taking into consideration existing workload.**

### **9.4 Any additional payments must be properly considered and implemented on a consistent basis.**

### **9.5 Where changes to the job are likely to be permanent the post should be re-evaluated under the Council's Job Evaluation Scheme and a revised job description must be established as appropriate.**

## 10. Your Pay Slip

- 10.1 All staff will be provided with an electronic payslip on a monthly basis which is accessible through MyView. This outlines the pay method, annual salary, tax period/payslip date, payments received in the pay period, units/hours/sessions, the rate applied, total gross, deductions (statutory and voluntary), accumulated amounts in the tax year to date, net payment.

## 11. Tax Office Details

- 11.1 If you have a query about your personal tax code and need to contact HM Revenue & Customs (HMRC) the following information may be useful:

Address: HM Revenue & Customs, PO Box. 1970, Liverpool L75 1WX

Telephone Number: 0845 3000627

You should quote your national insurance number and the council's tax office reference number: 585/NY16346 when making contact.

## 12. Pay Elements

Type of Pay	Explanation	Authorised By
<b>Basic Pay</b>	<ul style="list-style-type: none"><li>This is the salary for the job as determined through the job evaluation process and based on individuals working a 37-hour week. Part-time employees will receive a pro-rotta salary.</li></ul>	Appointing Manager
<b>Overtime and Additional Hours</b>	<ul style="list-style-type: none"><li>Employees at Grades 1 to 5 who work overtime beyond the full time working week will be paid for those hours at 1.3 times the basic hourly rate from 1 April 2020 to 31 March 2021. From 1 April 2021 any overtime worked will be paid at plain time rate.</li><li>Part time employees of any grade who agree to work additional hours up to a maximum full time working week (37 hours) will be paid for those additional hours at plain time rate.</li><li>Employees at Grade 6-10 should manage any additional hours working within the flexitime scheme.</li><li>Time off in lieu (TOIL) should only be accumulated with prior agreement of the line manager following authorisation from the Head of Service. In exceptional circumstances and when authorised in advance for a specific short period, additional hours can be paid at plain time rate.</li><li>No more than 48 hours per week should be worked due to Working Time Directive regulations unless an opt out form has been completed.</li><li>Additional hours above contracted hours should only be worked in exceptional circumstances and will be subject to scrutiny by Head of Service and SMB.</li></ul>	Line Manager
<b>Work on Public Holidays</b>	<ul style="list-style-type: none"><li>An employee whose shift falls on a Bank Holiday and who works the shift will be paid at plain time rate as usual. In addition, this Bank holiday leave</li></ul>	Line Manager

	<p>entitlement will need to be booked and taken at another time.</p> <ul style="list-style-type: none"> <li>As a minimum employee who work on Christmas Day, Boxing Day or New Year's Day will receive a £100 'Thank You' payment for each day worked.</li> <li>As a minimum employee who work on 1 of the other Bank Holidays will receive a £50 'Thank You' Payment for each day worked.</li> <li>The above applies to grades 1-10 inclusive.</li> </ul>	
<b>Weekend Working</b>	<ul style="list-style-type: none"> <li>Regular weekend workers will be paid an additional 5% on all contracted hours.</li> </ul>	Line Manager
<b>Night Working</b>	<ul style="list-style-type: none"> <li>Night working refers to a full minimum 8 hour shift between 10pm and 6am. Regular night workers will be paid an additional 10% on all contracted hours.</li> </ul>	Line Manager
<b>Weekend and Night Working</b>	<ul style="list-style-type: none"> <li>Regular weekend and night workers will be paid an additional 15% on all contracted hours.</li> <li>This allowance will be removed if an employee no longer works weekends or nights on a regular basis.</li> </ul>	Line Manager
<b>Standby Duty and on Call Payments</b>	<ul style="list-style-type: none"> <li>Standby duty is allocated on a rota or other formal basis.</li> <li>An employee is obliged to be available for duty for a specified period in their off duty hours and may be asked to work for a variable amount of time.</li> <li>A single period of standby duty is normally 5pm to 8.30am, Monday to Sunday and 8.30am to 5pm on Saturday and Sunday.</li> <li>Payment for a single standby duty is £16, or £144 for a full week of 9 duties.</li> <li>Payments for out of hours working will be a minimum of two hours pay. Subsequent contacts or call outs will be covered by the initial payment, or actual hours worked rounded to the nearest half hour if it extends beyond 2 hours. This can be paid at plain rate or taken as TOIL.</li> </ul>	Line Manager
<b>Market Supplements</b>	<ul style="list-style-type: none"> <li>The supplement is paid as a monthly allowance and is not subject to inflationary uplift.</li> <li>Salary <u>maximum</u> must be below the stated market median. Used to address recruitment and retention issues, where pay is lower than the market rate for the occupational group.</li> </ul>	Strategic Management Board
<b>First Aid Allowance</b>	<ul style="list-style-type: none"> <li>Allowance of £8.67 per month for qualified First Aiders within the organisation to undertake additional duties as and when required.</li> </ul>	Strategic Management Board
<b>Legionella/ Asbestos Allowance</b>	<ul style="list-style-type: none"> <li>Allowance for legionella and asbestos responsibility an amount of £14.00 per hour is payable for employees who carry out this additional activity once a month where this is not an integral part of the job description of the post.</li> </ul>	Strategic Management Board

### 13. What is Pensionable Pay?

Pensionable	Non-pensionable
Salary, wages and fees	Recruitment payments
Detriment or protected pay	Retention payments
Market supplement payment	Expenses (e.g. travel, subsistence)
Additional contribution payment	Any payment 'representing money value for provision of vehicle or paid in lieu' (e.g. mileage payments or similar payments to cover expenses)
Acting up payment	Cycle allowance
Honoraria payments for additional temporary duties	
Accelerated incremental progression	
Standby allowance	
Additional hours	
Night working payment	
Weekend working payment	
On call payment	
First aid payment	
Work on public holiday payment	
Legionella/asbestos allowance	
Maternity/paternity KIT pay	
Thank you payment	

- 13.1 'Additional hours' includes all hours worked above the normal contractual hours of the individual employee. Also for any relief staff, without guaranteed hours, all hours worked are pensionable.
- 13.2 For people on variable hours' contracts, e.g. between 5 and 15 hours per week, pensionable pay will apply to all hours worked. Also, with annualised hours' contracts, pensionable pay will be payable on all hours worked.

### 14. Redundancy

- 14.1 Employees who have at least two years' continuous service at the date of termination of employment, may be entitled to a redundancy payment in accordance with the redundancy policy applicable to NJC terms and conditions. This service may be as a result of an established contract, a number of continuous fixed-term contracts or may result from an employee's earlier unbroken service with an associated employer under the Redundancy Payments Order 1999 and Amendments.
- 14.2 For further details, please refer to the policy on redundancy

### 15. Pay Protection

- 15.1 Pay protection may be applied for a variety of reasons and is applicable for a period of 12 months which is in line with the NJC Green Book for those under NJC terms and conditions. For further details in relation to redeployment, please refer to the Managing Organisational Change policy.



## 16. Sick Pay Scheme

16.1. The Council's occupational sick pay arrangements are designed to ensure that when staff become unwell, they do not need to worry about the immediate financial impact of their illness.

16.2 Employees are supported by the benefits of a generous sickness scheme if they are too ill to work. This is not an 'entitlement' but a benefit to be used in appropriate circumstances. Within this scheme, Ryedale District Council also complies with payments under the statutory sick pay scheme.

Statutory Sick Pay (SSP) - £95.85 per week

16.3 A qualifying condition is that the employee should have earned at least the Lower Earnings Limit (LEL) of £120 per week during the eight week's average earnings.

Length of Service	Sick Pay
During 1 <sup>st</sup> year of service	1 months full pay and (after completing 4 months service) 2 months half pay
During 2 <sup>nd</sup> year of service	2 months full pay and 2 months half pay
During 3 <sup>rd</sup> year of service	4 months full pay and 4 months half pay
During 4 <sup>th</sup> and 5 <sup>th</sup> years of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

## 17. Maternity Pay

17.1 For full details please see the Parental Leave and Pay – Policy, Guidance and Procedure Document.

## 18. Adoption Pay

18.1 For full details please see the Parental Leave and Pay – Policy, Guidance and Procedure Document.

## 19. Shared Parental Leave and Pay

19.1 For full details please see the Parental Leave and Pay – Policy, Guidance and Procedure Document.

## 20. Paternity Leave and Pay

20.1 For full details please see the Parental Leave and Pay – Policy, Guidance and Procedure Document.

## 21. Maternity Support Leave

21.1 For full details please see the Parental Leave and Pay – Policy, Guidance and Procedure Document.

## 22. Professional Fees

22.1 The Council does not usually pay or reimburse professional / registration fees. Advice should be sought from HR where exceptions may apply.

## 23. Travel and Subsistence Expenses

23.1 The Council's Travel and Subsistence Policy seeks to ensure that no employees will be financially disadvantaged whilst undertaking duties which take them from their

normal place of work. Employees will be reimbursed additional travelling or subsistence expenses incurred in the course of their work in accordance with this policy, subject to evidence of expenditure being produced. Details of the current rates for travel and subsistence expenses can be found on the intranet.

## **24. Employee Benefits**

24.1 In addition to an employee's salary, the Council is able to offer a comprehensive range of benefits designed to enhance the work / life balance of our employees. The current benefits include:

- The Local Government Pension Scheme
- Generous annual leave entitlements in addition to bank holiday entitlement
- The option to buy and sell annual leave
- Flexible working arrangements
- Employee wellbeing schemes
- Cycle-to-work scheme
- Technology purchase scheme
- Access to a comprehensive discount platform for goods and services

## **25. Overpayments and Underpayments**

25.1 The authority acknowledges that occasionally errors occur and employees are either under or overpaid salary, allowances or benefits (including salary sacrifice benefits). As public monies are involved, the Authority has a responsibility to ensure that staff are paid correctly for the work undertaken, but where overpayments are made the Authority has a duty to seek recovery. Where an employee has a reasonable belief that the overpayment made was money to which they were entitled, the employee should discuss this with their line manager and agree how it should be raised with employment support services.

25.2 Under Section 14 of the Employment Rights Act 1996 (the Act), the Authority has the opportunity to recover any overpayment of wages made to an employee through deductions from future wages without this being considered to be an unauthorised deduction, contrary to Section 13 of the Act. This also applies to any overpayment of expenses incurred by the employee in carrying out their employment.

## **26. Recovery of Overpayments**

26.1 An overpayment of salary to an employee normally arises as the result of either an error or as a result of incorrect, insufficient or late notification of a change to the individual's circumstances or contract of employment.

26.2 Ryedale District Council will always take steps to recover overpayments. Recovery of any identified overpayment will be undertaken wherever possible with the co-operation of the employee; however, Ryedale District Council is entitled to take the final decision on recovery arrangements. Ryedale District Council has a duty to recover public monies and only in very exceptional circumstances will overpayments be written off, with Strategic Management Board approval. The employing service area will be responsible for the cost of the overpayment.

## **27. Payment of Underpayments**

27.1 Where an underpayment is identified (by an employee, manager or employment support services) the underpayment will be rectified in the next available pay run. In

exceptional circumstances, employment support services can arrange for an interim payment to be made to the employee. Discussions will be required between the employee and their line manager in relation to the impact of the shortfall in the net pay. As a guide a significant shortfall in net pay may be deemed to be a shortfall of greater than 25 per cent of the previous month's net pay. As a guide, a significant shortfall in net pay may be deemed to be a shortfall of greater than 25 per cent of the previous month's net pay however any expression of concern will be considered on merit.

- 27.2 An interim payment will not be made where the shortfall in pay is caused by the employee submitting timesheets or travel claims to payroll after the published deadlines.
- 27.3 This policy applies to all employees equally and does not discriminate positively or negatively between protected characteristics.

## **28. Roles and Responsibilities**

28.1 Heads of Services are responsible for:

- Overall oversight of their service area in relation to pay, overtime and employee expenditure
- Ensuring their service is run within budget, their establishment is accurate and reflective of business need
- Ensuring that there is consistency and transparency of pay across the organisation
- Ensuring compliance within their area including accessing HR for advice where appropriate
- Ensuring compliance with the Collective Agreement

28.2 Managers are responsible for:

- Ensuring that pay-related records or expenses claims authorised by them are accurate and reflect the hours actually worked.
- Ensuring that absence records are updated as soon as possible to prevent overpayments occurring from sick pay entitlements reducing. This includes the return to work date to ensure full salary payment is reinstated.
- Ensuring that employment support services are notified of any change in circumstances which impact upon pay or benefits promptly and in accordance with payroll cut-off dates normally 11<sup>th</sup> of the month.
- Alerting employment support services where they become aware of an under or overpayment.

28.3 Employees are responsible for:

- Providing fit notes or self-certifications in a timely manner to prevent overpayment.
- Accurately claiming authorised hours worked, travel or subsistence in accordance with relevant policy and by the 11<sup>th</sup> of the month.
- Checking their payslip monthly and immediately alerting employment support services and their manager of any pay discrepancy, over/underpayment.
- Seeking clarification if they are unsure of the amount or any payments/deductions indicated on their payslip.
- Informing employment support services and their manager of any discrepancy/missed payments for their salary sacrifice pay deductions.

28.4 Employment Support Services (ESS - our payroll providers) are responsible for:

- The accurate and timely processing of all pay and expense related instructions/claims submitted to them.
- Advising employees when their sickness pay entitlement is due to reduce.
- Ensuring that once overpayments are highlighted ESS write to the employee giving details of the gross and net pay amounts, and copying the manager in. Wherever possible a repayment arrangement will be agreed before any repayment is processed and in advance of pay day.
- Ensuring that overpayments are recovered in line with finance department procedures.
- Ensuring that underpayment are rectified as soon as possible.

**Related Policies**

- Travel and Subsistence
- Collective Agreement

## Pay and Grading Scale

SCP	April 20 Salary	Hrly	Grade 2020	
3	£18,562	£9.62	Grade 1	
4	£18,933	£9.81		
5	£19,312	£10.01		
6	£19,698	£10.21		Grade 2
7	£20,092	£10.41	Grade 3	
8	£20,493	£10.62		
9	£20,903	£10.83		
10	£21,322	£11.05	Grade 4	
11	£21,748	£11.27		
12	£22,183	£11.50		
13	£22,627	£11.73		
14	£23,080	£11.96		
15	£23,541	£12.20	Grade 5	
16	£24,012	£12.45		
17	£24,491	£12.69		
18	£24,982	£12.95		
19	£25,481	£13.21		
20	£25,991	£13.47	Grade 6	
21	£26,511	£13.74		
22	£27,041	£14.02		
23	£27,741	£14.38		
24	£28,672	£14.86		
25	£29,577	£15.33	Grade 7	
26	£30,451	£15.78		
27	£31,346	£16.25		
28	£32,234	£16.71		
29	£32,910	£17.06		
30	£33,782	£17.51	Grade 8	
31	£34,728	£18.00		
32	£35,745	£18.53		
33	£36,922	£19.14		
34	£37,890	£19.64		
35	£38,890	£20.16	Grade 9	
36	£39,880	£20.67		
37	£40,876	£21.19		
38	£41,881	£21.71		

39	£42,821	£22.20		
40	£43,857	£22.73		
41	£44,863	£23.25		
42	£45,859	£23.77		<b>Grade 10</b>
43	£46,845	£24.28		
44	£47,822	£24.79		
45	£48,923	£25.36		
46	£50,046	£25.94		
47	£51,198	£26.54	<b>Grade 11</b>	
48	£52,374	£27.15		
49	£53,579	£27.77		<b>Grade 12</b>
50	£54,811	£28.41		
51	£56,074	£29.06		
52	£57,362	£29.73		
53	£58,682	£30.42		
54	£60,033	£31.12		
55	£61,413	£31.83		