

Rainbow Early Years

Staff Pay policy

Statement of intent

It is our intention that all members of staff have a clear understanding of their role and how they are financially reimbursed.

Aim

We aim to ensure that all staff are treated fairly and without favour in terms of their pay, and that all staff members have a clear understanding of this pay policy.

Methods

In order to achieve this aim, we operate the following staff pay policy.

Basic pay

- All staff members, once they have fulfilled all their employment requirements, e.g. signed contract, received references & enhanced DBS clearance, have a right to receive a basic salary for the hours they work at Rainbow Early Years (REY).
- The employment contract will state the required numbers of hours each member of staff is expected to work each week, and the rate of pay they will be receive.
- The Book Keeper must be informed by the Manager/Office Administrator of the role and start date of any newly employed member of staff as soon as practically possible.
- Basic pay is the minimum a member of staff can expect each month. This will vary depending on the number of days worked that month, with an additional holiday payment included.
- Paid holiday entitlement will be in accordance with the regulations established in the Working Time Directive 1998, is calculated by the Book Keeper and included with the basic salary.

- All staff will be paid pro rata over a 12 month period (meaning they will receive pay over August)
- The Management committee is responsible for reviewing the rate of pay for each role within REY each year, usually done at the first meeting in the new academic year. This should be recorded in the minutes though the exact details must be kept confidential.

Payments adjustments

- All staff are required to accurately complete a time sheet each month by the date specified by the Office Administrator. It needs to state all the additional hours they have worked that month plus any time off that they have had.
- Should a member of staff not submit a time sheet by the date stated they can expect to receive basic pay only for that month. Additional hours claimed for will be included in the following month's wage.
- Payments for additional hours must be agreed by the Manager and will be calculated at the staff members' hourly rate.
- All members of staff are entitled to statutory sick pay which can be claimed if they are off for more than one working week, pro rata.

Training

- REY encourages all members of staff to attend training courses relevant to their role as approved by the manager.
- Staff will be paid for the time taken at the training course.
- Staff can claim mileage at the rate agreed by the Manager for attending any course.
- Parking fees occurred during training courses can be claimed back through petty cash.
- Should any member of staff wish to undertake a more extensive training course i.e. Degree, an agreement must be made between the Manager, committee and the member of staff regarding payment of any fees before the course is commenced.
- If a staff member should leave the setting within the year of completing training funded by the setting. The committee will ask for re-imburement towards the cost of the training undertaken.

Annual leave

- All members of staff are expected to take their annual leave during school holiday times as detailed by Wiltshire Council (WC).

The dates of these are available in the office or on the WC website.

- Should a member of staff need to take time off during term time, specific permission must be sought from the Manager and/or the Chair of the committee. A holiday request will be considered by the Manager or Committee with up to 5 days leave in an academic year only permitted.
- Any time off taken during term time will be unpaid.
- No member of staff is expected to work during their annual leave time. Additional hours can be mutually arranged between staff members but these are on a purely voluntary basis to which there is no obligation to take part, i.e. cleaning days.
- If an employment contract is terminated by REY for any reason other than the serious misconduct of the employee, accrued holiday will be paid to the employee, calculated pro rata for each complete month of service during the current leave year, less any holiday already taken. Where, on this basis, if the holiday already taken exceeds holiday entitlement, the employer reserves the right to adjust the excess by an appropriate deduction from the employee's final salary.

Special leave

- Compassionate leave will be automatically granted upon the death of a spouse/partner, parent, child or sibling. This will entitle a staff member to three days paid leave (any further additional time will be on an unpaid basis).
- Maternity/paternity/dependents leave will be paid according to statutory entitlements.
- Time off for appointments must be negotiated with the Manager to ensure adequate staffing ratios are maintained.

Additional information

- All Keypersons are given paid, non-contact time to complete relevant administrative and record keeping tasks. Should additional time be taken for this, payment for this will be at the discretion of the Manager through negotiation with the Committee.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2012

Date of review: August 2017 by the Manager.

Reviewed; 14-8-18

Reviewed; 30-8-19

Reviewed; 4-8-20