



Policy Title:	Pay
Policy Description	This pay policy brings together into one document all aspects of pay.
Policy Number:	POL -JT-011
Approved By:	Corporation
Policy Owner:	Janet Turner
Date Issued:	26.08.2015

This pay policy is intended to bring together into one document all aspects of pay. On an annual basis in the spring term it will enable the Joint Consultative Committee (JCC) to consider all aspects of the pay framework for the next academic year. Due regard will be taken of legislation and developing case law. The document is divided into the following sections for ease of reference.

Section 1 – Pay

Section 2 – Holiday pay

Section 3 – Incremental pay progression

Section 4 – Additional payments

Section 5 – Deductions

Section 1 – Pay

I. Pay structure

I.1 The college recognises that pay is a key motivator for performance and is committed to remunerating staff appropriately. It adopted in full the Association of Colleges modernising pay agenda in 2005.

During the harmonisation process the college created 4 career families:

- Business support – for staff who provide support in business areas
- Learning support – for staff who directly support learners
- Teaching/Advanced teacher – for lecturers
- Leadership and management – for college managers

I.2 Within each career family pay spine there are pay bands.

Staff are appointed either to spot salaries or to a pay band within a career family. All Vice Principals are placed on a spot point on the Leadership and Management pay spine.

From 1st August 2009 the career families have been revised to provide a more flexible framework with increased pay progression opportunities.

Details of the career families, pay bands and spinal points are provided in Appendix I.

2. Salary payment

- 2.1 Salary is paid monthly in arrears by direct credit transfer into a bank or building society of the member of staff's choice. Payment is made on the last working day of the month.
- 2.2 A payslip detailing all payments and deductions made that month is provided each month. Where a member of staff is not at work for any reason the payslip will be retained in college or sent to the home address as appropriate.

3. Salary reviews

- 3.1 The Association of Colleges (AoC) make annual pay recommendations following negotiation with all relevant unions at a national level. The AoC normally recommend that any changes are implemented with effect from 1 August. It is the college's policy that whenever possible it will pay the AoC nationally recommended pay award from the recommended date on an annual basis, subject to affordability.
- 3.2 The college may combine any salary proposals with reviews of other changes in conditions of service if appropriate.

4. Pay calculations

The hourly rate for any salary is calculated by the following formula:

$$\frac{\text{Annual salary}}{52.143 \times 37}$$

and the weekly rate is:

$$\frac{\text{Annual salary}}{52.143}$$

Section 2 – Holiday Pay

5. Holiday pay – all full time and fractional staff

- 5.1 The holiday entitlement for all full time and fractional staff, including staff on a fixed term contract, will be as detailed in their contract of employment. This is paid monthly as normal during annual leave.

6. Holiday pay - hourly paid business support staff

- 6.1 In line with the Working Time Directive, holidays accrued must be taken and cannot be waived in lieu of payment. The maximum holiday entitlement in any one year is either 38, 39 or 41 days depending on length of service. This is made up of 25, 26 or 28 days annual leave, 8 Bank holidays and 5 efficiency days.
- 6.2 Hourly paid business support staff receive holiday pay based on the average earnings of the last 12 weeks worked. Holiday entitlement is accrued on a weekly basis. For each week worked an hourly paid member of staff accrues approximately 0.85 days holiday. For example a person who has worked for 12 weeks will accrue 10 days holiday.

7. Holiday pay – distance learning/portfolio assessors

- 7.1 Payments to distance learning/portfolio assessors are based equally on completion of 50% of the units and upon completion of the qualification. Holiday pay is based on the average pay of the last 12 weeks worked, paid in the same way as for hourly paid business support staff described above.

8. Holiday pay – variable hours lecturers

- 8.1 In line with the Working Time Directive, holidays accrued must be taken and cannot be waived in lieu of payment. The maximum holiday entitlement in any one year is 50 days. This is made up of 37 days annual leave, 8 Bank holidays and 5 efficiency days.
- 8.2 Hourly paid visiting lecturers receive holiday pay based on the average earnings of the last 12 weeks worked. Holiday entitlement is accrued on a weekly basis. For each week worked an hourly paid member of staff accrues approximately 1.18 days holiday. For example a person who has worked for 12 weeks will accrue 14 days holiday.

9. Term-time employees

- 9.1 Staff who are employed on a term-time only basis work for 38 weeks of the year. Their actual annual earnings are paid over twelve equal monthly instalments.

Section 3 – Incremental Pay Progression

10. Incremental progression – all staff

- 10.1 Each pay band contains a number of incremental points. Incremental progression is awarded at the discretion of the Principal for good performance which contributes to the college's strategic objectives. It is dependent upon the performance of the member of staff and the recommendation of their manager.
- 10.2 Hourly paid variable hours lecturers on an academic contract and hourly paid trainer/assessors on a business support contract with good performance which contributes to the college's strategic objectives are eligible for consideration for incremental progression.
- 10.3 Incremental progression for hourly paid staff is considered and paid in the same way as for full time and fractional staff.
- 10.4 For staff eligible for incremental progression the manager uses a range of indicators to assess performance including the summative grade awarded in the performance management scheme. It is expected that eligible staff will be awarded an increment but in exceptional circumstances where the member of staff's performance and contribution to the college's strategic objectives is insufficient the college will consider withholding an increment.
- 10.5 To be eligible for incremental progression the member of staff must have been in post for at least 3 months on 1st January and not have reached the top of their grade.
- 10.6 Incremental pay progression will be paid based on performance in the calendar year. The manager makes a recommendation to the Principal in December based upon performance during the period January to December.

- 10.7 The recommendations for incremental pay progression will be considered and the Personnel, Department will inform each eligible member of staff of the Principal's decision in January. Incremental pay progression will be paid in February with back pay accrued from 1st January.
- 10.8 In the exceptional cases where an increment has been withheld staff may appeal by writing to the Vice Principal Personnel and Resources within 10 working days of notification.
- 10.9 Increments which are withheld will not normally be reconsidered until the subsequent incremental date. Only in exceptional circumstances will such an increment be re-instated within the subsequent twelve months and in such cases it will not be backdated to the date on which it was originally due.

Section 4 – Additional Payments

11. Promotion/Regrading/Demotion

- 11.1 When a member of staff moves from a given salary scale to a higher one (promotion or regrading) the change will be notified in writing by the Personnel Department. Movement onto the higher scale will normally be to the minimum point of the higher scale except where this would bring no advantage. In such cases the placing will normally be such that the member of staff receives twelve months salary advancement.
- 11.2 Where a member of staff moves from a given salary scale to a lower one (demotion) the placing on the lower scale will normally be at the maximum point of the band.
- 11.3 When a member of staff is redeployed as a result of restructuring, this will be dealt with under the redundancy procedure.

12. Extra Payment

- 12.1 An honorarium may be paid where staff temporarily carry out the duties and responsibilities of a higher post (other than in cases of cover for annual leave) for a continuous period exceeding four weeks.

- 12.2 The amount paid will be determined according to circumstances, but will normally be based on 50% of the difference between the member of staff's salary and the minimum of the higher salary scale. The degree to which the member of staff is fully doing the higher paid post will also be taken onto account.
- 12.3 Any change to the basic criteria used in determining an honorarium (personal placing on pay scale, salary awards etc) will give rise to a recalculation of the honorarium. However, the combination of basic pay plus the honorarium cannot be higher than the individual would receive were the appointment to the higher scale to be permanent.
- 12.4 Honorariums are paid as monthly salary or where a specific project is to be developed a one-off fixed sum may be agreed with the member of staff undertaking the role of project leader. The agreed amount will be paid as additional payment to salary through payroll upon successful completion of the project. In exceptional cases this may be considered as pensionable.

13. Supervisory points

- 13.1 On the Business Support pay spine 2 additional points above the bands 1-6 are available to staff with supervisory responsibility for other staff where supervisory responsibility is not already specified in their job description. This includes the setting and monitoring of objectives through performance management reviews.
- 13.2 On the Teaching pay spine 2 additional points above points 19-40 are available to teachers with supervisory responsibility for other staff where supervisory responsibility is not already specified in their job description. This includes the setting and monitoring of objectives through performance management reviews.

14. Motivational point – teachers and advanced practitioners

- 14.1 This section does not apply to teachers already on motivational point 37 or moving up to point 37 effective from 1st August 2009.
- 14.2 When teachers judged to be outstanding reach point 35 on the teacher pay spine although they are not eligible for incremental progression they may be recommended for motivational point 36. This is awarded in the same way as incremental progression using a range of indicators to assess performance including the summative grade awarded in the performance management scheme.

- 14.3 A second motivational point is available at point 37 after a further year of outstanding performance.
- 14.4 Motivational points 36 and 37 are non-consolidated allowing for teachers who fail to maintain their outstanding performance to revert to point 36 and to point 35 at the top of the qualified teacher scale if appropriate.
- 14.5 The motivational point will be consolidated after two years of outstanding performance at point 37.
- 14.6 In the exceptional cases where a motivational point has been withheld, staff may appeal by writing to the Vice Principal Personnel and Resources within 10 working days of notification.
- 14.7 Motivational points that are withheld will not normally be reconsidered until the following year. Only in exceptional circumstances will a motivational point be reinstated within the subsequent twelve months and in such cases it will not be backdated to the date on which it was originally payable.
- 15. Motivational point – business support**
- 15.1 This section does not apply to business support staff already on a motivational point or moving up to a motivational point with effect from 1st August 2009.
- 15.2 Business support staff at the top of their bands are not eligible for incremental progression but may be recommended for a motivational point for outstanding performance in their role. This is awarded in the same way as incremental progression, using a range of indicators to assess performance including the summative grade awarded in the performance management scheme.
- 15.3 The business support motivational point is non-consolidated allowing for support staff who fail to maintain their outstanding performance to revert to the point at the top of their pay band.
- 15.4 After two years of achieving outstanding performance, the motivational point will be consolidated.
- 15.5 In the exceptional cases where a motivational point has been withheld, staff may appeal by writing to the Vice Principal Personnel and Resources within 10 working days of notification.

15.6 Motivational points that are withheld will not normally be reconsidered until the following year. Only in exceptional circumstances will a motivational point be reinstated within the subsequent twelve months and in such cases it will not be backdated to the date on which it was originally payable.

16. Motivational point – leadership and management

16.1 Leadership and management staff at the top of their bands are not eligible for incremental progression but may be recommended for a motivational point for outstanding performance in their role. This is awarded in the same way as incremental progression, using a range of indicators to assess performance including the summative grade awarded in the performance management scheme.

16.2 The leadership and management motivational point is non-consolidated allowing for managers who fail to maintain their outstanding performance to revert to the point at the top of their pay band.

16.3 The motivational point will be consolidated after two years of outstanding performance after progression to the motivational point.

16.4 In the exceptional cases where a motivational point has been withheld, staff may appeal by writing to the Vice Principal Personnel and Resources within 10 working days of notification.

16.5 Motivational points that are withheld will not normally be reconsidered until the following year. Only in exceptional circumstances will a motivational point be reinstated within the subsequent twelve months and in such cases it will not be backdated to the date on which it was originally payable.

17. Overtime for Business Support Staff¹

i. Overtime rates are as follows:

- Overtime 37 hours up to 39 hours – time and a quarter.
- Over 39 hours up to 48 hours – time and a half.
- Overtime on a normal rest day (this will normally be Saturday or Sunday but could be other days if Saturday and Sunday are worked as part of the normal working week). – Time and a half for the first four hours and double time after.
- Bank holiday – (or a day designated by the college as a bank holiday) 8 days each year – Double time.

¹ As stated in the UNISON local agreement current at the date of this policy.

18. Assessor – Employer based

18.1 Assessors – Employer based, work flexibly within the hours of 07.30 a.m. to 21.30 p.m. Monday to Friday and 07.30 a.m. to 13.00 p.m. on Saturday. Outside of these hours and additional allowances are paid.

(i) Unsociable Working Time - £20

For work of 4 hours or more between 21.30 p.m. and 07.30 a.m. an additional unsociable working time payment of £20 may be claimed.

(ii) Overnight stay - £25

For work outside the West Midlands region requiring an overnight stay, reasonable accommodation and subsistence expenses are paid in accordance with the college procedure. In addition, an overnight stay payment of £25 is paid for every night away from home.

19. English Language Lecturer for International Students

(i) Overnight stay - £25

For work outside the West Midlands region requiring an overnight stay, reasonable accommodation and subsistence expenses are paid in accordance with the college procedure. In addition, an overnight stay payment of £25 is paid for every night away from home.

20. Residential

(i) Overnight stay - £25

For staff on a residential, an overnight payment of £25 is paid for every night away from home to recognise out of hours supervision of students.

(ii) Variable hours lecturer pay

The rate of pay for variable hours lecturers will be at point 19 unless there are exceptional circumstances and a different rate has been agreed in advance.

(iii) Variable hours business support pay

The rate of pay for variable hours business support staff will be at point 9 unless there are exceptional circumstances and a different rate has been agreed in advance.

21. Overseas payment

A £50 overseas payment, subject to tax and NI, will be paid to staff for each night away overseas on college business. This is not applicable to staff receiving an enhanced payment for an overseas assignment. However, these staff may submit justification to support a request for the £50 overseas payment for a reasonable period of time to assist with hotel expenses. This will be considered on an individual basis.

This £50 overseas payment will be made following the overseas stay via the payroll at the next available pay date.

Section 5 – Deductions

22. Deductions from pay

22.1 The college automatically makes such statutory deductions from pay as are required (e.g. Income Tax and National Insurance). Other regular deductions will be agreed with or authorised by the member of staff and may include deductions such as pension payments and trade union subscriptions.

22.2 All staff in their contract of employment authorise the college to deduct from salary any sums due to the college or any of its subsidiaries including any overpayments, loans or advances. The necessity to make a deduction will be notified to the member of staff and the rate at which this will be deducted will be discussed with the member of staff with due regard to all the circumstances. All deductions will be made in full from final pay in the event of an individual leaving the college for any reason.

23. Strikes

- 23.1 In the event of industrial disputes strike pay deductions are calculated on the basis of the proportion of contracted working time lost. For these purposes staff are regarded as being on strike unless they are physically in attendance at college, on medically certified sick leave or have the specific written agreement of the Principal to be elsewhere on business. For each day of non-attendance deductions are made at the rate of 1/260, the recommended AoC formula.

24. Policy Review

All aspects of this policy are subject to review at any time throughout the year.

25. The recognised trade unions Association of Teachers and Lecturers/Association of Managers in Education (ATL/AMiE), University and College Union (UCU) and UNISON have been consulted upon and formally received the college's pay policy.

Associated Policies

N/A

Associated Procedures

[Annual Leave](#)
[Flexible Working](#)
[VT2000 \(Hourly Paid Employees\)](#)

Associated Codes of Practice

N/A

Associated Forms

[VT2000 Amendment for Staff without Registers Form \(QS/140\)](#)
[VT2000 Timetabling for Staff Cover Form \(QS/141\)](#)
[VT2000 Timetabling for Staff Meetings Form \(QS/143\)](#)
[VT2000 Timetabling for Staff Training Form \(QS/142\)](#)
[VT2000 Timetabling for Staff without Registers Form \(QS/139\)](#)