

Pay and Reward policy and guidance for employees – August 2016

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Introduction

This policy and guidance aims to provide practical advice on pay issues within NYCC. It contains advice and information on recent changes to pay which, it is hoped, will be useful in understanding the current NYCC pay structure and interpreting its effects on staff. It gives 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.

Schools' posts have some discretionary elements for pay which are addressed throughout the document. ***Please refer to separate schools pay policy.***

The aim of this document is to ensure that all staff are valued and receive fair remuneration for their work and contribution to NYCC. 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 above agreements.

The authority supports the principle of equality of opportunity in employment and is committed to the fundamental principle that procedures to determine the pay and conditions of employment of all our employees do not discriminate unlawfully and are free from bias. In the operation of this policy it 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.

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.

The authority operates a job evaluation scheme for NJC staff aimed at ensuring that equal pay is given to employees carrying out like work or work seen as equivalent or of equal value.

The aim is for pay arrangements which are fair and equitable for staff and which also address the County Council's needs as an employer in relation to achieving high levels of performance and addressing staffing difficulties where they occur.

A formal review of pay arrangements will take place every year in consultation with the relevant unions. The respective local collective agreements will be updated to reflect changes.

National collective agreements

Pay will depend on employee terms and conditions. The different types of terms and conditions for employees at NYCC can be found [on](#) the terms and conditions pages.

Pay arrangements

There are pay and grading structures in place which set out the number of increments, where applicable, within each pay band.

Staff are paid at monthly intervals at the end of the month that has been worked. Pay is one twelfth of the annual gross salary less NI, tax and pension.

Staff employed on part-time contracts will be paid on a pro-rata basis to equivalent full-time posts unless specific provisions apply to the contrary.

Pay awards

The national pay award confirmed by the National Joint Council for Local Government Services as negotiated on an annual basis, that 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.

The pay awards for Soulbury, school teachers and JNC youth and community officers are negotiated nationally on an annual basis. These are usually implemented with effect from September.

Chief Officers pay is agreed via annual pay policy statement which is subject to full council agreement and is based on a job size in accordance with Hay scheme for job evaluation.

Pay and grade structures

The charts on the following pages relate to the various colour designated 'books' covering staff working to different terms and conditions.

Green book (NJC)

Spinal Point	Pay from 1st April 2016 (pay award)	Hrly Rates April 2016 (pay award)		Tax Band	Pension Band 2016/17	ResourceLink Grade Codes	
6	£14,514	£7.52	NJC Agreed Spinal Points	20% tax up to £42,385	5.80%	NYB01, 1-257	NYB02, 258-280
7	£14,615	£7.58				NYB03, 281-311	
8	£14,771	£7.66					NYB04, 312-345
9	£14,975	£7.76					
10	£15,238	£7.90					NYB05 346-369
11	£15,507	£8.04					
12	£15,823	£8.20					NYB06 370-397
13	£16,191	£8.39					
14	£16,481	£8.54					NYB07 398-422
15	£16,772	£8.69					
16	£17,169	£8.90					NYB08 423-446
17	£17,547	£9.10					
18	£17,891	£9.27				NYB09 447-474	
19	£18,560	£9.62					
20	£19,238	£9.97				NYB10 475-509	
21	£19,939	£10.34					
22	£20,456	£10.60				NYB11 510-550	
23	£21,057	£10.91					
24	£21,745	£11.27				NYB12 551-587	
25	£22,434	£11.63					
26	£23,166	£12.01				NYB13 588-624	
27	£23,935	£12.41					
28	£24,717	£12.81				NYB14 625-698	
29	£25,694	£13.32					
30	£26,556	£13.76				NYB15 699-805	
31	£27,394	£14.20					
32	£28,203	£14.62				NYB16 806-940	
33	£29,033	£15.05					
34	£29,854	£15.47					
35	£30,480	£15.80					
36	£31,288	£16.22					
37	£32,164	£16.67					
38	£33,106	£17.16					
39	£34,196	£17.72					
40	£35,093	£18.19					
41	£36,019	£18.67					
42	£36,937	£19.15					
43	£37,858	£19.62					
44	£38,789	£20.11					
45	£39,660	£20.56					
46	£40,619	£21.05					
47	£41,551	£21.54					
48	£42,474	£22.02					

Light blue book (Soulbury)

NYCC grades shown include the max 3 SPA points

EDUCATIONAL PSYCHOLOGISTS - SCALE A

Spine point	Salary from 1.9.09	Salary from 1.9.13	Salary from 1.3.15
1	£33,934	£34,273	£35,027
2	£35,656	£36,013	£36,805
3	£37,378	£37,752	£38,583
4	£39,100	£39,491	£40,360
5	£40,822	£41,230	£42,137
6	£42,544	£42,969	£43,914
7	£44,165	£44,607	£45,588
8	£45,786	£46,244	£47,261
9	£47,305 *	£47,778	£48,829
10	£48,825 *	£49,313	£50,398
11	£50,243 *	£50,745	£51,861

Notes: Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* Extension to scale to accommodate structured professional assessment points

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B

Spine point	Salary from 1.9.09	Salary from 1.9.13	Salary from 1.3.15
1	£42,544	£42,969	£43,914
2	£44,165	£44,607	£45,588
3	£45,786 *	£46,244	£47,261
4	£47,305	£47,778	£48,829
5	£48,825	£49,313	£50,398
6	£50,243	£50,745	£51,861
7	£50,825	£51,333	£52,462
8	£51,912	£52,431	£53,584
9	£52,989	£53,519	£54,696
10	£54,085	£54,626	£55,828
11	£55,159	£55,711	£56,937
12	£56,255	£56,818	£58,068
13	£57,370	£57,944	£59,219
14	£58,447 **	£59,031	£60,330
15	£59,575 **	£60,171	£61,495
16	£60,693 **	£61,300	£62,649
17	£61,818 **	£62,436	£63,810
18	£62,942 **	£63,571	£64,970

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.

** Extension to range to accommodate discretionary scale points and structured professional assessments.

TRAINEE EDUCATIONAL PSYCHOLOGISTS

Spine point	Salary from 1.9.08	Salary from 1.9.09	Salary from 1.9.13	Salary from 1.3.15
1	£21,585	£21,801	£22,019	£22,503
2	£23,165	£23,397	£23,631	£24,151
3	£24,744	£24,991	£25,241	£25,796
4	£26,324	£26,587	£26,853	£27,444
5	£27,903	£28,182	£28,464	£29,090
6	£29,482	£29,777	£30,075	£30,737

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

Spine point	Salary from 1.9.08	Salary from 1.9.09	Salary from 1.9.13	Salary from 1.3.15
1	£26,534	26,799	£27,067	£27,662
2	£27,617	27,893	£28,172	£28,792
3	£28,701	28,988	£29,278	£29,922
4	£29,778	30,076	£30,377	£31,045

**SOULBURY EDUCATIONAL IMPROVEMENT PROFESSIONALS [EIMPs] SPINE
(formerly known as Advisers/Inspectors spine)**

	Salary from 1.9.08	Salary from 1.9.09	Salary from 1.9.13	Salary from 1.3.15
1	£32,033	£32,353	£32,677	£33,396
2	£33,180	£33,512	£33,847	£34,592
3	£34,263	£34,606	£34,952	£35,721
4	£35,360	£35,714	£36,071	£36,865
5	£36,452	£36,817	£37,185	£38,003
6	£37,545	£37,920	£38,299	£39,142
7	£38,692	£39,079	£39,470	£40,338
8	£39,794 *	£40,192 *	£40,594	£41,487
9	£41,080	£41,491	£41,906	£42,828
10	£42,227	£42,649	£43,075	£44,023
11	£43,358	£43,792	£44,230	£45,203
12	£44,454	£44,899	£45,348	£46,346
13	£45,695 **	£46,152 **	£46,614	£47,640
14	£46,801	£47,269	£47,742	£48,792
15	£48,023	£48,503	£48,988	£50,066
16	£49,129	£49,620	£50,116	£51,219
17	£50,237	£50,739	£51,246	£52,374
18	£51,324	£51,837	£52,355	£53,507
19	£52,445	£52,969	£53,499	£54,676
20	£53,554 ***	£53,554 ***	£54,090	£55,280
21	£54,679	£54,679	£55,226	£56,441
22	£55,658	£55,658	£56,215	£57,452
23	£56,738	£56,738	£57,305	£58,566
24	£57,705	£57,705	£58,282	£59,564
25	£58,741	£58,741	£59,328	£60,633
26	£59,749	£59,749	£60,346	£61,674
27	£60,781	£60,781	£61,389	£62,740
28	£61,827	£61,827	£62,445	£63,819
29	£62,876	£62,876	£63,505	£64,902
30	£63,924	£63,924	£64,563	£65,983
31	£64,961	£64,961	£65,611	£67,054
32	£66,016	£66,016	£66,676	£68,143
33	£67,071	£67,071	£67,742	£69,232
34	£68,151	£68,151	£68,833	£70,347
35	£69,228	£69,228	£69,920	£71,458
36	£70,337	£70,337	£71,040	£72,603
37	£71,427	£71,427	£72,141	£73,728
38	£72,529	£72,529	£73,254	£74,866
39	£73,616	£73,616	£74,352	£75,988
40	£74,702	£74,702	£75,449	£77,109
41	£75,795	£75,795	£76,553	£78,237
42	£76,885	£76,885	£77,654	£79,362
43	£77,975	£77,975	£78,755	£80,488
44	£79,071	£79,071	£79,862	£81,619
45	£80,164	£80,164	£80,966	£82,747
46	£81,257	£81,257	£82,070	£83,876
47	£82,356	£82,356	£83,180	£85,010
48	£83,446 ****	£83,446 ****	£84,280	£86,134
49	£84,539 ****	£84,539 ****	£85,384	£87,262
50	£85,632 ****	£85,632 ****	£86,488	£88,391

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

* normal minimum point for EIP undertaking the full range of duties at this level

** normal minimum point for Senior EIP undertaking the full range of duties at this level

*** normal minimum point for Principal EIP undertaking the full range of duties at this level

**** Extension to range to accommodate structured professional assessments.

Pink book (JNC)

JOINT NEGOTIATING COMMITTEE FOR YOUTH AND COMMUNITY WORKERS

JESC 172 (amended)

Youth and Community Support Worker Range

Pay Points	w.e.f 1.9.09	As of 01/09/2013	As of 01/03/2015					
1	14,143	14,283	14,597					
2	14,733	14,880	15,207					
3	15,324	15,477	15,817					
4	15,917	16,077	16,431					
5	16,509	16,674	17,041					
6	17,100	17,271	17,651					
7	17,697	17,874	18,267					
8	18,291	18,474	18,880					
9	19,047	19,236	19,659					
10	19,636	19,833	20,269					
11	20,591	20,796	21,254					
				Professional Range				
				Pay Points	w.e.f 1.9.09	As of 01/09/2013	As of 01/03/2015	
12	21,525	21,741	22,219	13	20,591	22,713	23,213	
13	22,489	22,713	23,213	14	21,525	23,721	24,243	
14	23,485	23,721	24,243	15	22,489	24,408	24,945	
15	24,166	24,408	24,945	16	23,485	25,125	25,678	
16	24,875	25,125	25,678	17	24,166	25,830	26,398	
17	25,574	25,830	26,398	18	24,875	26,541	27,125	
				19	25,574	27,246	27,845	
				20	26,279	27,951	28,566	
				21	26,975	28,746	29,378	
				22	27,673	29,646	30,298	
				23	28,461	30,522	31,193	
				24	29,352	31,401	32,092	
				25	30,219	32,289	32,999	
				26	31,091	33,174	33,904	
				27	31,968	34,062	34,811	
				28	32,847	34,959	35,728	
				29	33,726	35,850	36,639	
				30	34,613	36,741	37,549	
				31	35,496		38,163	
				32	36,377		39,173	

Discretionary point

Discretionary point

SLEEPING IN DUTY ALLOWANCES

	w.e.f. 1.9.09	As of 01/09/2013	As of 01/03/2015
Sleeping in Allowance	32.94	33.27	34
Disturbance Element	18.44	18.63	19

Apprenticeship Pay

Service	Amounts subject to change according to national agreements (as at July 2015)
0 – 6 mths	£122 per week
7 – 12 mths	£173.48 per week
After 12 mths	Full salary for the post occupied

This equates to a total annual salary of £7,682.48 per annum.

At management’s discretion an apprentice may be moved to the full salary for the post at any point during their first 12 month’s service if they have demonstrated that they are undertaking the full breadth of tasks at a competent level.

If an apprenticeship extends beyond one year the apprentice should be paid at least the National Minimum Wage for their age.

Your pay slip

Your pay slip is accessible through the MyView system via the NYCC intranet.

North Yorkshire County Council
Private & Confidential

Message

PAY ADVICE

Name	NI Number	Pay Reference	Tax Period	Payslip Date
Annual Salary	NI Cat	Tax Code	Pay Frequency	Pay Method
				Cost Centre

PAYMENTS	Hrs / Sessions	Rate	Establishment	Amount
				Total Gross

ACCUMULATIONS	DEDUCTIONS	Amount	Balance
Gross Pay	Taxable Pay		
Pensionable Pay	Pension Concs.		
Tax to Date	Nil to Date		
P45 Gross	P45 Tax		
	Total Deductions		

Due For Payment Net Payment

PLEASE QUOTE YOUR PAY REFERENCE ON ALL CORRESPONDENCE

1. National Insurance Number – You should check that we hold your correct national insurance number.
2. Pay Reference – You should quote this number in any dealings with Employment Support Services. You will also need this number to access the Employee Self Service system, MyView.
3. Tax Period/ Payslip Date – This is the period in which this payment was made.
4. Annual Salary – This is the annual salary payable for you main job.
5. Tax Code – This is the tax code that HM Revenue & Customs have instructed us to operate against your pay.
6. Pay Method – All staff should be paid directly into their bank account (BACS). If you have not yet provided your bank account details then please do so immediately and enter this in MyView.
7. Payments – This describes the payment that is being made this pay period e.g. "Salary"
8. Hrs / Sessions – The number of units payable for this payment.
9. Rate – If appropriate this displays the rate payable for this payment
10. Establishment – If appropriate this displays the cost centre against which this payment has been charged
11. Amount – Displays the amount payable for this payment.
12. Total Gross – The total amount of all gross payments made this pay period.
13. Deductions – Describes the statutory and voluntary deductions made this pay period.
14. Accumulations – Displays accumulated amounts in the tax year to date.
15. Date for Payment – Displays the date that this payment will be paid.
16. Net Payment – Displays the net payment that is due this pay period.

Where any overpayment has been made to you at any time during your employment (e.g. where you have taken more than your annual leave entitlement) the Council will have the right to make appropriate deductions from your salary in accordance with the overpayment guidance. Please ensure you inform Employment Support Services as soon as a discrepancy is noticed.

Tax office details

If you have a query about 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: 406/N8001 when making contact.

If you have any comments or queries regarding the staff information site then please email employmentsupportservice@northyorks.gov.uk.

Pay elements

Note for schools – Authorisation of payments will follow the school's normal practice. In the following table it is likely that where 'Corporate Director' or 'Assistant Director' is stated, this duty will be undertaken by the Headteacher.

Type of pay	Explanation	How authorised				
Basic pay	This is the salary for the pay point within the pay band allocated to the job evaluated post for a 37 hour week. Part-time employees will receive a pro-rata salary.	By appointing manager				
Additional hours	Any additional hours worked above 37 hours per week are paid at the flat rate for the grade up to and including spinal column point (scp) 28. For posts beyond scp 28 up to and including scp 49 or up to FTE hours for part-time staff on higher pay bands, additional hours can be applied at flat rate where there is a clear and short-term project requirement for a piece of work to be completed. By agreement and as an alternative, additional hours may be taken as time-off in lieu, in the same proportions as the hours worked, but not if the same time is counted under the flexi-time system.	Line manager				
Work on public holidays	Employees required to work on Christmas day, Boxing day and/or New Year's day will receive double time payment based on basic pay only and time off in lieu at single time for the actual hours worked on the public holiday. Payment for working on other public and statutory holidays is time and a half based on basic pay only with time off in lieu at single time for the actual hours worked on the actual public holiday. Any subsequent unsocial hour's enhancement, e.g. night work, is calculated separately on basic hours and only on those hours worked on the actual public holiday.	Line manager				
Weekend working	Employees, up to and including Band 9, who are required to work on Saturday and/or Sunday as part of their normal working week are entitled to the following payments: <table border="1" data-bbox="411 1890 1262 2016"> <thead> <tr> <th>Weekend working as % of working week</th> <th>Additional payment as % of salary</th> </tr> </thead> <tbody> <tr> <td>0-9%</td> <td>No additional payment</td> </tr> </tbody> </table>	Weekend working as % of working week	Additional payment as % of salary	0-9%	No additional payment	Line manager
Weekend working as % of working week	Additional payment as % of salary					
0-9%	No additional payment					

	<table border="1"> <tr> <td>10-19%</td> <td>3%</td> </tr> <tr> <td>20-39%</td> <td>5%</td> </tr> <tr> <td>40%+</td> <td>7%</td> </tr> </table> <p>Percentage time worked at the weekend will normally be averaged over a 17 week period unless the specific operational context dictates a different calculation period.</p> <p>These payments should be paid against basic pay and only against additional hours where the additional hours are carried out at weekends.</p>	10-19%	3%	20-39%	5%	40%+	7%	
10-19%	3%							
20-39%	5%							
40%+	7%							
Night working	<p>The premium payment for night work is time and a third based on basic pay only for any shift worked between the hours of 9.30p.m. and 8.00a.m. This applies to genuine 'full night shifts' only and does not apply to employees who 'finish late' e.g. 10.30pm or 'start early' e.g. 6.00am. The night shift payment is for a maximum of 10 hours per shift.</p> <p>This applies to: Any day employee temporarily required to work at night. Designated night workers.</p>	Line manager						
Standby duty	<p>Standby duty is allocated on a rota or other formal basis. Its defining feature is that the 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. The employee will be required to remain contactable by telephone and usually within a reasonable travelling distance of a place or places of work. Some activity in the standby period of their off duty period may be prohibited (e.g. drinking of alcohol).</p> <p>Recognition of standby duty is intended to cover two elements: -</p> <ul style="list-style-type: none"> • the inconvenience of having to be available • the work actually undertaken <p>Employees who undertake standby duty on a regular basis will receive a payment of between 1% and 7% of their monthly basic salary for each calendar week in which any standby duty is performed. The percentage level will be authorised, in advance, by senior managers, after consultation with HR, based upon the likely degree of inconvenience involved. Factors to be taken into account include:</p> <ul style="list-style-type: none"> • the likelihood of being contacted • the likelihood of being asked to attend a duty centre • any restrictions of location or off duty activity • the basic JE pay rate involved <p>The standby payments for part-time staff will be based on the full-time equivalent salaries so that part-time staff receive the</p>	<p>Assistant Directors in consultation with HR re percentage payments.</p> <p>Line manager for time worked payments</p>						

	<p>same amount of pay as full-time staff for the same degree of inconvenience.</p> <p>Additionally, payment will be made for the actual hours worked, rounded to the nearest half-hour, subject to a minimum payment of two hours. By prior agreement time off in lieu may be substituted for some or all of the time worked at the same rate.</p>	
On call payments	<p>'On call' is regarded as voluntary duty as opposed to a contractual rota duty.</p> <p>On call 1 Where an off duty employee is contacted they may agree to attend work if required. In such circumstances this will be recognised by either or a combination of: -</p> <p>Payment for actual hours worked, rounded to the nearest half-hour, subject to a minimum payment of two hours</p> <p>Time off in lieu on the same basis</p> <p>On call 2 Where an off duty employee is contacted but does not attend work and gives advice and support over the telephone. This will be recognised by a corresponding amount of time off in lieu. Where an employee is contractually obliged to be available for work when called upon in off duty hours, this is covered above by Stand By Duty.</p>	Line manager
Recruitment payments	<p>A discretionary one-off payment payable upon commencement of employment. Used to address recruitment difficulties. This payment is not available to existing staff or to previous staff who re-commence employment within six months of leaving. Amount available: Up to 10% of salary Frequency: One-off at time of recruitment</p>	Corporate Director
Retention payments	<p>A discretionary payment paid at not less than quarterly intervals. Used to address retention issues. Amount available: Between 3% and 8% of salary Frequency: Quarterly intervals</p>	Corporate Director or Assistant Director
Market supplements	<p>The supplement is paid as a monthly allowance rounded to the nearest £100 and is not subject to inflationary uplift. Salary maximum 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. Amount available: Amount around the median or lower quartiles to bring the new salary up to the agreed level or close to it. Directorates are given discretion to pay at either the lower or median rates based on their knowledge of the market for those posts. Frequency: Monthly allowance</p>	Management Board

First aid allowance	<p>Authorised first aiders (who have passed the 4 day first aid at work course – and subsequent required refresher courses) are entitled to an allowance of £10 per month in recognition of this service.</p>	Line manager										
Lettings payments	<p>Lettings payments are made to staff (mainly school caretakers) who open and close buildings and set up rooms for meetings etc. outside their working hours. Lettings payments will only be made for work outside of contracted hours/duties.</p> <p>In the event of annual or sick leave no payment for lettings will be made. Current lettings rates are:</p>	Line manager										
	<table border="1"> <thead> <tr> <th>School size</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Up to 1800m²</td> <td>1 hour basic rate</td> </tr> <tr> <td>Between 1800m² and 3000m²</td> <td>£14.47per letting</td> </tr> <tr> <td>Between 3001m² and 6500m²</td> <td>£19.29 per letting</td> </tr> <tr> <td>Larger than 6500m²</td> <td>£24.10 per letting</td> </tr> </tbody> </table>		School size	Rate	Up to 1800m ²	1 hour basic rate	Between 1800m ² and 3000m ²	£14.47per letting	Between 3001m ² and 6500m ²	£19.29 per letting	Larger than 6500m ²	£24.10 per letting
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	Between 3001m ² and 6500m ²		£19.29 per letting									
Larger than 6500m ²	£24.10 per letting											
Sleeping in pay	<p>Employees required to sleep in on the premises shall receive an allowance. This allowance is part of the nationally agreed annual pay award. This allowance covers the requirement to sleep-in and up to 30 minutes call out per night, after which the additional hours provisions will apply. The rate is currently £34 (December 2014 pay award)</p>	Line manager										
Special educational needs	<p>This allowance applies to nursery staff working with children attending a special school or with children with statements of special educational needs and will be uprated in line with national pay settlements. The rate is currently £1,215 p.a. (December 2014 pay award).</p>	Line manager or Headteacher										
Legionella / asbestos allowance	<p>Allowance for legionella and asbestos responsibility – an amount of £13.20 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.</p>	Line manager										
Practice Educator	<p>Any social care staff who are Practice Educator qualified and their substantive role does not incorporate supporting a student, may be asked on occasion to volunteer to do so. In this scenario the individual would be paid an allowance as it does not form part of the core duties of their post nor has it been considered for job evaluation purposes. The rate is currently £6 per day for term of placement.</p>	Line manager										

What is pensionable pay?

Pensionable	Non-pensionable
<ul style="list-style-type: none"> • Salary, wages and fees • Detriment or protected pay • Market supplement payment • Additional contribution payment • Acting up payment • Honoraria payments for additional temporary duties • Accelerated incremental progression • Standby allowance • Sleep-in allowance • Residential duty payment • Evening duty allowance • Night work allowance • On call payment • First aid payment • Lettings allowance • Work on public holiday payment • Weekend working allowance • Additional hours • SEN allowance • Legionella/Asbestos Allowance • Maternity/Paternity KIT pay • Thank you payment 	<ul style="list-style-type: none"> • Recruitment payments • Retention payments • Expenses (e.g. travel, subsistence) • Any payment 'representing money value for provision of vehicle or paid in lieu' (e.g. mileage payments or similar payments to cover expenses) • Telephone rental payment • Cycle allowance

Additional hours

For LGPS purposes, '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.

Variable/annualised hours

With 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.

Increments

Scope

Staff on NJC, Soulbury and JNC terms and conditions and centrally employed teachers, are covered.

Increment policy

The pay band for most posts allows for progression through the band, usually on an annual basis, subject to satisfactory performance. There is no automatic entitlement

to an additional increment. The increments policy seeks to encourage and reward good performance (including a positive approach to attendance) in a fair and equitable manner. On an annual basis an employee's manager will review performance to decide if an increment should be awarded for satisfactory performance, or potentially withheld or removed for unsatisfactory performance. The procedure sets out managers' and employees' mutual responsibilities. There are clear criteria for assessing satisfactory performance, together with examples of how managers may exercise discretion.

Increments decision chart

Steps are set out in the increment decision process flowchart below:

Step 1- Manager Led:
Manager considers employee's increment & informs both payroll and their employee. Consideration is given to whether the employee has met acceptable levels of performance in all of the following areas: (1) Conduct (2) Capability (3) Appraisal (4) Attendance

Attendance Criteria - Stage 1
Has the employee had sickness absence amounting to more than 7 working days in the preceding 12 months (1st Apr – 31st Mar: NJC/JNC or 1st Sept – 31st Aug: teachers). Employees with under 12 months service have sickness levels pro rata.

No – meets increment attendance criteria. Either award increment or stay at top of band if good conduct, capability and appraisal achieved.

Yes – Go to Stage 2

Attendance Criteria - Stage 2
Has the employee had a total of more than 21 working days sickness absence over the preceding 3 years (incl. the 12 months considered in stage 1). Employees with under 3 years' service have sickness levels pro rata.

No – meets increment attendance criteria. Award increment or stay at top of band if good conduct, capability and appraisal achieved.

Yes – Employee does not meet the increment attendance criteria. Consider exception eligibility.

Exception (Attendance Only): Manager Led: A manager may consider that the case should be proposed as an exception because the absence has been a single occurrence or there have been a number of occasions of absence which relate to the same chronic, serious or potentially terminal illness and the member of staff has made every effort to mitigate the impact of their absence. Where this is the case managers need to consider whether the employee has had an average of 4 days or less absence over their length of service (excl. the preceding 12 months) dating back to Apr 2001. If this is not the case, the exception will not progress. All applications for an exception will be referred to the Headteacher and in some circumstances, the Chair of Governors for consideration. Where approved, the manager will complete Step 1. Where not approved, the employee may progress to step 2.

Step 2 – Employee Led: Where an employee wishes to seek clarification of a decision to withhold or remove an increment, they must complete the **Increment Review Form**. The employee's line manager will meet with them to discuss the decision. The employee has the opportunity to appeal if they are unhappy with reasons given.

Step 3 – Employee Led: Employee informs manager of appeal in writing. The Appeal will be upheld or rejected at a panel hearing and the employee will be notified of the outcome, in writing.

Manager Responsibilities

- Ensure any absence is recorded accurately throughout the year to underpin the review process. Ensure records are checked, accurate and that there is a clear shared understanding of the increment review process.
- Ensure any conduct or capability issues are clearly discussed with the employee and recorded to underpin the review process.
- Support staff to minimise sickness absence by considering creative alternatives to normal working arrangements e.g. working from home, temporary change of working location or hours, temporary change to duties, where this is possible. Record such attempts to minimise sickness absence.
- Review performance in good time prior to the increment review date (see 'Satisfactory performance' below)
- Keep staff informed of the outcome of the increment review process at each step. Notify the employee of their recorded sickness and investigate any disputed information. Complete the increment review form as appropriate.
- Complete the approval process on MyView. It is a management requirement to complete the annual increment review process, including formal notification to the employee, by the payroll deadline. Failure to do so may result in an appropriate sanction being issued to the line manager.
- Where an employee does not meet the satisfactory attendance criteria consider whether there are grounds for an exception, reviewing previous absences over the employee's employment history back to 2001. Any manager proposed exception to be approved by the directorate management team.
- Advise staff of their right and the process to appeal against a withheld or withdrawn increment decision, having ensured the above points have been completed prior to an employee appeal being submitted.

Employee Responsibilities

- Strive to attain the highest standards of performance in terms of conduct, capability, appraisal and attendance.
- Seek to minimise sickness absence. Proactively consider and suggest to managers options to work flexibly where possible during any period of sickness or injury to maintain a good attendance record.
- Ensure any absence is reported correctly to their line manager.

Satisfactory performance

Conduct

Unsatisfactory performance is where there is a live warning in place. Any single warning will only impact on 1 increment review. Where there is a live conduct investigation the increment review is delayed until the investigation is completed i.e. an increment would not be withdrawn whilst the investigation is on-going.

Capability

Unsatisfactory performance is where an employee is currently being managed under the performance or capability procedure, at the date of the increment review. This includes any discussion with a shared record, and the employee should be in no

doubt that there are concerns about their performance which require improvement. Performance or capability issues which have been successfully concluded by the increment review date are discounted.

Appraisal

Unsatisfactory performance is an unsatisfactory appraisal review at the date of the increment review.

Attendance

Some sickness absence is discounted for considering satisfactory performance:

- Maternity related absence
If the cause of sickness absence was related to pregnancy then this must be excluded from the sickness absence calculation for increment purposes.
- Disability-related absence
If the cause of absence was related to a disability then the employee's manager should consider whether any (up to a maximum of 10 days) of that absence should be counted as Disability Related Sick Leave (DRSL) and excluded from the sickness absence calculation for increment purposes. When reviewing an employee's attendance record in relation to increment reviews, each case should be considered on its own merits with advice sought from HR and Health & Wellbeing services. Employees may choose to complete a disability passport in which to record DRSL and agreed reasonable adjustments.
- Extended unpaid leave
Where an employee has taken extended unpaid leave within the preceding 12 months, this period should be ignored, with the same amount of time being considered prior to the 12 month, e.g. if someone has had 3 months extended unpaid leave during the 12 month review period, the manager should consider the previous 12 months paid employment.
- Work-related absence
If an employee has been absent due to an injury or illness sustained in the course of their work where the County Council acknowledges liability or the case is undisputed, the manager may wish to consider applying for an exception.

Application of attendance criteria: illustrative examples

Stage 1: An employee has sickness absence amounting to 6 working days in the preceding 12 months. The attendance criteria have been met. No need to move to Stage 2.

Stage 2: An employee has sickness absence amounting to 10 working days, in the preceding 12 months. This is more than the permitted 7 working days, so move to Stage 2. The employee has had 1 working day of sickness absence in year 2 and 1

working day of sickness absence in year 3. This is a total of 12 working days in 3 years. The attendance increment criteria have been met.

Exceptions (manager led)

A manager can recommend an exception to the normal decision to withhold or withdraw an increment in a limited set of circumstances. Exceptions can only be considered where;

- The employee’s previous attendance is “good” (defined below – Stage 3) and
- The absence has been a single occurrence or there have been a number of occasions of absence which relate to the same chronic, serious or potentially terminal illness, and
- The employee has made every effort to mitigate the impact of their absence.

Good attendance is no more than an average 4 days sickness absence for each year of service with the Council, averaged over the employee’s length of service (excluding the current year) dating back to 2001/02.

Exceptions can also be considered for an employee who meets the exceptions criteria above and:

- Who plans to retire, where the withdrawal or withholding of an increment would impact on pension entitlement; or
- Who has disability-related absence which has not been discounted as DRSL; or
- Whose absence relates to an injury or illness sustained in the course of their work where the County Council acknowledges liability or the case is undisputed.

Stage 3: Eligibility for an exception

Managers must follow this process to calculate an employee’s eligibility before recommending an exception.

Has the employee had no more than an average of 4 days sickness absence for each year of service with the Council, (excluding the preceding 12 months) dating back to April 2001?

Example 1

Year	No. of working days lost due to sickness absence	Procedure
1	90	Move to stage 2
2	0	
3	0	Mgr considers exception. Moves to stage 3.

4	2	
5	1	
6	3	
Total: 6 days over 5 years (excluding the preceding year). Average: 1.2 days per year. Manager may apply for an exception.		

Example 2

Year	No. of working days lost due to sickness absence	Procedure
1	70	Move to stage 2
2	3	
3	2	Mgr considers exception. Moves to stage 3.
4	3	
5	7	
6	10	
7	1	
8	2	
Total: 28 days over 7 years (excluding the preceding year). Average: 4 days per year. Manager may apply for an exception.		

Exceptional circumstances

Normally where an exception or appeal has been upheld in a previous year the absence will not be discounted when considering good attendance. Rarely it is possible that:

- an employee does not meet the exceptions criteria due to absence slightly above the current year 7 day trigger; **but**
- the manager believes the current year absence is linked to previous lengthy absences, relating to the same chronic, serious or potentially terminal illness; **then**
- the manager can make an 'exceptional circumstance' request to discount the previous year in which the lengthy absence occurred.

Any such 'exceptional circumstance' request should be made by the manager to the Assistant Chief Executive (OD & Business Support), who will consider any case on its merit.

Appeal (employee led)

An employee who has had an increment withheld or withdrawn following increment review has a right of appeal. Staff must set out the grounds of any appeal in writing, using the increment review form ([Link](#)) to their manager within 10 working days of being notified of the outcome of their increment review. If an increment is agreed on

appeal it will be effective from the date it would originally have been applied. Staff cannot access the ‘Resolving issues at work’ procedure to appeal an increment review outcome. Full details of the appeal process are available here.

Increment procedure application

- Incremental reviews will take place from 1st April (for employees on NJC or JNC terms and conditions) or 1st September (for employees on Soulbury or teachers’ terms and conditions).
- Those who do not satisfy the criteria will have an increment removed if at the top of the band, or will not have an increment awarded if their salary is below the maximum point of the pay band
- Increment removal does not apply to teachers.
- The procedure for staff receiving pay protection is set out in the pay protection policy.
- New staff who join NYCC or take up a new/changed post (with different duties and responsibilities) on the same or a different grade between 2nd October and 31 March (NJC) or 2nd March and 31 August (Soulbury) should have an incremental review after 6 months service.
- JNC increments are normally payable at 1st April unless the member of staff has transferred to JNC from a teaching or Soulbury post in which increments were paid on 1st September. In those circumstances annual increments will be payable on the 1st September. All JNC increments are subject to having completed 26 weeks satisfactory service.
- Multiple post holders will be assessed using the criteria for each of their posts separately, except where a conduct incident takes place in relation to one post which may have an impact on the other post.
- Employees with under 12 months service have sickness levels pro rata:

Length of Service:	remove/withhold increment threshold
Up to 6 months service	3.5 days absence
6 months	4 days absence
7 months service	4.5 days absence
8 months service	5.5 days absence
9 months service	6 days absence
10 months service	6.5 days absence
11 months service	7.5 days absence
12 months service	8 days absence

- For an employee with less than 3 years’ service, the average sickness absence is considered in relation to their service and pro rata limits. Absence levels for staff with less than 3 years’ service (the minimum days absence that would instigate an increment being withheld or removed):

	Completed months service	Remove/withhold increment threshold
Less than 12 months service	up to 6 months	3.5
	6 months	4
	7 months	4.5
	8 months	5.5
	9 months	6
	10 months	6.5
	11 months	7.5
	12 months	8
More than 12 months service less than two years' service	13 months	8.5
	14 months	9
	15 months	10
	16 months	10.5
	17 months	11
	18 months	11.5
	19 months	12
	20 months	13
	21 months	13.5
	22 months	14
	23 months	14.5
Less than three years' service more than two years' service	24 months	15
	25 months	15.5
	26 months	16
	27 months	17
	28 months	17.5
	29 months	18
	30 months	18.5
	31 months	19
	32 months	20
	33 months	20.5
	34 months	21
	35 months	21.5
Three yrs+	36 months +	22

- A working day is defined as a working session, of whatever length. Working sessions that straddle two calendar days count as one working session.
- Where a continuous period of absence crosses two review periods, the withholding or removal of an increment should apply only to one period. If an increment was withheld in the previous year an employee can still be awarded an increment the following year provided attendance criteria are satisfied (excluding the occasion of absence which overlapped the review periods).

(Appendices to be saved separately)

[Appendix 1: increment review form](#)

[Appendix 2a: Template letter: not to receive increment](#)

[Appendix 2b: Template letter: increment removed](#)

[Appendix 3: Template letter: exception to be considered](#)

[Appendix 4: Template letter: outcome of exceptions process](#)

[Appendix 5: increment appeal process](#)

[Appendix 6: Template letter: appeal outcome letter](#)

Incentive payments scheme

Scope

This scheme applies to North Yorkshire County Council employees who are paid on NJC, Soulbury or JNC terms and conditions.

Teachers should refer to the Model School Pay Policy. Centrally Employed Teachers should refer to the Pay Policy for Centrally Employed Teachers.

Introduction

This scheme is designed to enable Senior Managers to manage their employees more flexibly by providing the delegated authority to deal with those exceptional cases of employees' high performance. The scheme aims to have a beneficial effect on staff motivation and morale.

As well as the option of accelerated incremental progression, there are one-off arrangements which do not form part of the employee's permanent salary. They are not contractual but are subject to Income Tax, National Insurance and Superannuation deductions. These payments are included in pensionable salary calculations.

All recommendations for these payments must be made on the Incentive Payment Proposal Form ***(2 page proforma – link)***

This provides a written case to the Director/Senior Officer* except for Acting Up payments which can be authorised by the Manager. The Director/Senior Officer* will decide whether the Incentive Payment is justified or not and will inform the manager accordingly, in writing. The manager will then inform the employee in writing.

*In schools, for Director read Headteacher/Governing Body.

Directorates are expected to operate this scheme within their existing budgets. Directorates would, therefore, need to manage their budgets positively to create their discretionary sums.

Accelerated incremental progression

An employee will become eligible for an accelerated increment where it is considered they are consistently working at an exceptionally high level of performance during the year of the review period. This requires agreement by the Director and consideration of the effective date of the application of the increment.

The payment of an accelerated increment will only be made where such payment would not exceed the employee's pay band maximum.

Accelerated increments may not be awarded to staff who hold protected grades or career grades where accelerated increments are awarded on the attainment of prescribed qualifications and/or achievement of a breadth of experience.

One accelerated increment may be awarded to an employee during the twelve-month review period.

The payment of accelerated increments will not interrupt normal incremental progression (see Increments above).

Honorarium payment

The Honorarium Payment is a one-off or temporary, monthly payment for a period of no longer than two years, that is equivalent to the annual value of either one or two additional spinal column points (scp) dependent on the employee's level of performance. Basic pay will remain the pre-honorarium pay for any additional hours claims unless there is a business case to support an exception to this.

Employees may be recommended for an honorarium payment in the following circumstances:-

- where they have performed exceptionally well in undertaking a particular piece of directed work or project during the review period but whose performance has otherwise not been of the exceptional quality required to achieve accelerated incremental progression (unless the circumstances are as those stated below).
- where an employee would normally be eligible for an accelerated increment, but is restricted from receiving such a payment as outlined above, except in the case of Career Grade staff.
- where staff are undertaking an additional work activity on a periodic basis, where it is not included in the job description and has not been taken into account in the grading of the post.
- where staff employed in career grade posts (who would not normally be eligible for additional payments) have reached the top of a career grade, or have been halted within the pay band range where circumstances restrict the attainment of a required qualification

Payment of an honorarium payment must not become an annual routine. If duties continue beyond 2 years it would be appropriate for the job role to be re-evaluated.

It may be appropriate to make an award to a whole team of staff who have worked together on a particular project with exceptional results.

Acting up payments / Members of staff temporarily undertaking the duties of more senior posts

Acting Up payments apply in cases of an employee acting up on a **temporary** basis. This may encompass the full duties of a higher graded post or partial duties.

Full duties covered - members of staff who cover all of the duties associated with a post of a higher grade than their own for a temporary period of normally at least four working weeks will receive an additional sum. This will be paid by applying the pay band of the more senior post for the duration of the temporary acting-up arrangement, backdated to the start of the period of cover.

Partial duties covered – the pay of staff who undertake a part of the duties of a more senior post for a temporary period of normally at least four weeks may be awarded a pro-rata sum, if the particular circumstances of the case make this appropriate in the view of the Manager. Alternatively the details can be submitted for re-evaluation by the Pay and Reward team. If there is no change to pay band, managers can consider applying an Honorarium Payment.

Acting up arrangements will be authorised by the appropriate Manager and may, in exceptional circumstances if service needs dictate, be for a shorter period than four working weeks.

Thank you payments

Where staff or teams who unprompted rather than directed, provide an exceptional contribution to service, that without such intervention, would not have been able to deliver the level of service expected by the authority, it is recommended that these instances are recognised by managers through the schemes outlined above or by a letter and ‘thank you’ payment of up to £100 to the individual or team member concerned.

This payment will be paid through payroll, and is unavoidably subject to tax and national insurance.

It is likely that such a payment will be made where an employee or team respond to an event/incident/problem in a way which is ‘above and beyond’ their job requirements. Commendation letters from service users frequently detail such instances.

More than one payment can be made to an individual/team during a year.

(1 x Individual and 1 x team letter (both 1 page) – links)

Consultation and Monitoring of the Scheme

In accordance with the Scheme of Delegation to Officers, all Directors and Service Heads are authorised to take any action with respect to the determination of pay bands and determination and application of conditions of service, of employees they manage, subject to the Corporate Director, Strategic Services, being satisfied that adequate provision is made in the budget of the Service Unit and to the Assistant Chief Executive (Business Support) raising no objection to proposals affecting the determination of pay bands, or determination and application of conditions of service.

The Assistant Chief Executive (Business Support) has to be satisfied that a level of consistency is being maintained with regard to levels of payment, levels of performance being rewarded and reasons for withholding increments.

A formal review of payments made will be conducted annually with UNISON and monitoring data will be provided to UNISON as and when available.

Redundancy

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 either NJC, JNC, Soulbury or teachers 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 (Continuity of Employment in Local Government etc) (Modification) Order 1999 and Amendments

The authority, for centrally employed staff, disregards the statutory limit on a week's pay (£475 as at Apr 2015) in calculating redundancy pay.

Redundancy payments are calculated using the redundancy calculator available on the staff information pages of the intranet.

Refer to redeployment policy and procedure and redundancy calculator to determine eligibility to redundancy payments.

Redundancy payments are **not** made if:

- An offer of suitable alternative employment, which is due to commence within four weeks of the end of the current contract, is made and accepted before the termination date of that contract.
- An offer of suitable alternative employment is unreasonably refused (evidence of offers made, reasons given for refusal and why they were deemed unreasonable should be retained)

Costs of redundancy

The cost of a redundancy payment will be borne by the employing service at the date of redundancy. This will also apply if:

- an individual's employment ends during or immediately following a redundancy trial period and it is agreed to make a redundancy payment
- an employee who would otherwise have been made redundant is redeployed to another service on a fixed term contract and that contract (including any subsequent fixed term contracts) ends twelve months or less after the original contract ended and no further redeployment can be found (i.e. the employee is redundant at this later point)

If the fixed term contract(s) ends more than twelve months after the original contract ended then, in the event of no further redeployment being possible, the employing service at the time will bear the cost of the redundancy where a member of staff is eligible for redundancy.

Teachers' pensions and redundancy

It is NYCC policy not to grant premature, unreduced retirement benefits when members of the Teachers' Pension Scheme are made redundant. Members of the Teachers' Pension Scheme should contact Capita Teachers' Pensions directly on 0845 6066166 or <http://www.teacherspensions.net/> for information on the effect of redundancy on their pension entitlements and the options available to them. For example employees aged 55 or over may be able to apply to access actuarially reduced benefits if they satisfy the criteria.

Redeployment pay protection

Pay protection applies to all employees of the County Council with at least 12 months service, Payment for schools based staff is at the discretion of the school. Pay protection will only be available to those redeployed by reason of redundancy/re-structure or ill-health/disability and is not available to someone on a temporary contract.

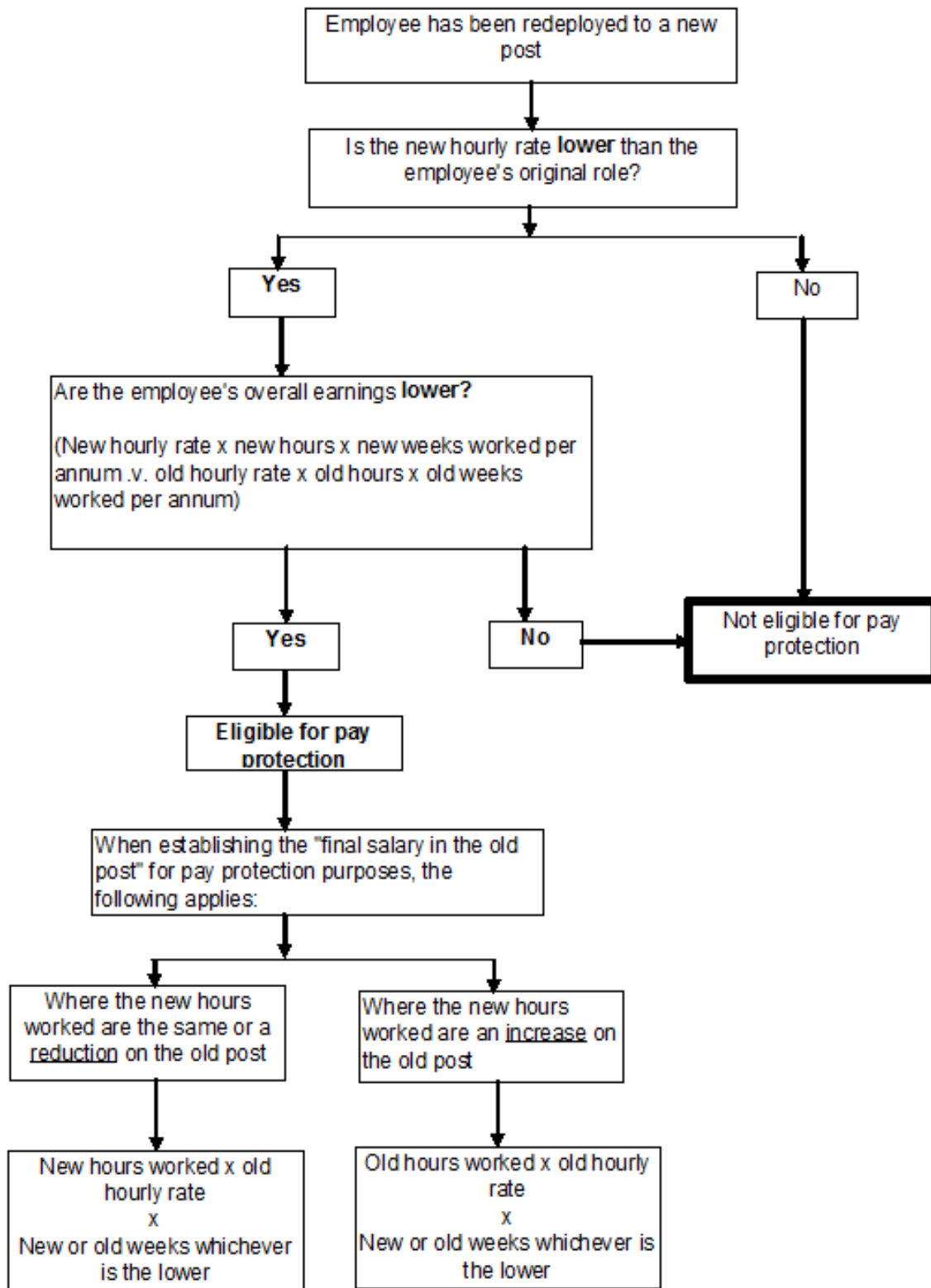
The maximum amount of protection payable is £6,000 per annum (pro-rata for part-time employees). If the difference in annual salary between 'new' and 'old' posts is more than £6,000 per annum, the employee will receive £6,000 per annum. If the difference in annual salary between 'new' and 'old' posts is less than £6,000 per annum, the employee will receive the actual difference amount. The employee's previous service will pay any pay protection and excess travel costs, where they apply. Any reduction in hours is not covered by pay protection.

The pay protection period will be for a maximum of one year including the trial period.

Pay protection will cease where the new salary equals or exceeds the protected salary, or where the maximum period has ended.

While an employee is on a pay protected salary they may, if the need arises, be required to cover the duties of a higher graded post up to and including the pay band at which the salary is protected. Where cover is required for a significant period of time, such arrangements should be formalised. Employees at the top of the pay band and receiving pay protection who **do not** meet performance criteria for increments, will have their increment reduced by one point from the top point of the pay band of their new salary. Their pay protection amount will be extended to cover this difference (up to a maximum pay protection limit of £6,000) for a maximum of one year or for the remainder of the pay protection period whichever is sooner. After this time the employee will see a reduction in pay unless their performance is satisfactory when they will move back up one increment the following April.

Increments, if payable, are paid on the 'new salary' but not the protected salary and this will reduce the protected amount.



Leave – paid or unpaid?

Paid	Unpaid
Annual leave	Parental
Compulsory unpaid leave	Dependants
Public/Bank holiday entitlement	Extended leave
Flexi-leave	Other unpaid leave
Time off in lieu (TOIL)	Special leave
Credited medical appointments	Emergency
Antenatal	Bad weather / emergency
Fertility treatment	Religious matters
Gender reassignment	Industrial action
Maternity	
Maternity support leave	
Pre-Adoption	
Adoption	
Foster carer's leave	
Paternity	
Shared parental leave	
Compassionate	
Interview leave	
Public Service	
Study leave	
Time off (Trade Union duties)	
Volunteering for Stronger Communities	

Sick pay scheme

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, the County Council also complies with payments under the statutory sick pay scheme.

Statutory Sick Pay (SSP) - £88.45per week

Note: A qualifying condition is that the employee should have earned at least the Lower Earnings Limit LEL (£112 per week) during their 8 week's average earnings.

During 1 st year of service	1 months full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th and 5 th 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

Maternity pay

Who qualifies for statutory maternity pay?

If an employee has completed 26 weeks continuous Local Government Service by the 15th week before the EWC (and average earnings are at least the lower limit for

N.I. contributions), she will be entitled to SMP i.e. 6 weeks at 9/10ths (90%) of their normal pay and 33 weeks lower rate of SMP, paid at the lower of 90% of average weekly earnings or £139.58 (2015).

For employees who are on fixed term contracts who meet the above eligibility but whose contract ceases during the maternity period, SMP will be paid throughout the maternity period. If the option for Shared Parental Leave is taken up, SMP will cease and be replaced by SPL pay.

What if the employee does not qualify for SMP?

If the employee does not have 26 weeks continuous Local Government Service prior to the 15th week before the baby is due, they may be eligible for Maternity Allowance paid by the DWP.

If the employee is not entitled to SMP, they will be sent a form SMP1 by Employment Support Services. The form is to be sent to the DWP along with the MAT B1.

Who qualifies for occupational maternity pay?

Occupational maternity pay is available to employees who have completed at least one year's continuous service at the 11th week before the EWC and who confirm in writing their intention to return to work after maternity leave. OMP is equivalent to an additional 6 weeks full pay. It is paid on the understanding that the employee will return to local authority employment for at least 3 months (excluding any period of unpaid parental leave).

It is generally paid between weeks 7 and 18 on top of SMP or MA, at the rate of half a week's pay, without any deduction of SMP or MA. However, half pay plus SMP (or MA and any dependent's allowances if not eligible for SMP) cannot exceed full pay.

Alternatively, the equivalent amount (6 weeks' pay) can be paid in any other mutually agreed distribution, such as 3/10ths pay per week for the remaining 20 weeks of OML, or the amount in full when the employee returns to work after maternity leave.

Therefore an employee who qualifies for OMP will be entitled to receive: -
For the first 6 weeks of absence, they will be entitled to 9/10ths (90%) of their week's pay.

If the employee has declared their intention to return to work, they will be entitled to:

- 12 weeks of absence at half pay (or alternative equivalent arrangement – see above) plus the lower rate SMP, which is paid at the lower of 90% of average weekly earnings or £139.58 (2015) as long as the total maternity pay does not exceed full pay
- In addition to the above, 21 weeks of absence at the lower rate SMP, which is paid at the lower of 90% of average weekly earnings or £139.58 (2015)
- If the employee does not intend to return to work, payments during the weeks of maternity leave following the first 6 weeks leave will be paid at the lower rate of SMP, which is paid at the lower of 90% of average weekly earnings of £139.58 (2015) up to a maximum of 33 weeks (i.e. 39 weeks in total)

Teachers with one year's continuous service with one or more local authorities at the 11th week before the EWC will receive 18 weeks occupational maternity pay (OMP), as follows:

- 4 weeks at full pay (SMP offset)
- 2 weeks at 9/10ths of a week's pay (SMP offset)
- 12 weeks at half pay (+SMP)

This will be followed by 21 weeks Statutory Maternity Pay (SMP) currently £139.58 (2015) per week or 90% of average earnings if lower. The remaining 13 weeks leave are unpaid.

The statutory requirement is 8 weeks' notice but the agreement for NYCC staff coming under the NJC Local Government Services (Green book) and teachers (Burgundy book) conditions is 21 days.

Payments made by North Yorkshire County Council shall be made on the understanding that the employee will return to Local Government Service employment for a period of at least 3 months. If the employee does not return, they will be required to pay back the occupational maternity pay.

KIT days will be paid at the rate of normal pay for the hours worked.

Adoption pay

Statutory adoption pay (SAP)

SAP is payable if the employee has been continuously employed by NYCC for 26 weeks by the week in which they are matched with a child for adoption, and has average weekly earnings equal to or above the lower earnings limit. Adopters who have average weekly earnings below the lower earnings limit for national insurance contributions will not qualify for SAP. Employees who are not entitled to these may be able to access other benefits, and should contact their local Jobcentre Plus, Benefits office, or adoption agency.

SAP ceases if the employee starts working for a new employer after the child has been placed, or if the placement is disrupted.

SAP is paid for up to 39 weeks, starting from any day of the week. The first 6 weeks of pay is made up of SAP offset against OAP (90% pay), followed by 33 weeks at the current SAP rate of £139.58.

Occupational adoption pay (OAP)

Occupational adoption pay is available to employees who have completed 1 year's continuous local government service at the 11th week before the expected week of the child's placement they are entitled to occupational adoption pay as follows:

- For the first six weeks nine-tenths of a week pay offset against SAP payments
- For employees who declare in writing that they intend to return to work will for the subsequent 12 weeks receive half a week's pay plus SAP, where eligible,

to a limit of full pay. This is paid in the understanding that they return to local authority employment for at least 3 months (excluding any period of unpaid leave).

- Employees can alternatively have the equivalent amount of the 12 weeks' pay paid in any other mutually agreed distribution, for example as 3/10th pay per week for the remaining 20 weeks of OAL or the amount in full when they return to work after the maternity leave period. (This is an advisable option if they are undecided whether or not to return to work). The pay arrangements should be agreed before they begin their leave.
- For the remainder of the adoption leave period employees will receive their entitlement to SAP where eligible.

Summary of adoption payments

Employees with less than 26 weeks' continuous service with NYCC by the week of notification of a match:

Not entitled to Statutory Adoption Pay (SAP) or occupational adoption pay.

Employees with more than 26 weeks' but less than one year's continuous service by the week of notification of a match:

May be entitled to SAP for 39 weeks; and,

Those who return to work for at least 3 months after adoption leave:

Weeks 1 – 6 90% of average earnings (offset against SAP payments).

Employees with at least one year's continuous service by the week of notification of a match:

May be entitled to SAP for 39 weeks; and,

Those who return to work for at least 3 months after adoption leave:

Weeks 1 – 6 90% of average earnings (offset against SAP payments).

Weeks 7 – 18 Half pay plus SAP (to a limit of full pay)

Weeks 19 – 39 SAP

Shared parental leave pay

What are the arrangements for pay during SPL?

Eligible employees may be entitled to take up to 37 weeks Shared Parental Pay (ShPP) while taking SPL. The amount available will depend on the amount by which the mother/adoption reduces their maternity/adoption pay period or maternity allowance period.

In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria: -

- Mother/adoption must be/have been entitled to statutory maternity/adoption pay/maternity allowance, and must have reduced their maternity/adoption pay/maternity allowance pay period.

- The employee must intend to care for the child during the week in which ShPP is payable.
- The employee must have an average weekly earnings for the period of 8 weeks leading up to and including the 15th week before the due date/matching date are not less than the lower earnings limit in force for national insurance contributions.
- The employee must remain in continuous employment until the first week of ShPP has begun.
- The employee must give proper notification in accordance with the rules set out below.

Where an employee is entitled to receive ShPP they must, at least 8 weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP – if possible this should be included as part of the notice of entitlement to take SPL.

In addition, any notice that advises of entitlement for ShPP must include: -

- The start and end dates of any maternity/adoption pay or maternity allowance.
- The total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP.
- A signed declaration from the employee confirming that the information they have given is accurate, that they will meet or will meet, the criteria for ShPP and that they will immediately inform the organisation should they cease to be eligible.

ShPP is paid at is paid at the rate of £139.58 per week or 90% of an employee's average weekly earnings, whichever is lower (the rate of pay will be set by the Government for each relevant tax year).

Paternity leave (PL)

If you are a father to be or will share the responsibility with a partner for bringing up a child, you may have the right to statutory paternity leave and pay. This includes those who are adopting a child.

You could get either 1 or 2 weeks. You'll get the same amount of leave if your partner has a multiple birth (e.g. twins).

You must take your leave in one go. A week is the same amount of days that you normally work in a week, e.g. if you only work on Mondays and Tuesdays a week is 2 days.

To qualify for paternity leave and pay employees must:

- Have or expect to have responsibility for a newly born or adopted child's upbringing. The employee may be the biological father of the child, the mother's husband, the father, partner or the adoptive parent who is not the primary carer

- Have worked continuously for 26 weeks by the 15th week before the baby is born, or by the week the child's adopter is notified of having been matched with a child
- Have average weekly earnings at or above the lower earnings limit

Employees can start their leave from:

- The date of the child's birth or date of placement for adoption; or
- A chosen number of days or weeks after the date of the child's birth or date of placement for adoption; or
- Another chosen date

Paternity leave can start on any day of the week but must be completed:

- Within 56 days of the actual birth date of the child; or
- Within 56 days of the child's placement for adoption; or
- If the child arrives early, between the actual birth date and 56 days after the EWC.

Only one period of leave can be taken however many children are born or placed for adoption at the same time.

Employees choose to be paid SPP for either one or two consecutive weeks, but not odd days. Employees need to complete a SPP self-certificate form.

Statutory paternity pay (SPP) is the same as SMP, or 90% of average weekly earnings, whichever is less.

Maternity support leave (MSL)

Maternity support leave is 1 week's paid leave, pro rata for part time workers, normally taken together, at or around the time of the birth or adoption of a child. This is an occupational benefit and applies to all employees except teachers under teachers' (Burgundy book) conditions of service.

MSL payment is based on normal weekly contractual hours (or an average weeks' pay, where varied hours are regularly worked).

To qualify for maternity support leave and pay NYCC employees must:

- Be the person nominated by an expectant mother or a soon-to-be adoptive parent (where that adoptive parent will be the primary carer to the child), to be the primary provider of support and care to her at or around the time of the arrival of her child
- The nominated carer may be the biological father of the child, the mother's or primary carer's husband or partner, or the adoptive parent who is not the primary carer
- Someone else with a caring relationship to the mother/ primary carer and/or the child may be eligible for MSL, but will need to demonstrate their relationship and why they are taking on this role

- Have completed 26 weeks' continuous service with NYCC or a related employer at the time they make the request

MSL should be refused only in exceptional circumstances, to meet service needs.

Combining paternity and maternity support leave

An employee eligible for paternity leave may also be eligible for MSL. An employee entitled to one week of MSL can take only one week of statutory paternity leave with statutory paternity pay (where eligible for SPP).

Employees are entitled to either MSL, paternity leave or a combination as follows:

	MSL	Paternity	Payment
Biological father	Yes	Yes	1 week pay, 1 week SPP*
Husband or Partner of primary carer	Yes	Yes	1 week pay, 1 week SPP*
Secondary adoptive parent	Yes	Yes	1 week pay, 1 week SPP*
A relative with close caring relationship (e.g. parent)	Yes	No	1 week pay
Someone else with a caring relationship to the primary carer and/or child**	Yes	No	1 week pay
Teachers (who also meet 1, 2 or 3 above)	No	Yes	2 weeks SPP*

* Where eligible for SPP.

** Need to demonstrate nature of relationship and why they are taking on this role.

Overpayments and underpayments

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 manager and agree how it should be raised with Employment Support Services.

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.

Roles and Responsibilities

Managers are responsible for:

- * ensuring that pay-related records or My View claims authorised by them are accurate and reflect the hours actually worked.
- * ensuring that My View 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 5th of the month.
- * alerting Employment Support Services where they become aware of an under or overpayment.

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 5th 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.

Employment Support Services 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 the attached appendices
- * ensuring that underpayments are rectified as soon as possible.

Recovery of Overpayments

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.

The Authority 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, the Authority is entitled to take the final decision on recovery arrangements. The County Council has a duty to recover public monies and only in very exceptional circumstances will overpayments be written off, with Director approval. The employing Directorate will be responsible for the cost of the overpayment.

In Schools: The Chair of Governors will have the authority to 'write off' an overpayment and this will be payable from the schools budget.

Appendix 1 sets out the process to be implemented for the recovery of an

overpayment made to an employee in post.
Appendix 2 sets out the process to be implemented for the recovery of an overpayment made to an ex-employee of the Authority.

Payment of Underpayments

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% of the previous month's net pay. For lower paid staff a shortfall of less than 25% could cause real hardship and any expression of concern will be considered on merit.

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.

Equality Impact Assessment

This policy applies to all employees equally and does not discriminate positively or negatively between protected characteristics.

Appendix 1

Procedure for the recovery of overpayments or monies owed to the Authority from a current employee

In the event of an overpayment being identified by Employment Support Services, they will contact the employee directly at the earliest opportunity and advise them of the Authority's policy for the Recovery of Overpayments.

In the event of an overpayment being identified by an employee or a manager, they should have a discussion and then contact Employment Support Services. Once identified, Employment Support Services will then liaise with the employee and the employee's manager to reclaim the full amount in accordance with this policy.

Where repayment is not recovered immediately following informal discussions and agreement, a repayment plan will be required. The process for formally negotiating this repayment plan is defined below:

The overpayment will be confirmed in writing to the employee, including the background of the overpayment and the planned recovery. In normal circumstances the recovery period should reflect the period of overpayment, e.g. if the employee had been overpaid by £100 a month for 3 months, in most circumstances it is reasonable to request repayment at the same rate and within the same time frame if it can be achieved within the same financial year. Recovery periods can be longer but if the period runs into the next financial year it must be agreed with the manager. Where agreement can't be reached regarding a repayment term, the Manager should seek advice from Legal/HR before imposing a repayment term on an employee who has not agreed to it before implementation. If during the repayment

plan period the employee's contract is terminated (by the employee or by the Authority) the final balance will be deducted from the employee's last salary payment. If there is a shortfall the residual sum will be subject to Appendix 2 – Process for the Recovery of Overpayments from an Employee who has left the Authority.

If, during the repayment plan period, the employee's salary is affected in some way, for example by maternity leave, half pay due to sickness absence or no pay for any other reason, then the repayment plan may be re-negotiated. Employees must contact Employment Support Services to notify that a re-negotiation is required. The Authority may consider changes to any agreed repayment plan if an individual's personal circumstance is substantially affected by incidents outside of their control.

Appendix 2

Procedure for the recovery of overpayments from an Employee who has left the Authority.

In the event of an overpayment being identified Employment Support Services will write to the ex-employee with details of the overpayment and will raise an account through Credit Control.

In the event of an overpayment being identified by an ex-employee, they must contact Employment Support Services and their manager immediately. Employment Support Services will liaise with the ex-employee to resolve the matter and will raise an account through Credit Control.

Ex-employees may contact Credit Control for them to consider an application for repayment by instalments.

Centrally Employed Teachers

September 2015 – August 2016

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1. Opening Statement

The aim of this policy is to maintain and improve the quality of service provided for children and young people by ensuring that all staff are valued and receive proper recognition for their work and their contribution to the service.

This policy will assist the Corporate Director- Children and Young People's Service (the Director) in managing pay and grading issues within the service in a fair and equitable way, within the structure of the Children and Young People's Plan, whilst having due regard to the constraints exercised by the annual budget allocation and the rules and procedures detailed in the County Council's Constitution (covering both the Officers' Delegation Scheme and the Financial Procedure Rules).

The Children and Young People's Service supports the principle of equality of opportunity in employment. In its operation of this policy it 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 or religious beliefs.

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, The Agency Workers Regulations 2010 all as amended.

Adjustments will be made to take account of special circumstances e.g. absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis according to the circumstances but may include taking a longer time period into account to gather evidence of performance.

2. Scope of the Policy

The Policy will cover all teaching staff employed centrally by the Children and Young People's Service as Unattached Teachers as defined within the Schoolteachers' Pay and Conditions Document (STP&CD).

It will have reference to those statutory instruments and other conditions of service which affect pay and grading, including, as issued and revised:

- The School Teachers' Pay and Conditions Document (The Document);
- The Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
- Any significant changes to this policy, other than those resulting from changes to the documents listed above, will be the subject of consultation between the CYPS and the recognised professional associations. The policy is subject to review annually or as otherwise required.
- The implementation, review and operation of this policy will be the responsibility of the Director, supported and advised by the Corporate Director – Strategic Resources (via the Assistant Director – Strategic Resources (CYPS)) and the Assistant Chief Executive – Business Support (via the Head of CYPS HR) in accordance with the Officers' Delegation Scheme.

3. Implementation

It is intended that the staffing budget will include an annual allocation to cover the total cost of existing and any additional planned salaries and any likely performance progression within managers' discretion, and will be the responsibility of the budget holder in consultation with the Director and the Assistant Director – Strategic Resources (CYPS) as part of the annual budget round.

The Director will be responsible for all matters relating to pay and grading and will be advised by and will delegate to the relevant Assistant to act on his behalf within the terms of the Officers' Delegation Scheme.

(For ease of reference within this document the term 'Director' has been used, but at all points, unless already specifically stated, the line managers and Assistant Directors may inform or act on behalf of the Director).

The Director will determine pay and grading for staff within the parameters set by this policy in as fair and equitable a manner as possible, observing all statutory and contractual requirements. The Director will determine the pay of each member of staff annually, and more frequently if appropriate, within the service's allocated staffing budget.

All decisions in relation to pay and grading will be recorded and will be communicated to those individuals affected, in writing.

The Director will ensure that every teacher's salary is reviewed with effect from 01 September and no later than 31 October (or 31 December in the case of Heads of Service) and give them a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any change in the basis for calculating an individual's pay. Any such revision should be accompanied by a revised pay statement within one month of the determination being made.

4. Staffing Structure

Should it be necessary to propose amendments to any Staffing Structure, consultation and assimilation for staff will take place, as appropriate in accordance with the County Council's Reorganisation and Redundancy policy.

Where changes to the Staffing Structure affect teachers' pay they will be issued with a revised salary statement together with details of safeguarding (where appropriate).

5. Salary Safeguarding

The Director is required to review the duties of any teachers who are entitled to safeguarded sums that in total exceed £500 (excluding generally safeguarded recruitment and retention payments) and allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The Director will ensure that appropriate notice is given of any new duties which are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities allocated will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those duties.

Where a teacher unreasonably refuses to carry out additional responsibilities the safeguarded pay may be removed subject to at least one month's notice being given.

6. Pay Progression for Teachers based on Performance (including members of the Leadership Group and Leading Practitioners)

Performance appraisal will be carried out in line with the Education (School Teachers' Appraisal) (England) Regulations 2012 including reference to the Teachers' Standards 2012. The arrangements for teacher appraisal are set out in the Appraisal Policy for Centrally Employed Teachers.

In the case of Newly Qualified teachers (NQTs), whose appraisal arrangements are different, pay decisions will be made by reference to the outcome of the statutory induction process.

In determining what, if any, incremental increase to recommend the appraiser will take into account progress against appraisal targets and performance against the Teachers' Standards. For those teachers with additional responsibilities e.g. TLRs and SEN allowances an assessment will also be made of the extent to which these responsibilities have been met.

The service will establish a firm and objective evidence base in relation to the performance of all teachers. Teachers should also gather any evidence that they deem is appropriate to demonstrate the meeting of objectives, the Teachers' Standards and any other criteria (including application to be paid on the upper pay scale).

There is a responsibility on teachers and appraisers to work together.

Evidence used may include pupil progress records, planning records and session observations. Feedback from colleagues, parents and pupils may be considered, taking context into account. The evidence to be considered will be made clear to teachers from the outset as will any weighting given to particular targets and objectives.

Arrangements for the moderation of target setting and appraisal outcomes, taking into account the degree of challenge of different targets and the possible weighting given to key targets e.g. pupil progress will be put in place.

Progress will be reviewed during the appraisal cycle and any risk to pay progression should be signalled to the individual.

Appraisal reports will include pay recommendations.

The Director will apply performance related pay under the following terms: -

- Accelerated incremental progression will be considered in exceptional circumstances when there is clear evidence that a teacher is consistently working at an exceptionally high level of performance during the year of the review period. A performance which significantly exceeds requirements will receive a two-point increase within the pay scale, if headroom allows
- A performance which meets requirements will receive a one-point increase within the pay scale, if headroom allows
- *A performance which **fails to meet requirements** will not receive an increase.
Teachers will not receive pay progression if their performance in the previous year did not meet requirements, taking into account the factors below and appraisal outcome.*
- Any teacher subject to any of the following at any point in the review period in question will not receive an incremental pay increase:
 - A live disciplinary warning

- Developing Performance Procedure
- Capability Procedure

If the period of warning/under-performance crosses two appraisal years the increment would be withheld only once (in the first year) provided that conduct/performance was acceptable in the remainder of the second year.

- Unsatisfactory Attendance

In order to satisfy the attendance criterion the employee must have had sickness absence amounting to no more than 7 working days in the preceding 12 months. (The 12 months are from 1st September to 31st August).

OR If they have had more than 7 days, they must not have had a total of more than 21 working days over the preceding 3 years (including the preceding 12 months (1 year reference period)).

Only if individuals exceed the acceptable attendance level in the latest 12 months do managers need to consider the attendance in the preceding 2 years plus the current year.

7. Grading and Salary Determination

Salaries will be determined in September 2015 in relation to the arrangements specified in the Pay Policy for 2014. Therefore the performance related pay arrangements will be effective from September 2015, based on performance in the academic year 2014/15.

Where a service criterion exists in relation to mandatory or discretionary points, absence for the following reasons shall count as uninterrupted service:

Maternity Leave, Adoption Leave, Paternity Leave, Parental Leave.

All pay scales referred to in this document reflect the national increase from 01 September 2015.

a) Leadership Group

No teachers paid on the Pay Spine for the Leadership Group are eligible for Special Needs Allowances or for Teaching and Learning Responsibility Payments.

Decisions on pay progression will have regard to the Guidance in Section 3 of the Document and will take account of the following:

- *Have they met the National Professional Standards in every respect and excelled in relation to particular Standards?*

- *Have they met or exceeded their performance targets while at the same time achieving an excellent level of overall performance?*
- *Is there clear evidence of their impact in terms of pupil outcomes? For example, have rigorous measurable outcomes for pupils (and/or staff and the wider community) in the Service Improvement Plan been fully achieved or exceeded?*

Heads of Service

Upon appointment, the Director will determine a pay point within the seven point Individual Pay Range for a Head of Service, in accordance with the provisions of the Document for Unattached Teachers. This decision will have reference to the pay of other leadership group and main scale teachers in the service so that appropriate differentials are maintained. Only in exceptional circumstances will the Headteacher pay range overlap with any other leadership pay range.

A new Head of Service will normally be appointed to the first point on the range but may be appointed to a higher point if circumstances make a higher point appropriate. However, headroom for performance related pay progression will remain available within the range.

The Director may determine that additional, temporary payments should be made to the Head of Service, provided that the reasons have not previously been taken into account in determining the pay range.

The appropriate Assistant Director will agree performance objectives with the Head of Service in accordance with the prevailing performance management legislation – as detailed in the Appraisal Policy for Centrally Employed Unattached Teachers.

The Assistant Director will review performance against objectives set for the preceding year. The Head of Service must demonstrate sustained high quality of performance in order to be considered for a performance point(s) increase.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisals or reviews.

Taking such performance into account the Assistant Director will make a recommendation to the Director who will then determine whether no, one or two pay points are to be awarded for progression within the current Individual pay range. Two-point progression will be awarded only in cases of exceptional performance. Progression within the range will be effective from 01 September each year.

Deputy Heads of Service (includes staff below Head of Service on Leadership spine in all Central Services regardless of job titles)

The Director will determine a pay range of five points from the Pay Spine for the Leadership Group for each post on the Leadership spine. Any change

would be subject to the requirements laid down in the Officers' Delegation Scheme and the agreed internal process for approving changes to the staffing establishment.

The individual pay ranges set will reflect the relative responsibilities and job weight of the roles concerned.

A new appointee to the leadership spine will normally be appointed to the first point on their pay range but may be appointed to a higher point on their pay range if circumstances make this appropriate. However, headroom for performance related pay progression will remain available within the range.

The Director will be advised by the Assistant Director of performance against objectives agreed for the preceding year, and must have regard to any recommendation on pay progression recorded in the teacher's most recent planning and review statement and will take this into account when determining whether to award pay point progression (if any) of one or two points within the individual range. Progression within the range will be based on evidence of sustained high quality of overall performance.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisals or reviews.

Two-point progression will be awarded only in cases of exceptional performance.

Any increase in pay will be effective from 01 September each year.

b) Leading Practitioners

Leading Practitioner (LP) posts can be created within a Service area subject to the requirements laid down in the Officers' Delegation Scheme and the agreed internal process for approving changes to the staffing establishment. The primary purpose of such posts is the modelling and leading improvement of teaching skills.

There is no minimum service criterion for a Leading Practitioner.

Leading Practitioners are not eligible for Special Needs Allowances or for Teaching and Learning Responsibility Payments.

The Director will select an appropriate pay range of 5 consecutive points for the post from the LP pay spine set out in the Document. The range will be reviewed where there is significant change in the responsibilities of an existing LP. The Director will have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement when determining whether to award no, one or two pay points for progression within the individual range, effective from 01 September.

The pay scale applicable to Leading Practitioners is as stated in the current Document.

c) Main Pay Scale Teachers

MPS teachers will be paid in accordance with the following pay scale: -

Scale point

1	22,466
2	24,242
3	26,191
4	28,206
5	30,429
6	33,159

Upon Commencement

The salary of teachers new to the service will be assessed and notified prior to commencement.

Newly qualified teachers will normally be paid initially on the first point of the scale but may be paid on a higher point if they have previous experience relevant to their role.

Teachers with previous teaching experience will normally be paid at the pay level of their most recent teaching post. In certain circumstances teachers may be paid at a higher or lower level than their previous teaching post. The service reserves the right to set a maximum starting salary for teaching posts prior to advertising.

Upper pay scale (UPS) will no longer be portable between employers but will be preserved when a teacher is recruited to a Centrally Employed Teaching post from another maintained teaching post in the Authority (NYCC).

The Director has discretion to award points for experience other than as gained as a qualified school teacher. This may include previous teaching in an Academy, a City Technology College, a further or higher education institute and in Independent schools as follows:

One point for each 3 years of relevant experience up to a maximum of two points;

A maximum of one point for partially relevant experience and/or relevant unremunerated activity;

Hence a maximum total of three discretionary points for experience are available on appointment.

Pay Progression

The salary of main pay scale teachers will be reviewed with effect from 01 September each year and each teacher will be issued with a salary statement.

The Director will take advice about the performance of teachers from the AD and must have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement.

A recommendation for no pay progression in any particular year will not necessarily imply that a teacher is or should be subject to formal under-performance procedures.

Discretionary Allowances -

Special Educational Needs Allowance

Allowances will be attached to posts on the structure in accordance with the following criteria which have been determined having taken into consideration

- * whether any mandatory qualifications are required for the post;
- * the qualifications and expertise of the teacher relevant to the post; and
- * the relative demands of the post.

SEN1 Allowance at 1.9.15 £2,085 per annum

An allowance may be awarded only where it is considered that:

the teacher is a specialist working in the Hearing Team, Vision Team, Physical/Medical Team, Early Years Team, Virtual School or Autism Team and is required to apply their specialism wholly to developing skills, knowledge and awareness for all those involved in the education of children with these special educational needs.

or

the teacher works in the Virtual School and makes a highly specialised contribution to the teaching of children and young people with special educational needs in a school or setting.

The highly specialised contribution will relate to areas of special educational needs and disabilities set out in the SEND Code of Practice 2015;

1. communication and interaction
2. cognition and learning
3. social, emotional and mental health
4. sensory and physical (with the addition of medical needs)

The contribution will be significantly greater than that which would normally be expected of a classroom teacher and appropriate higher level qualifications

relevant to pupils' SEND will be required. An additional relevant qualification should be at or above level 4 (higher level) in the national qualifications framework or equivalent, which can attract university credit units and should be in one of the four areas of need, as above.

The Corporate Director may use discretion to award the lower SEN allowance where the teacher has been awarded a professional qualification that falls outside the national qualifications framework if it is relevant to the post, beneficial to the service and the teacher can demonstrate that they use this qualification to develop skills across the above four areas of need.

SEN2 Allowance at 1.9.15 £4,116 per annum

This higher SEN allowance may be awarded only where it is considered that:

the teacher is a specialist working in the Hearing Team, Vision Team, Physical/Medical Team, Early Years Team or Autism Team and is required to apply their specialism wholly to developing skills, knowledge and awareness for all those involved in the education of children with these special educational needs.

and

this teacher makes a highly specialised contribution to the teaching of children and young people with special educational needs in a school or setting.

The highly specialised contribution will relate to areas of special educational needs and disabilities set out in the SEND Code of Practice 2015;

1. communication and interaction
2. cognition and learning
3. social, emotional and mental health
4. sensory and physical (with the addition of medical needs)

The contribution will be significantly greater than that which would normally be expected of a classroom teacher and appropriate higher level qualifications relevant to pupils' SEND will be required. An additional relevant qualification should be at or above level 4 (higher level) in the national qualifications framework or equivalent, which can attract university credit units and should be in one of the four areas of need, as above.

The Corporate Director may use discretion to award the higher SEN allowance where the teacher has been awarded a professional qualification that falls outside the national qualifications framework if it is relevant to the post, beneficial to the service and the teacher can demonstrate that they use this qualification to develop skills across the above four areas of need.

SEN allowances will not be paid to Teachers on the Leadership spine or to Lead Practitioners.

#Teaching and Learning Responsibility Payments (TLRs)

TLRs may be awarded for undertaking a sustained responsibility in the context of the Service's staffing structure that is needed to ensure continued delivery of teaching and learning. Before attaching a TLR payment to a post, the Director must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that -

- is focussed on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area/specialist area/specialism; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned groups or individual pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

The LA will apply two levels of the TLR 2 allowance, at levels 2.1 and 2.2 for Centrally Employed Teachers. To be eligible for TLR allowances a post will be required to demonstrate all of the above and in addition:

For TLR 2.1 at 1.9.15 £2,640 per annum :

- lead and organise a significant initiative or project task across the service;
- have coordination responsibility for a group of support staff or project staff;
- disseminate good practice in learning and teaching in line with OFSTED criteria;
- undertake data evaluation/analysis to improve performance;
- contribute to service and team self evaluation, action planning and monitor delivery of the plans;
- contribute to the development of good practice in schools and settings including CPD as appropriate;
- undertake Performance Management of staff as required;

For TLR 2.2 at 1.9.15 £4,397 per annum:

- have planning and organisation of delivery/operational responsibility for a whole discipline or specialism;
- have responsibility for caseload allocation and monitoring of performance;
- take a lead on all aspects of monitoring, challenge and support for schools;
- take responsibility for resource allocation, including equipment, budgets and staffing;
- take a lead role in the quality assurance of the service;
- take a lead role in developing and delivering CPD for the service, schools and settings;
- be responsible for the production of action plans, based on service self evaluation, to inform planning and service improvement

Where the Director has approved a TLR post, in accordance with the criteria stated in the Document and the agreed criteria for the Service, the postholder will receive an appropriate TLR payment (from the implementation date) in accordance with the levels of responsibility shown above.

The levels of TLR payments will be kept under review in accordance with changes in the Document.

For TLR 3

TLR 3s will be awarded for responsibilities that are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. TLR 3 payments are made on a fixed-term basis and may be awarded for the following purposes: -

- 1) Clearly time-limited projects
- 2) One-off externally driven responsibilities

The annual value of a TLR3 will one of the following:

TLR 3a £523
 TLR 3b £1,562
 TLR 3c £2,603

Any such payment would be made in monthly instalments for a fixed duration determined at the outset. The value for each TLR3 will be determined by the Director at the point of creation, based on the duties and responsibilities of the additional work.

No Safeguarding will apply to a TLR3 post.

d) Threshold and Post-Threshold Teachers

Main scale Teachers are eligible to apply to cross the 'Threshold' to the Upper Pay Scale.

A teacher may apply to be paid on the Upper Pay Scale on reaching M6. Successful applications made in the academic year in which a teacher first reaches the top point of MPS (deadline 31 October) will apply from 01 September following. Teachers in their second or subsequent years at the top of MPS may apply by 31 October of any year (deadline) and, if successful, their progression will be backdated to 01 September of the same academic year. Applications will be made to the AD, who will appoint an assessor to make a determination and give feedback to applicants. Recommendations for progression will be made to the AD.

The AD will moderate the process.

Applications will not be accepted more than once per academic year.

All applications should include the results of the last two available appraisal reviews together with a succinct summary of evidence against the assessment criteria.

An application from a qualified teacher will be successful where the AD is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the service are substantial and sustained.

For the purposes of this pay policy: 'highly competent' means;

Performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the service, in order to help them meet the relevant standards and develop their teaching practice.

'substantial' means:

Of real importance, validity or value to the service; play a critical role in the operation of the service; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and

'sustained' means:

Maintained continuously over a period of at least 3 academic years. They will be able to demonstrate that their teaching expertise has grown over the relevant period and is consistently at least good.

If a teacher is simultaneously employed at another establishment (school) they may make separate applications to that school. The service will not be bound by any pay decisions made by other establishments.

Teachers who are unsuccessful in their Threshold applications may appeal against the decision in accordance with section 12 of this document.

Upper Pay Scale

Teachers who are successful in their Threshold Assessments move to the upper pay scale at point 1 and may be considered for further progression, unless exceptional circumstances apply. Such progress will not be automatic. In order to progress teachers must have had two consecutive successful annual performance reviews. Teachers will be assessed in accordance with the service's performance management policy to determine whether their contribution to the service has been **substantial and sustained**.

Upper Pay Scale (UPS) teachers will be paid in accordance with the following pay scale: -

Scale point	£
U1	35,570
U2	36,888
U3	38,250

The Director will receive a recommendation from the Reviewer (via the Assistant Director) in this regard and will decide whether or not to award an additional point to eligible teachers. Once awarded, points on the upper pay scale cannot be removed during the teacher's employment in the same service. Other than in exceptional circumstances, teachers will move through the upper pay scale at no more than bi-ennial intervals.

Post Threshold Teachers are eligible for the same Allowances as other Qualified Teachers.

e) Unqualified Teachers

The Director will determine at which pay point a newly appointed unqualified teacher will enter the Unqualified Teachers' Pay Scale, having regard to any previous experience, or any qualifications which they possess which are relevant to the post. Once awarded pay points for Unqualified teachers are permanent for employment in the same service.

The Pay scale for Unqualified Teachers is:

Scale point	£
1	16,461

2	18,376
3	20,289
4	22,204
5	24,120
6	26,034

Unqualified teachers may not receive Teaching and Learning Responsibility Payments or SEN Allowances but may receive points for other relevant experience as per qualified teachers.

The Director will take advice about the performance of unqualified teachers from the Assistant Director and must have regard to any recommendation on pay progression recorded in the teacher's most recent appraisal statement.

If deemed appropriate, an allowance, of discretionary amount, may be paid to an unqualified teacher, in the context of the staffing structure and pay policy, if it is considered that the unqualified teacher has:

- (a) taken on a sustained additional responsibility which is-
 - (i) focussed on teaching and learning; and
 - (ii) requires the exercise of a teacher's professional skills and judgement; or has
- (b) qualifications or experience which bring added value to the role being undertaken.

Any allowance paid to an unqualified teacher will be related to the difference between their existing pay point and a recognised point on the Qualified Teachers' Pay Scale.

Where an unqualified teacher becomes qualified the Director will re-determine salary in accordance with the arrangements relating to qualified teachers in accordance with Paragraph 13 of the Document. The salary paid must be at least equivalent to that paid prior to qualification, while the teacher remains employed in the same service.

EYTs with QTS will be paid on the qualified teachers scale. EYTs without QTS will be paid on the Unqualified Teachers' Pay Scale.

f) Instrumental Music Teachers (Unqualified Rate)

The salary (pro ratad) to take account of the reduced working year as appropriate (for example, 35/39).
 Unqualified Teachers to be assessed on the Ten Point Scale as laid out in the STP&CD 2012.

Credit to be given as follows:

2 points - Graduate Degree

2 points - Performance Diploma (e.g. DipRCM/ARCM)

1 point - Each year of satisfactory teaching service with recognised organisation (26 weeks aggregate in a year required). No restriction on country where experience gained.

1 Point for every 2 years of experience as private tutor (26 weeks aggregate in each year required). No restriction on country where experience gained.

1 point for every 3 years of related experience (e.g. professional musician)

Discretion to give credit as follows:

1 point - exceptional skill on an instrument (likely to be where instrument does not have equivalent diploma level).

The assessed position on the ten point scale will then be assimilated to the 6 point scale (as per the STP&CD 2012).

Point 1	to Point 1	(pro rata as appropriate)
Point 2 and 3	to point 2	(pro rata as appropriate)
Point 4, 5 and 6	to point 3	(pro rata as appropriate)
Point 7	to point 4	(pro rata as appropriate)
Point 8	to point 5	(pro rata as appropriate)
Point 9 and 10	to point 6	(pro rata as appropriate)

8. Part-Time Teachers

The proportion of time a part-time teacher works will be calculated against the service's timetabled teaching week (STTW). The STTW refers to the hours that are timetabled for teaching, including PPA time and other non-contact time but excluding;

- break times
- registration; and
- assemblies

The STTW of a full-time teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher in the particular service. The same percentage will be applied to the proportion of directed time required of a part-time teacher.

Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.

A part-time teacher may be requested (but not required) to work on a day or part of a day they do not normally work and, if agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

9. Teachers Employed on a Short Notice Basis

Teachers employed on a day-to-day or other short notice basis will

be paid in accordance with the provisions of the Document on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata.

Supply/Relief teachers will normally be paid on the Main Pay Scale.

10. Other Provisions

All types and grades of teachers, including those in the Leadership Group, are eligible to be considered for the payments detailed below:

Recruitment and Retention Incentives and Benefits Allowances

Such incentive allowances may be awarded by the Director only to aid the recruitment and/or retention of teachers and must comply with para 27 of the document. Any award may be for a fixed duration. The Director will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.

The Director should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Where a teacher is given an incentive or benefit under paragraph 27 of the Document, written notification given at the time of the award should state:

- whether the award is for recruitment or retention;
- the amount of the award
- when/how it will be paid (as applicable);
- unless it is a 'one-off' award, the start date and duration of the incentive ; and
- the basis for any reviews which will be applied.

Continuing Professional Development

For any CPD activities taking place at weekends or during holidays the Director will give consideration to payment in the individual circumstances of the case, and in accordance with the Officers' Delegation Scheme. No additional payment will be made for such activities which take place within the defined working year.

Initial Teacher Training Activities

Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the Document.

Payment for Out of School Hours Learning Activity

Consideration will be given to payment for involvement in out of school hours learning activities which fall outside a teacher's directed time. Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher's professional skills or judgement.

In each of the above three categories payment will usually be made at the teacher's normal hourly rate, subject to support from HR and Finance in accordance with the Officers' Delegation Scheme.

Payment for Work undertaken for other Institutions

Operating Principles

Any work carried out by staff for external bodies partly or wholly in 'directed time' (normal working hours for members of the leadership group) will be authorised formally by the Director following recommendations from the Assistant Director and in accordance with the Officers' Delegation Scheme. Before such work is undertaken, the Director will take into account:

- the needs of the service;
 - the benefits that the activity would bring to the service;
 - the impact of any absence on other staff, including their workload; and
 - the workload and work-life balance of all the individuals concerned.
-
- *whether additional total working time is involved*
 - *whether the service needs to pay for cover arrangements*
 - *whether the individual receives any payment from the other institution*
 - *whether the service receives any payment from the other institution*
 - *whether the individual is undertaking the work primarily for career advancement purposes and/or whether it benefits the service*

Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally agreed in advance.

The Director, through line management, should monitor the operation of the arrangements and their impact on the service and take action where arrangements prove to be unsatisfactory.

Any income derived from external sources for the work of a member of staff should accrue to the service.

The Director will decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities, and if so, will determine the appropriate amount in accordance with the STP&CD.

11. **CLAIMING BASED EMPLOYEES**

Staff employed on variable, claiming based contracts will be paid on a pro-rata basis to equivalent full time posts unless specific provisions apply to the contrary. Their entitlements to annual leave and other benefits will also be pro-rata.

12. **ADDITIONAL MATTERS**

Members of Staff Temporarily Undertaking the Duties of More Senior Posts

Members of staff who cover duties associated with a Leadership post for a temporary period of at least four working weeks will be considered for payment of an additional sum. Where it is determined that an allowance is due, it will be equivalent to the difference between their normal salary and the salary or a point on the salary range of the more senior post for as long as the temporary acting-up arrangements apply.

Payments for Residential Staff

These will be made in line with the provisions of the appropriate national or Local Authority scheme of conditions of service.

Salary sacrifice arrangements

The Local Authority will allow teachers to participate in salary sacrifice schemes which are permitted under Paragraph 29 of the Document, namely:

- Childcare vouchers/childcare benefit schemes
- Cycle or cyclists safety equipment scheme
- Mobile phone scheme (not currently being run at NYCC)

Participation in any salary sacrifice arrangement shall have no effect upon the determination of any safeguarded sum to which a teacher may be entitled under any provision of the Document.

13. **Pay Hearings and Appeals**

An employee may seek a review of any determination in relation to his/her pay or performance management (planning and review) statement or any other decision taken by the Director (or individual acting with delegated authority) that affects his/her pay.

The following list includes the usual reasons for seeking a review of a pay or performance determination;

That the officer by whom the decision was made –

- a) incorrectly applied any provision of the Document or other relevant statute;

- 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 teacher.

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
4. The employee should set down in writing the grounds for questioning the pay decision and send it to the officer who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The officer who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the decision to consider this and give the teacher an opportunity to make representations in person. The employee may be accompanied by a trade union representative or work colleague. The decision making officer may be accompanied by a colleague from HR. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of one or two independent officers (at the appropriate level) and a representative from Human Resources normally within 28 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person, accompanied as above if they so wish. The appeal panel may seek information from sources including the decision making officer. 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. This decision will be final.

Contacts for further advice and information

Employment Support Service
employmentsupportservice@northyorks.gov.uk

HR Service Centre:
hrsharedserviceteam@northyorks.gov.uk

Pensions:
pensions@northyorks.gov.uk

Pay and Reward:
PayandReward@northyorks.gov.uk

Employee Benefits:
PayandReward@northyorks.gov.uk

Learning and Development:
learninganddevelopment@northyorks.gov.uk

Health and Wellbeing Services:
Occupational.health@northyorks.gov.uk

Recruitment:
resourcingandreward@northyorks.gov.uk

Unison
unison@northyorks.gov.uk