

# Employment

## 2.1.4 Pay Review (including pension contributions)

### Statement of intent

To ensure that our staff are remunerated fairly for the duties they perform and the level of this remuneration is reviewed on a regular basis.

### Method

- Each staff member will be awarded a contract prior to the start of their employment stating the number of contracted working hours and the hourly remuneration rate for those hours.
- The hourly rate will vary according to the contracted duties performed by the staff member.
- Staff remuneration rates will be reviewed on an annual basis by the committee to ensure that they remain aligned with the financial position of St Joseph's Nympsfield Out of School Club.
- Prior to their pay review, staff should demonstrate they have complied with the following:
  - fulfilled mandatory training requirements as identified in their last appraisal;
  - progression of professional development as identified in their last appraisal; and
  - no significant unexplained/unauthorised absence from work.
- The pay reviews will take due cognisance of statutory regulations.
  - St Joseph's Nympsfield Out of School Club ensures that staff remuneration rates are in line with the National Living Wage and National Minimum Wage<sup>1</sup>.
  - St Joseph's Nympsfield Out of School Club ensure that employer/employee pension contributions are aligned with advice received from The Pension Regulator<sup>2</sup> (as per the Pensions Act 2008).
- Consideration will be taken of remuneration rates for similarly qualified and experienced staff at other Out of School settings where the information is available<sup>3</sup>.
- Staff will be advised of any changes in their rates of pay and, if applicable, pension contribution, in the month prior to the change becoming effective.
- Staff contracts will not be updated if the only change is an annual salary increase. The signed letter of notification will stand as an appendix to the contract.
- If there are changes to other terms and conditions then contracts will be amended to reflect all changes, within one month
- Temporary changes to a staff member's hours, even if regular (i.e. for additional staff cover regarding numbers) will be classed as overtime (or a deduction from hours worked) on the payroll submission and contracts will not be amended

### Associated policies and procedures

- 2.1 Employment and staffing

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<sup>1</sup> The Living and Minimum Wage is a legal right which covers almost all workers. It became compulsory from 1 April 2016

<sup>2</sup> [www.thepensionregulator.gov.uk](http://www.thepensionregulator.gov.uk)

<sup>3</sup> St Joseph's Nympsfield Out of School Club uses information obtained from PATA's annual fees and wages survey results

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC	Reviewed and formatted. Wording with regards to contract amendments and additional hours updated. Inclusion of "Associated Policies and Procedures" Section	14.07.2024 Committee Treasurer (L Britton)