



HR Service

Diocese of Nottingham Catholic Multi-Academy Trusts

Pay Policy
(Support Staff)



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This Pay Policy (Support Staff) has been subject to consultation with the Recognised Trade Unions. It was approved and adopted by the CMAT as detailed below:

Policy Approved by:	Date of Approval
Board of Directors – Our Lady of Lourdes Catholic Multi Academy Trust	
Board of Directors – St Therese of Lisieux Catholic Multi Academy Trust	Board – 19/10/2021
Board of Directors – St Ralph Sherwin Catholic Multi Academy Trust	
Board of Directors – St Thomas Aquinas Catholic Multi Academy Trust	

It will be reviewed after 12 months in consultation with the Recognised Trade Unions.

Signed by Director of the CMAT:

L.G. Weaver

Signed by CEO:

James McKeown

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SUPPORT STAFF PAY POLICY

DEFINITIONS

In this Pay Policy (Support Staff), unless the context otherwise requires, the following expressions, where they appear, shall have the following meanings:

- i. 'CMAT' means the Catholic Multi Academy Trust, that is the company responsible for the management of the Central Team and the Academies and, for all purposes, means the employer of staff within the Central Team and the Academies.
- ii. 'Board' means the board of Directors of the CMAT who are responsible for carrying out the employment functions of the CMAT.
- iii. 'Central Team' means all staff employed in the Central Office functions of the CMAT.
- iv. 'Chair' means the Chair of the Board of the CMAT as appointed from time to time.
- v. 'Companion' means a willing work colleague not involved in the subject matter under which the policy is being invoked, a trade union official, an accredited representative of a trade union or other professional association of which the employee is a member.
- vi. 'Diocesan Education Service' means the education service provided by the diocese in which the CMAT is situated, which may also be known, or referred to, as the Diocesan School Commission.
- vii. 'Directors' means directors appointed to the Board of the CMAT from time to time.
- viii. 'Governor' means a member of the Local Governing Body of the School
- ix. 'Headteacher' means the most senior teacher in the School who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Executive Headteacher.
- x. 'Local Governing Body' means the Governors appointed from time to time to carry out specified functions in relation to the School as delegated by the CMAT.
- xi. 'School' means the Academy named at the beginning of this Policy and Procedure and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- xii. 'Vice-Chair' means the Vice-Chair of the Board of the CMAT as appointed from time to time.
- xiii. 'Working Day' means any day on which an employee would ordinarily work if they were a full-time employee. In other words, 'Working Day' will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this Policy and Procedure.

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1. APPLICATION

- 1.1 This Support Staff Pay Policy applies to you if you are an employee within the CMAT, based within a School or the Central Team and employed in your capacity as a Support Staff worker (hereinafter referred to as an “employee” or “you”). It does not apply if you are employed as a Teacher, Headteacher or Chief Executive Officer (CEO). Executive level (‘E’ grade) posts within the CMAT are subject to performance related pay and further details are provided in **Appendix A**.

2. SCOPE AND AIM

- 2.1 The purpose of this Policy is to establish a framework for making clear and consistent decisions regarding Support Staff pay. It has been developed to comply with current legislation and the provisions of the National Agreement on Pay and Conditions of Service for Local Government (Green Book) as adopted by the CMAT and has been consulted on with the recognised trade unions.
- 2.2 The CMAT will promote equality of opportunity in all areas taking account of individual circumstances, including absence due to maternity leave or long-term sick leave, and will make adjustments where appropriate.
- 2.3 This Policy will be kept under review and updated annually taking into consideration future amendments to the Green Book as adopted by the CMAT.
- 2.4 In adopting this Pay Policy the aim is to:
- (a) support the recruitment and retention of a high-quality support staff workforce to ensure that the CMAT can provide an outstanding education for all pupils and students;
 - (b) recognise and reward support staff appropriately for their contribution to the CMAT and to the schools within our CMAT;
 - (c) help to ensure that decisions on pay are managed in a fair and transparent way, are based on evidence and can be fully justified;

3. ROLES AND RESPONSIBILITIES

- 3.1 The CMAT is the legal employer of all staff within the constituent Catholic schools making up the Multi Academy Trust and of staff within the CMAT Central Team. The Executive Committee delegates the implementation of pay policies to the HR and Pay Committee in accordance with the scheme of delegation.

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4. PAY DECISIONS

- 4.1 Salaries shall be determined in accordance with the relevant provisions of the Green Book as adopted by the CMAT and in accordance with any local agreements.
- 4.2 A copy of the CMAT's current support staff band structure and pay scale is attached to this policy (**Appendix B**). Staff appointed to posts prior to the creation of the CMAT on 1 September 2018 have retained their previous grade structure but are paid in accordance with the relevant points shown on the pay scale applicable to their grade.
- 4.3 The CMAT will pay support staff on the appropriate rates of pay, relevant to their pay band.
- 4.4 Newly created posts are evaluated under the CMAT's JE scheme and the job evaluation score then determines the pay band to which the post is assigned. Each band contains a range of spinal column points which defines the minimum and maximum pay range for each band.
- 4.5 Where an existing role has evolved over time, an employee will be able to request a re-evaluation of the post by HR using the CMAT's JE scheme providing that they are able to demonstrate clearly that the job tasks and responsibilities of the role, as required by the School/CMAT, are substantially different from those to which they were originally appointed. Employees should be aware that a request for re-evaluation may result in the band for the post going up, remaining the same, or in some instances the band may go down.
- 4.6 Where the pay band goes up following job re-evaluation, the effective date will normally be the start of the term in which the application was made as follows:

Employee application for re-evaluation made	Effective date
1 September – 31 December	Backdated to 1 September
1 January – 31 March	Backdated to 1 January
1 April – 31 August	Backdated to 1 April

- 4.7 Where the band does go down, pay protection will be paid for a period of two years, from the date the lower graded work is commenced, unless the employee has a protected entitlement greater than two years which has been transferred as a result of a TUPE process.

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5. PAY DETERMINATION ON APPOINTMENT

- 5.1 The CMAT will normally appoint a new employee on the first spinal column point within the band applicable to the post.
- 5.2 The CMAT may, in exceptional circumstances (for example, where there are recruitment difficulties or where an individual demonstrates that they have significant experience to bring to the role), appoint a new employee on a higher spinal column point within the band. In these circumstances the CMAT will be aware of setting precedents and/or any potential equal pay claims and therefore will need to demonstrate a clear rationale for the decision.

6. ANNUAL INCREMENTS

- 6.1 When an employee starts below the top of the scale, increments become payable up to the top of the scale for that band as follows:
- (a) if the employment start date is between 1 April and 30 September, the next increment would be paid on the following 1 April;
 - (b) if the start date is between 1 October and 31 March, the first increment would be paid on the 6th month anniversary of the start date and then 1 April thereafter if applicable. Increments can occur mid month so for example if the employment start date was 19 November, an increment would be due on 19 May and then the following 1 April.
- 6.2 No employee will be able to move above the maximum spinal column point for their band.

7. LUNCHTIMES

- 7.1 All lunchtimes will be unpaid.

8. TERM TIME/TERM TIME PLUS STAFF PAY

- 8.1 For term time and term time plus staff, salaries will be pro rata'd according to the hours worked each week and the number of weeks worked per year plus annual leave and bank holiday entitlements. Further details of the equated pay calculation are in **Appendix C**.

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9. PAY CALCULATIONS AND HOLIDAY PAY

9.1 A week's holiday pay will be paid for each week of statutory leave and/or contractual leave (as applicable) taken as follows:

Working pattern	
Contracted fixed hours and fixed pay	Holiday pay is included within the annual salary paid
No fixed hours (casual work)	See 9.3 below

9.2 The CMAT's holiday year for these purposes runs from 1 September to 31 August each year. The holiday entitlement will accrue at the rate of 1/12th for each complete month worked.

9.3 Section under review

10. WORKING ADDITIONAL HOURS

10.1 Where an employee is asked to work additional hours or is asked to attend an activity (e.g. staff meeting, parents' evening) the school will remunerate the employee in accordance with the CMAT's schedule of overtime payments for all additional hours worked as outlined in 10.3 below.

10.2 Additional Hours (commonly referred to as "Overtime") are any hours worked over an employee's **contracted** hours (see below for part-time staff).

10.3 Additional Hours

Employees, apart from the exceptions in 10.4 and 10.5 below, working on a full time basis who are required to work additional hours beyond their working week are entitled to receive enhancements on the following basis:

Monday to Saturday: Time and a half

Sundays and Public holidays Double time (min payment of 2 hours)

Employees working on a part-time basis who are required to work additional hours beyond their working week shall be paid at the rate of **normal time** until they have worked the equivalent of a full time working week for full-time employees (normally 37 hours per week) after which point the enhancements listed above shall apply. However where a part-time employee is required to work on a Saturday, Sunday or Bank Holiday and this does not form part of their normal working

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week, they shall be entitled to receive the enhancements shown above irrespective of whether they have worked the equivalent of a full-time working week for full-time employees.

- 10.4 Full time employees on 'S' and 'E' pay Bands have an inclusive rate of pay to take all the features of the job into account and shall not be eligible to receive payment for additional hours under section 10.3. Where authorised by the line manager, part-time employees on these grades may be paid at their normal hourly rate for additional hours worked up to the equivalent of the hours for a normal working week for a full time employee (normally 37 hours per week).
- 10.5 Additional hours payments for Responsible Property Officers (RPOs)/Site Managers and other members of the Site Teams are detailed separately in **Appendix C**.

11. NIGHT WORK AND SHIFT WORK

- 11.1 Employees who work at night as part of the normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8.00pm and 6.00am. This enhanced rate is not payable to employees when working irregular hours or employed on shift work.

12. PUBLIC HOLIDAYS

- 12.1 Employees required to work on a public holiday as part of their normal working hours shall, in addition to the normal pay for that day, also be paid additional normal hourly rate for all hours worked within their normal working hours for that day. They shall in addition, at a later date, be allowed time off with pay as follows:
- | | |
|---|-------------|
| (a) Time worked less than half the normal working hours on that day | Half Day or |
| (b) Time worked more than half the normal working hours on that day | Full Day |
- 12.2 Additional hours worked on public holiday shall be paid at rates shown in section 10.
- 12.3 A casual worker whose assignment requires them to work on a public holiday will be paid at plain time for all hours worked.

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13. INSET DAYS

- 13.1 Pay for INSET days is already included in the pay of employees who are contracted to work 39 weeks per year. For employees who are contracted to work 38 weeks per year, pay for INSET days is not included in their contracts. Therefore, where an employee on a 38 week contract attends work during the INSET days, they should be paid in accordance with the hours worked.
- 13.2 Support staff who work part-time can only be required to attend INSET days on a pro rata basis and cannot be required to attend any INSET day which falls on a day on which they are not ordinarily contracted to work.
- 13.3 If the INSET day falls on a working day for a part-time member of staff (and they are required to attend subject to the pro rata provisions of 13.2), they can only be required to attend those parts of the INSET day which fall during their contracted working hours for that day.
- 13.4 Where an INSET day falls on an employee's non-working day or where they are attending parts of an INSET day which do not fall within their contracted working hours for that day, the employee may attend by mutual agreement with the School/CMAT provided that they receive equivalent time off in lieu or are paid for the additional time worked.

14. HONORARIA

- 14.1 Honoraria are a matter for the CMAT to consider and award on a case by case basis.
- 14.2 Honoraria should be used rarely and should be objectively justified.
- 14.3 An honorarium will only be paid if an employee is temporarily undertaking the duties of a higher graded post or undertaking a specific piece of work that is outside of their established role and responsibilities. Advice should be sought from the HR team when the duties of a higher graded post are being undertaken, or are likely to be undertaken, for more than a term to determine whether the use of a secondment to the higher graded post might be more appropriate. An honorarium will normally be time limited with the length being specified at the outset. In order to ensure equality of opportunity, secondments of up to one term to higher graded posts should as a minimum be advertised within the area of work concerned. In accordance with the Safer Recruitment and Selection Policy, secondments lasting above one term will as a minimum requirement be advertised across the CMAT.

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14.4 Employees undertaking some, or all, of the duties of a higher graded post will not be paid an honorarium in respect of cover for annual leave, or the first four weeks of cover for other reasons, where:

(a) their job description provides for them to undertake the duties concerned from time to time
AND

(b) the grade of their substantive job reflects this.

14.5 Calculation of honorarium

The honorarium will be based on the difference between the employee's pay point and the minimum pay point of the higher graded post as follows:

(a) Where the full duties of the higher graded post are being undertaken, the honorarium will be 100% of the difference for the period concerned.

(b) Where only a percentage of the duties are being undertaken, the honorarium will be a percentage of the difference for the period concerned. The rationale for any decisions regarding the level of honoraria paid will be clearly documented. If the percentage of the duties being undertaken changes, the percentage paid as an honorarium will also be reviewed.

15. SALARY SACRIFICE ARRANGEMENTS

15.1 The CMAT will provide for salary sacrifice arrangements as identified below:
Childcare voucher scheme where an employee opted into this on or before 4 October 2018.

15.2 Employees participating in any such arrangements are likely to see their gross salary being reduced accordingly for the duration of such participation in a scheme, and in line with the agreements required for the salary sacrifice arrangement.

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16. APPEALS AGAINST PAY DECISIONS

16.1 This appeals section applies to all Support Staff apart from those on Executive Level 'E' grade posts whose appeal procedure is detailed in Appendix A.

16.2 Informal Appeal

Every effort should first be made to resolve the pay query informally in the first instance through discussion with the Line Manager and/or Headteacher as appropriate who should also consult HR for further advice. At the conclusion of such discussions, the pay may be adjusted or it may remain the same. If the issue is not resolved the employee has the right to submit written representations to the HR and Pay Committee as outlined in section 16.3.

16.3 Formal Appeal

Support staff have the right to raise formal appeals against pay determinations, the outcome of a job evaluation or a decision to stop a payment such as Statutory Sick Pay if, for example, they believe that the person or committee by whom the decision was made:

- (a) incorrectly applied the CMAT's pay policy
- (b) failed to have proper regard to statutory guidance
- (c) failed to take proper account of relevant evidence
- (d) took account of irrelevant or inaccurate evidence
- (e) was biased or
- (f) unlawfully discriminated against the support staff member.

16.4 The employee should set out in writing the grounds for appeal completing the CMAT Appeal Registration Form (Appendix A of the HR Appeals Procedure) and send it to the HR Manager within 10 working days of the notification of the original pay decision.

16.5 The appeal will be considered by a Director of the CMAT in accordance with the CMAT's Appeals Procedure.

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17. OVERPAYMENTS

- 17.1 On occasion, overpayments of salary or expenses may occur as a result of administrative oversight, error or late notification of payroll changes. After an investigation of the cause and circumstances, recovery of the overpayment will be the normal approach taken where an overpayment of salary or expenses is discovered. The member of staff will be notified before any deduction from salary is made and any options for repayment will be discussed.
- 17.2 In most cases the overpayment will be recovered over the same length of time over which the original error occurred. However, in implementing an overpayment recovery arrangement, the CMAT will act reasonably paying due regard to individual circumstances. In all cases of recovery the amount being repaid will not result in the employee's basic hourly rate falling below the national minimum wage.
- 17.3 If there are compelling reasons why the overpayment is not to be recovered, the overpayment may only be written off where this has the joint agreement and approval of the CEO and the CMAT Finance Director.
- 17.4 Where an employee leaves the employment of the CMAT within the period of an overpayment recovery arrangement, any outstanding balance will normally be deducted, where appropriate, from their final pay. Where the final pay is not enough to cover the amount of the overpayment, or where the person concerned has already left the employment of the CMAT, the Finance team will issue an invoice for the remaining balance.

18. ACCELERATED INCREMENTS

- 18.1 Staff who are paid on a point below the maximum point of their pay band will normally receive incremental progression of one incremental point on their incremental date which will usually be 1 April. However a Headteacher or Line Manager (for Central Team employees) may recommend, in exceptional circumstances and where applicable, the award of a two incremental points (that is a 'double' increment) resulting in accelerated incremental progression.
- 18.2 The maximum spinal column points of a pay Band will still apply and a double increment cannot be awarded where this would take the employee to a point about the top of the pay range for their Band.

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- 18.3 The decision of whether or not to award an accelerated increment will be made by the CEO on a case by case basis with consideration being given to the need to retain the expertise and experience of key members of staff and also to market forces as applicable.
- 18.4 The award of an accelerated increment is made solely at the CMAT's discretion and there is no right of appeal by the employee against a decision not to award accelerated incremental progression.

19. MONITORING

The policy will be monitored to ensure consistency of application and adherence to Equalities legislation.

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Appendix A Executive roles ('E' grades)

When considering an appropriate pay range for a post on the Executive Pay grades “the Board of Trustees will ensure that decisions on executive pay follow a robust evidence-based process and are reflective of the individual’s role and responsibilities” and that “the board’s approach to pay is transparent, proportionate and justifiable, in line with the handbook” (Academies Financial Handbook, September 2019 p57).

In this CMAT, when setting the pay for all Executive level ('E' grade posts), the Trustees will take account of:

- All of the permanent responsibilities of the role
- Any challenges specific to the role, including:
 - additional accountability not already taken into account e.g. leading a teaching school alliance, number and size of the schools within the CMAT;
 - factors that may impede the CMAT’s ability to attract a field of appropriately qualified and experienced Executive level candidates, e.g. location and local pay conditions; specialism; level of support from the wider leadership team.
- Any other relevant considerations.

The rationale for all pay related decisions for Executive roles within the CMAT will be clearly documented.

Staff appointed to posts at Executive level 'E' grades are subject to performance related pay progression. Pay progression will be considered annually by the Pay Committee.

Formal Appeals

Executive level staff shall have the right to raise formal appeals against pay determinations if, for example, they believe that the person or committee by whom the decision was made.

- (a) incorrectly applied the school’s pay policy
- (b) failed to have proper regard to statutory guidance
- (c) failed to take proper account of relevant evidence
- (d) took account of irrelevant or inaccurate evidence
- (e) was biased or
- (f) unlawfully discriminated against the support staff member.

The employee should set out in writing the grounds for appeal and send it to the HR Manager within 10 working days of the notification of the pay decision.

The appeal will be considered by an Appeals Committee in accordance with the CMAT’s Appeals Procedure. The Appeals Committee will be comprised of different members to the original Pay Committee.

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Appendix B: Current Local Grade Pay Structure 2020/21

SCP	01-Apr-19	01-Apr-20	Band
1	17364	17842	Band 1
2	17711	18198	
3	18065	18562	
3	18065	18562	Band 2
4	18426	18933	
5	18795	19312	
6	19171	19698	Band 3
7	19554	20092	
8	19945	20493	
9	20344	20903	
11	21166	21748	Band 4
12	21589	22183	
14	22462	23080	
15	22911	23541	
17	23836	24491	
19	24799	25481	Band 5
20	25295	25991	
22	26317	27041	
23	26999	27741	
24	27905	28672	
25	28785	29577	Band 6
26	29636	30451	
27	30507	31346	
28	31371	32234	
29	32029	32910	
30	32878	33782	S1
31	33799	34728	
32	34788	35745	
33	35934	36922	
34	36876	37890	
35	37849	38890	S2
36	38813	39880	
37	39782	40876	
38	40760	41881	
39	41675	42821	
40	42683	43857	S3
41	43662	44863	
42	44632	45859	
43	45591	46845	
44	46526	47805	

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45	47498	48804	S4
46	48505	49839	
47	49473	50834	
48	50495	51884	
49	51513	52930	
50	52536	53981	E1
51	53573	55046	
52	54231	55722	
53	55581	57109	
54	56931	58497	
55	58280	59883	
56	59615	61254	
57	61107	62787	E2
58	62593	64314	
59	64074	65836	
60	65557	67360	
61	67046	68890	
62	68657	70545	
63	70276	72209	
64	71892	73869	E3
65	73514	75536	
66	75129	77195	
67	76881	78995	
68	78633	80795	
69	80089	82291	
70	81546	83789	
71	83003	85286	E4
72	84764	87095	
73	86630	89012	
74	88492	90926	
75	90357	92842	
76	92225	94761	
77	94223	96814	

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Appendix C Term Time/Term Time Plus Staff Equated Pay Calculations

I. EQUATED PAY CALCULATION PRINCIPLES

- 1.1 The calculation to determine the salary of a member of staff who works on a term time only, or term time plus, basis takes the number of weeks worked during term time (195 days if INSET days are worked) and adds to this a number of additional days to ensure that the days for which annual leave and public holiday entitlement is being paid is proportionate to that of an all-year-round equivalent employee.
- 1.2 Term time only or term time plus employees receiving equated pay will be entitled to a new pay equation on reaching the 5 or 10 years' CMAT service point and the necessary pay adjustments will be made by the CMAT Payroll Team.

2. ANNUAL LEAVE

- 2.1 For staff working term time only and term time plus, payment for annual leave and public holidays is included in the salary formula and such staff are obliged to take their annual leave during periods of school closure.
- 2.2 The full time annual leave and public holiday entitlement included in the salary formula is as follows:

Annual Holiday Entitlement

Salary Level	Below 5 Years' Service	Above 5 Years' Service	Above 10 Years' Service
Band 1-5	25 days annual leave plus 8 Public Holidays	30 days annual leave plus 8 Public Holidays	32 days annual leave plus 8 Public Holidays
Band 6 and above	27 days annual leave plus 8 Public Holidays	32 days annual leave plus 8 Public Holidays	34 days annual leave plus 8 Public Holidays

Annual leave and Public Holiday entitlements are pro rata'd for part-time and term time staff

- 2.3 The annual leave year for support staff normally runs from the 1st September to 31st August inclusive, unless otherwise agreed locally or otherwise stated in their letter of appointment.
- 2.4 An employee who commences employment part way through a leave year will have their annual leave entitlement pro-rata'd for the first year. This will be calculated from their first day of employment up to and including the end of the leave year.
- 2.5 Annual leave entitlements will be pro-rata'd for part-time employees. Part-time workers are entitled to at least 5.6 weeks' (that is 28 days including Bank Holidays) paid holiday, but this will amount to fewer than 28 days, e.g. if they work 3 days a week, they must receive at least 16.8 days' leave a year (3 × 5.6).

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Note the above entitlement relates to staff employed on new CMAT contracts on or after 1 September 2018. Staff appointed prior to this date on previous grades will retain the annual leave entitlement in place at the time of appointment.

- 2.6 The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.
- 2.7 The annual leave entitlement of employees leaving or joining the CMAT is proportionate to their completed service during the leave year.
- 2.8 For the purpose of calculating leave (annual and public and extra statutory holidays) entitlements may where necessary be expressed in hours over the leave year.

3. EQUATED PAY CALCULATIONS

- 3.1 The example below is based on a comparison with an all-year-round employee with less than five years' service whose basic annual leave entitlement is 25 days and whose standard working week is 37 hours but the same methodology will be applied to any calculation for the salary of a term time only or term time plus employee.

(i) All year round employee

Assuming a five-day working week, the number of days available annually is 260.71 ($365 \div 7 \times 5 = 260.71$).

The leave entitlement is comprised of:

Basic annual leave	25 days
Public holidays	8 days
Total leave	33 days

The employee actually works 227.71 days a year ($260.71 - 33$ days leave)

Each of their working days accrues 0.1449 days of paid annual leave (33 days leave divided by 227.71)

(ii) Term-time only (TTO) employee

Our example Term time only employee also has less than five years' service.

Assuming a five day working week, the example TTO employee works 39 weeks per year, which is 195 days per year (including INSET days).

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If paid leave accrues on the basis of 0.1449 days of leave for every day worked then the paid leave entitlement would be $195 \times 0.1449 = 28.25$ days.

The calculation for number of paid days (days worked plus paid leave) per year would therefore be:

Actual days worked	195
Paid days' leave due	28.25
Total days to be paid	223.25

Number of weeks therefore = 223.25 divided by 5 working days per week = 44.65

The annual salary would be spread across the whole year and paid in (twelve) equal instalments.

- 3.2 Where the calculation of a TTO employee's annual leave entitlement results in a leave entitlement of less than 5.6 of their weeks then the current interpretation of the Working Time Regulations requires the annual leave entitlement to be increased to 5.6 weeks. This is the current interpretation of these regulations and may be subject to change. If this interpretation is overruled this part of the guidance will no longer be applicable

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Appendix D - Responsible Property Officers (RPOs)/Site Managers and other members of the Site Team

This appendix relates to payments to Responsible Property Officers (RPOs)/Site Managers and other members of the Site Team and covers the following areas:

1. Lettings
2. Contractual Overtime
3. Split shift or split duty working
4. Emergency Call Outs
5. Health & Safety on Emergency Call Outs

I. Lettings

Definition

Lettings – Any pre-planned activity i.e. Educational, Community, Sports Based that is undertaken outside of normal School hours.

- I.1 Reimbursement for duties in relation to a letting will be based on the payment for additional hours worked as outlined in section 10.3 of the Support Staff Pay Policy, that is:

Employees (unless on 'E' or 'S' grades) working on a full time basis who are required to work additional hours beyond their working week are entitled to receive enhancements on the following basis:

Monday to Saturday:	Time and a half
Sundays and Public holidays	Double time (min 2 hours)

Employees working on a part-time basis who are required to work additional hours beyond their working week shall be paid at the rate of **normal time** until they have worked the equivalent of a full time working week for full-time employees (normally 37 hours per week) after which point the enhancements listed above shall apply.

- I.2 Good practice has established that under normal circumstances the RPO/Site Manager is notified at least one week in advance about activities that are being undertaken within the establishment or on the premises.
- I.3 It is strongly recommended that agreement is reached between the RPO/Site Manager and the Headteacher before a letting is undertaken (preferably at the time of the letting being booked) as to the amount of additional time, if any, to be worked.
- I.4 When a letting overruns the booked time the RPO/Site Manager must inform the Headteacher as soon as practicable. It will be the responsibility of the School/CMAT to inform the Organising Body

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of any additional cost. The RPO/Site Manager or responsible member of the Site Team in attendance will claim for the all the additional hours she/he is required to work.

- 1.5 On no account must a RPO/Site Manager or member of the Site Team accept 'payment in kind' or cash for additional hours worked from the Hirer.
- 1.6 Lettings may be deemed to be 'contractual' if they meet the criteria of the definition of Contractual Overtime (Section 2 below).
- 1.7 Additional hours to be worked must be agreed in advance with the Headteacher and records must be kept in school detailing any lettings and payments to be made to staff.

2. Contractual Overtime

- 2.1 Eligibility to receive contractual overtime is if it occurs as part of a programmed/rostered requirement on a regular basis (e.g. weekly) for a minimum of one term.
- 2.2 The earnings from contractual overtime will be taken into account for the payment to be made when the RPO/Site Manager or relevant member of the Site Team is on sick leave or annual holiday only if the employee had been rostered to work the overtime during the period of sickness or annual leave. The payment for overtime would need to be claimed by the employee.
- 2.3 In circumstances where there is more than one RPO/Site Manager in the Premises Support Team the senior member of the Team will ensure that the overtime is covered.
- 2.4 All overtime will be deemed to be contractual to the rostered member of the Team who undertakes the role of the responsible person. Others undertaking cover duties or required to provide assistance do not have a 'contractual' entitlement.

3. Split Shift/Split Duty Working

- 3.1 No enhancement will be paid for split shift or split duty working.

4. Emergency Call Outs

- 4.1 On appointment the RPO/Site Manager will be advised as to whether they are to be a contact point for 'emergency call-outs'. Whilst this is deemed to be part of the role of the RPO/Site Manager there is no requirement for the employee to be 'on-call' or contactable at all times
- 4.2 An Emergency Call Out is deemed to exist where the employee:
 - (a) has ceased to work and left his/her place of employment and been recalled to work **or**

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(b) has been notified before ceasing work that they need to return to work at a time not less than two hours after their normal finishing time.

4.3 In the event when a RPO/Site Manager is called out a minimum payment of 2 hours as detailed in 4.4 should be paid. The minimum payment for 2 hours will include travel to and from the School. In circumstances where the RPO/Site Manager is unable to conclude the work related to the emergency call-out, including travelling to and from the School overtime will be payable at the individual's rate of pay for the additional time worked only.

4.4 Payment for working additional hours during a Call Out will be paid as set out below.

(i)	First Return to work and not required or required for less than two hours.	A minimum payment as for two hours at basic rate
(ii)	Any hours worked in excess of first two hours (including travel time) and any subsequent call outs in same session	Time and a half (Monday to Saturday) or double time (Sunday).

5. Health & Safety on Emergency Call Outs

5.1 Whilst employers do have a duty of care to ensure that their employees work as far as reasonably practicable in a healthy and safe environment all employees have a duty to ensure that they undertake their duties in accordance with all policies, practices and procedures as defined within the various conditions of service that apply to them or the duties they undertake.

5.2 When attending the premises for heating care and security duties the RPO/Site Manager should take due care in ensuring their own safety and must ensure that they do not undertake any activity that will endanger their physical wellbeing and should not enter the premises until it can be established that there is no risk to themselves in doing so.

5.3 When attending due to a security call, the role of the RPO/Site Manager is not to confront intruders or trespassers and the Police should be called on every occasion. The RPO/Site Manager should at all times take due care in ensuring their own safety and should avoid confrontation with members of the public.

5.4 When establishing the hours of work of a RPO/Site Manager, account should be taken of the requirements of the Working Time Regulations and advice should be sought from the HR Team as necessary.