



Section 3 – Salary and Grading Provisions, Acting Up and Honoraria Policy

INDEX

•	PAYMENT OF SALARIES	1
•	ACTING UP AND HONORARIA POLICY	1
1.	Introduction	1
2.	Scope and purpose	1
3.	Acting up Allowance	1
3.1	Authorisation of acting up allowance	2
3.2	Subsequent promotion to the higher grade	2
3.3	Selection process for acting up	2
3.4	Covering the workload of the person acting up	3
3.5	Employee on protected salaries	3
3.6	Ending the acting up arrangement	3
4.	Honorarium payments	3
4.1	Authorisation of payment of honoraria	4
4.2	Awareness of cost implication	4
5.	Ensuring equality of opportunity and fairness treatment	4
6.	Process for implementation of Honoraria	5
7.	Monitoring	5
8.	Appendix 1 – Honorarium Form	6
9.	Honorarium Policy – Process Map	7
10.	Acting-Up Policy – Process Map	8
•	ACCELERATED INCREMENTAL PROGRESSION	9
•	APPLICATION AND APPEALS IN RESPECT OF REGRADING	10
•	RATES OF PAY FOR EMPLOYEES	11
•	PLANNED OVERTIME ABOVE SCALE 6	14
•	SINGLE STATUS OVERTIME ARRANGEMENTS	15
•	INCONVENIENCE ALLOWANCE	16
•	STANDBY PAY ALLOWANCE	16
•	NATIONAL MINIMUM WAGE RATES	16
•	OVERPAYMENT OF SALARIES, WAGES AND BONUS PAYMENTS	17
•	THE CALDERDALE LIVING WAGE SUPPLEMENT	17

PAYMENT OF SALARIES

All staff employed by the Council are paid on a monthly basis on the 15th day of each month. If the 15th day falls on a weekend or Bank Holiday the salaries will be credited on the day before, eg Friday 15th April is Good Friday, therefore, the salaries will be credited to the individual's Bank/Building Society on Thursday, 14th April. Payment is for that month, ie a fortnight in advance and a fortnight in arrears. His/her salary is paid by cheque or bank transfer as elected by the individual in question (new starters will be paid by direct bank/building society credit).

ACTING UP AND HONORARIA POLICY AND PROCEDURE

1. INTRODUCTION

- 1.1 The purpose of this policy is to set out the principles under which additional payments should be made to employees who temporarily undertake additional duties and responsibilities at the request of management. Not only can the opportunity to do this benefit the Council, in that it will enable specific services needs to be met quickly, it will also support investment in our workforce providing an employee with a valuable opportunity to develop their skills and gain experience, in preparation for possible future promotion/development. For this reason the selection process for acting up needs to be transparent, fair and in keeping particularly with the Council's Equality and Diversity Policy and Recruitment and Selection Policy. Employees are entitled to be fairly rewarded, on the basis outlined below, for being asked to undertake additional responsibilities which are above and beyond the scope of the grade of their post.

2. SCOPE AND PURPOSE

- 2.1 This procedure covers all non-school based employees. Governors/schools may also choose to adopt the policy.
- 2.2 Chief Officers are subject to the Chief Officer Pay Policy. Where it is considered appropriate to apply the Honorarium policy for Chief Officers approval will be sought through the appropriate Member decision making process.
- 2.3 This policy does not form part of any employee's contract of employment and it may be amended by the Council at any time following consultation with recognised Trade Unions.

3. ACTING UP ALLOWANCE

Acting up allowance is payable only where an employee is authorised to take on the full duties and responsibilities of a higher graded post. Payment will be made from day one of the formal acting up arrangement having been put in place and whereby the full duties of the higher-graded post are being carried out. This may occur as a result of:

- Temporary filling a post until a substantive appointment can be made.
- Filling a key post while another employee is on maternity leave, additional paternity leave or statutory adoption leave.

- Filling a key post to cover long term sickness absence.
- Filling posts due to other temporary extended leave arrangements eg secondments.

Payment should be based on the salary which would apply were the officer to be promoted to the higher level post, which would normally be the bottom point of the higher grade.

3.1 AUTHORISATION OF ACTING UP ALLOWANCE

Where a manager believes that payment for an acting up allowance is appropriate they should seek the authorisation of their Director and their Principal HR Adviser to agree that the conditions outlined above have been met. A [Change to Contract Form](#) should then be completed. HR Admin will write to the employee outlining the change and the employee will be asked to sign a copy of the letter and return to indicate their acceptance of the change. The form should also indicate an end date for the payment of the allowance if known, or the circumstances on which the allowance is likely to end, eg when a certain employee returns from sick leave.

Wherever possible the likely duration of the period of acting up should be indicated before it commences. If this is not possible, the arrangements should be reviewed monthly. It must be remembered that acting up is a temporary arrangement and in no circumstances should be allowed to exceed 12 months.

3.2 SUBSEQUENT PROMOTION TO THE HIGHER GRADE

If an employee is subsequently promoted to the higher grade, periods of acting up will be taken into consideration when deciding the point on the salary scale on which they are appointed.

3.3 SELECTION PROCESS FOR ACTING UP

If there is a deputy to the post that is to be temporarily filled, ie as clearly outlined within their existing service structure, then that employee should be considered to act up. If there is no clearly identified deputy then the manager should bring the opportunity to the attention of all eligible employees within the division or department. If it is unclear who should be classified as eligible, advice should be sought from your Principal HR Advisor. If the manager wishes to reach a wider pool of employees or has been unsuccessful in identifying a suitable candidate from within their own division/department, the acting up opportunity will be advertised internally as a secondment opportunity. However, it should be noted that the secondment of an employee from another department can only take place with the agreement of the manager of the department concerned and this should be made clear on the advert.

Suitability of the candidates should be assessed against the Job Description and Person Specification of the post.

In the case of there being more than one potentially suitable candidate, competitive interviews should be held. In the case of extended acting up, managers should consider the post being covered by several employees in turn, in order to share the opportunity to gain experience.

Managers are able to consider sharing the acting up post between two parties on a pro-rata basis. If the duties are shared between more than one employee this would not be an acting up arrangement, this would be an Honoraria – please refer to point 4 onwards.

3.4 COVERING THE WORKLOAD OF THE PERSON ACTING UP

Options for this include: redistributing his/her duties, appointing a temporary employee, looking for another employee to act up or second to their post. These options should be discussed with your Principal HR Advisor.

3.5 EMPLOYEES ON PROTECTED SALARIES

Employees who are on protected salaries who undertake duties of a higher grade than their evaluated grade, but not higher than their protected salary are not entitled to receive any additional remuneration. They should still be encouraged to undertake the opportunity of acting up as part of their development to assist them in improving their promotion/development prospects.

3.6 ENDING THE ACTING UP ARRANGEMENTS

Performance in the acting up position should be regularly reviewed in conjunction with the employee who may need additional training and support, and in line with the Council's Performance Appraisal Process. If concerns regarding performance do arise then these should be discussed and the person given the opportunity to address these wherever possible and appropriate before the decision is taken to end the acting up arrangement.

At least one week's notice of the end of the acting up period should be given and a further [Change to Contract Form](#) needs to be completed by the manager to ensure that payment for acting up is ended. Settling back in to their original role can be difficult for an employee and managers need to be sensitive to potential problems in this respect. There is no automatic right to the substantive post for employees who have acted up. However, employees who have acted up in a post who are not subsequently appointed following competitive interviews must receive constructive feedback as to why they were not successful.

4. HONORARIA PAYMENTS

An honoraria payment may be granted in the following circumstances:

- Where an employee undertakes a significant proportion of higher level duties and responsibilities outside the scope of their normal post for a limited period of time.
- Shared responsibility with more than one employee undertaking a specific and or separate part of a wider role which has been evaluated as having higher level duties.
- Where an employee undertakes work from a different job in addition to their own role, with no additional staffing resource, and the work is evaluated on a higher grade.
- Where someone is asked to take on an additional time limited area of work that would require them to develop new skills or undertake specific relevant training or institute a significant change programme.

Honoraria will not usually be paid where additional work is undertaken which is of a like nature to the individual's existing job description.

Payment of any honoraria will only apply to situations of more than 4 weeks in duration and will be for a maximum of 12 months, unless exceptional circumstances exist.

Please note:

Should the employee who is in receipt of an honoraria be absent from work due to sickness for a continuous period of 4 weeks or more, the honoraria payment will cease 4 weeks after the first day of absence and be re-assessed when the employee returns to work.

In many cases the absence of a senior officer means that their duties are shared across a number of other individuals, in particular the line manager of the absent employee may be required to "act down" and undertake the absent officer's managerial responsibilities. Payment of an honorarium is only appropriate where additional responsibilities of a higher grade have been undertaken, not simply an increase in the volume of work. Payment will be made only when those additional duties have been carried out for a minimum of 28 days.

4.1 AUTHORISATION OF PAYMENT OF HONORARIA

The approval and authorisation stages identified in this process are essential requirements to ensure consistency and fairness across the organisation.

Payment will be allowed for temporary additional responsibility over and above the graded post. Payment will be based on the difference between the substantive grade and the grade of the new duties being undertaken. These additional responsibilities **must** be assessed by the Employee Benefits Co-ordinator. You must ensure that you have tentative approval from your Head of Service prior to sending the information through. The Honorarium Form **and** grading confirmation should then be passed to your Head of Service **and** Director for sign off. Heads of Service are responsible for seeking final authorisation from the Corporate Lead for HR (or nominated senior HR Manager).

Once the payment and duration has been authorised, the Corporate Lead for HR (or nominated senior HR Manager) will confirm the outcome with the manager and send the relevant details to HR Admin who will then write to the employee to confirm arrangements. The manager should discuss the outcome with the employee as soon as possible.

4.2 AWARENESS OF COST IMPLICATIONS

In principal, acting up allowances and honoraria should be funded from individual cost centres' staffing budgets and therefore managers are reminded to be aware of the financial implications of any decisions in relation to how they cover for employees absences. In particular they should consult the Finance Officer for their Directorate before making any decisions as costs should be met from existing staffing budgets.

5. ENSURING EQUALITY OF OPPORTUNITY AND FAIRNESS TREATMENT

In accordance with the Equality Act 2010 and the Public Sector Equality Duty, this guidance must be applied fairly to all employees sharing the following protected characteristics: age, disability, gender, gender reassignment, civil or marital status, pregnancy or maternity, race, religion and sexual orientation.

Where under-representation of employees sharing a particular protected characteristic is apparent at more senior level or service areas, the policy may be used to support the Council's workforce strategy and address disparity but only where this is in accordance with the Equality Act 2010.

In relation to disabled employees where existing reasonable adjustments are in place these will be reviewed to ensure that any further support needs or changes to work environment are considered and wherever possible put in place. A reasonable and proportionate approach will be taken which will take into consideration the support needs of the employee, the length and nature of the posting and the ability to adapt the physical work environment in which the individual will be placed.

6. PROCESS FOR IMPLEMENTATION OF HONORARIA

In order to request the award of an honorarium, the manager should complete the [Honorarium Form \(Appendix 1\)](#) and submit to their Head of Service **and** Director for approval. The Director will seek authorisation from the Corporate Lead for HR (or a nominated senior HR Manager).

The Corporate Lead for HR (or a nominated senior HR manager) should be satisfied that the request meets the criteria for awarding the payment to an individual employee or number of employees and that this is supported by a sound business case. The case should include the following:

- The reason for the proposed payment, for example to cover a long term absence or undertake a specific piece of work.
- Posts affected and grades of the substantive and higher level/additional duties involved.
- The extent of different and/or additional duties involved, ie full or partial, if partial quote percentage.
- The duration, specifying dates from and to.
- Alternatives considered.
- Cost. The calculation of the amount of payment should be made in accordance with the criteria for calculating payments.

The completed form should then be submitted to the Corporate Lead for HR (or a nominated senior HR manager) who will consider the business case against the agreed criteria and confirm whether or not the payment has been approved.

7. MONITORING

The Corporate Lead for HR will, in keeping with the Council's 'Pay Policy', ensure that on-going data is held, analysed and retained on all honoraria and acting up payments to ensure equality of opportunity and fairness of treatment at all times of the operation and implementation of the scheme.

The Corporate Lead for HR will report progress to CLT (Corporate Leadership Team), the Council's G&B Committee on an annual basis. This will form part of the Annual Pay Policy Review. Appropriate and relevant information will also be published as part of the Council's Annual Equality Progress Report.

Officers Temporarily Undertaking Additional Duties
Proposal to undertake the duties and responsibilities of a higher graded post

Full Name:		Employee Number:	
Post Title:		Salary Scale:	

Post Title of Higher Graded Post:	
Salary Scale of Higher Grade Post:	
Start Date:	
Proposed End Date:	
Duties and Responsibilities to be undertaken:	
Recommended Basis for Payment of Honorarium:	Example: % Difference between Scale 5 (scp23) & SO2 (scp32)

(If no then this needs to be sent to Andrew King in HR before authorisation process starts)

Signed:

Date:

Printed Name:

Head of Service's Approval

Signed:

Date:

Printed Name:

Director of Service's Approval

Signed:

Date:

Printed Name:

Corporate Lead for HR's Approval

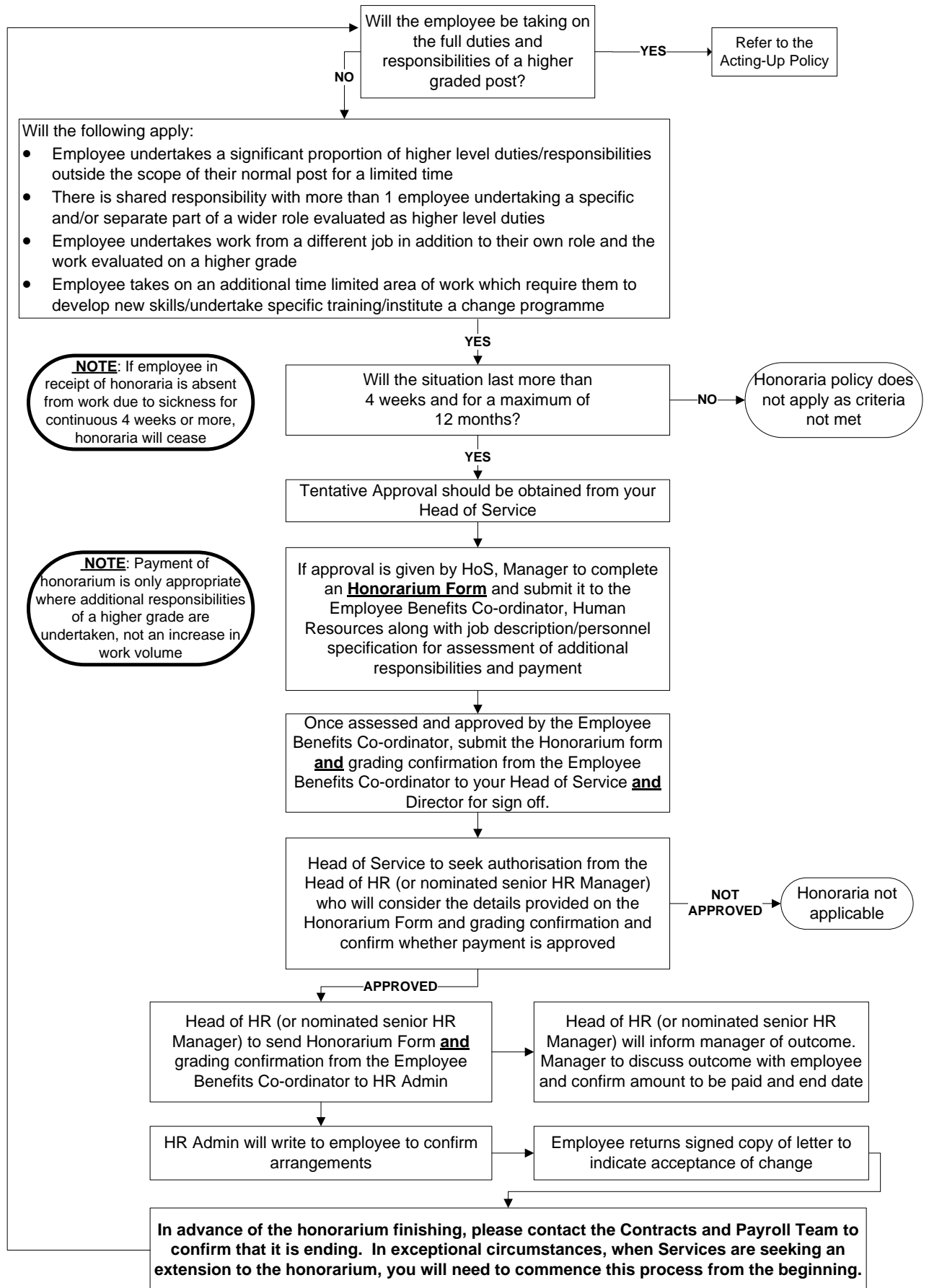
Signed:

Date:

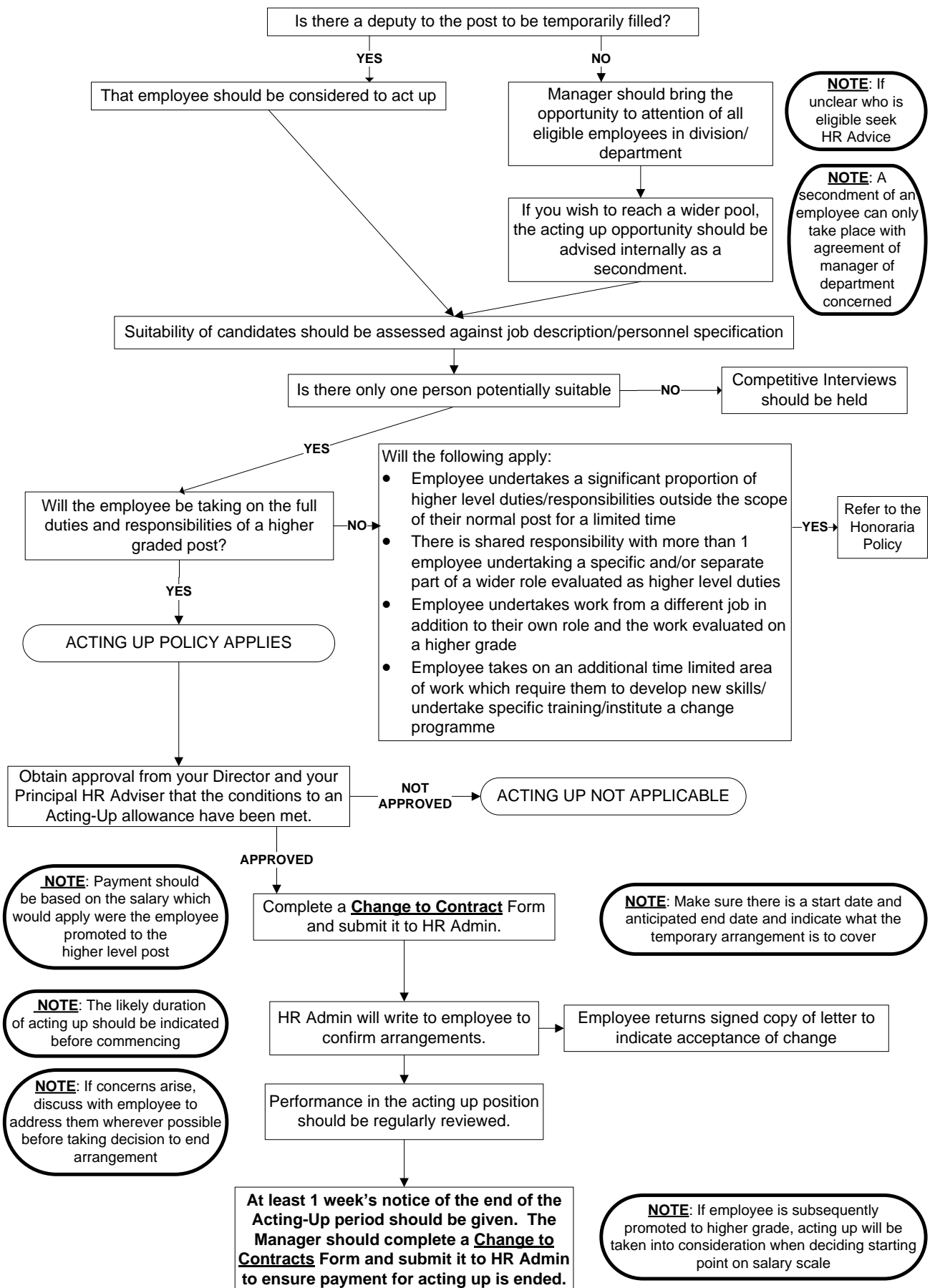
Printed Name:

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HONORARIA POLICY – PROCESS MAP



ACTING-UP POLICY – PROCESS MAP



ACCELERATED INCREMENTAL PROGRESSION

1. Chief Officers have delegated authority to deal with such applications.
2. It is up to Chief Officers (ie not individual employees themselves) to determine if employees should be considered for accelerated incremental progression. Only those applications supported by the Service Chief Officer should be considered.
3. Applications should be made in writing to the Chief Officer providing reasons why the employee should receive accelerated incremental progression.
4. The Chief Officer may interview either the individual employee concerned or his or her line manager.
5. If the employee concerned is successful, the Chief Officer will write to the employee (with a copy to the Salaries and Wages Officer - Finance Services/Children and Young People's Services) informing the employee of the date the accelerated incremental progression is to commence.
6. If the employee concerned is unsuccessful, the Chief Officer will write to the employee giving reasons.
7. Services are encouraged to utilise career grades which include specific provisions for accelerated incremental progression in accordance with defined criteria.
8. Employees have no right of appeal against a Chief Officer's decision to decline an application for accelerated incremental progression.

The criteria on which the Chief Officer will use for considering applications for accelerated incremental progression include:-

- i) Exceptional performance in tasks that are recognised as falling within the existing duties and responsibilities of the post.
 - ii) Exceptional performance within a specific project that falls within the existing duties and responsibilities of the post which has made a significant improvement to the efficiency and/or cost effectiveness of a Council service.
 - iii) Exceptional performance in the final examination of a course of post entry study.
9. This procedure does not apply to teaching staff.

APPLICATION AND APPEALS IN RESPECT OF REGRADING

PLEASE NOTE: Applications and appeals in respect of regrading are no longer permitted. Following Single Status Job Evaluation the process is as follows:

If you believe your Job Description/Personnel Specification is not up to date, you need to raise this with your manager who will decide if there is a need to change the Job Description based on service requirements.

SALARY SCALES
wef 1.1.15

	£		£
Scale 1a/1b: 6	13,614	SO1: 29	25,440
Scale 1b: 7	13,715	30	26,293
Scale 1b: 8	13,871	31	27,123
Scale 1c: 9	14,075		
Scale 1c: 10	14,338	SO2: 32	27,924
Scale 1c/2: 11	15,207	33	28,746
		34	29,558
SCALE 2: 11	15,207		
12	15,523	PO 1: 33	28,746
13	15,941	2: 34	29,558
		3: 35	30,178
SCALE 3: 14	16,231	4: 36	30,978
15	16,572	5: 37	31,846
16	16,969	6: 38	32,778
17	17,372	7: 39	33,857
		8: 40	34,746
SCALE 4: 18	17,714	9: 41	35,662
19	18,376	10: 42	36,571
20	19,048	11: 43	37,483
21	19,742	12: 44	38,405
		13: 45	39,267
SCALE 5: 22	20,253	14: 46	40,217
23	20,849	15: 47	41,140
24	21,530	16/Spec A 48	42,053
25	22,212	17/Spec A 49	42,957
		Spec A 50	43,875
SCALE 6: 26	22,937	Spec A/B 51	44,795
27	23,698	Spec B 52	45,727
28	24,472	Spec B 53	46,656
		Spec B/C 54	47,595
		Spec C 55	48,523
		Spec C 56	49,444
		Spec C 57	50,386

SALARY SCALES wef 1.1.15

SCP	GRADE	YEARLY	MONTHLY /12	HOURLY 37
6	Sc1a/1b	13,614	1,134.50	7.0569
7	Sc1b	13,715	1,142.92	7.1092
8	Sc1b	13,871	1,155.92	7.1901
9	Sc1c	14,075	1,172.92	7.2958
10	Sc1c	14,338	1,194.83	7.4322
11	Sc1c/2	15,207	1,267.25	7.8826
12	Sc2	15,523	1,293.58	8.0464
13	Sc2	15,941	1,328.42	8.2631
14	Sc3	16,231	1,352.58	8.4134
15	Sc3	16,572	1,381.00	8.5902
16	Sc3	16,969	1,414.08	8.7960
17	Sc3	17,372	1,447.67	9.0049
18	Sc4	17,714	1,476.17	9.1821
19	Sc4	18,376	1,531.33	9.5253
20	Sc4	19,048	1,587.33	9.8736
21	Sc4	19,742	1,645.17	10.2334
22	Sc5	20,253	1,687.75	10.4982
23	Sc5	20,849	1,737.42	10.8072
24	Sc5	21,530	1,794.17	11.1602
25	Sc5	22,212	1,851.00	11.5137
26	Sc6	22,937	1,911.42	11.8895
27	Sc6	23,698	1,974.83	12.2840
28	Sc6	24,472	2,039.33	12.6852
29	SO1	25,440	2,120.00	13.1869
30	SO1	26,293	2,191.08	13.6291
31	SO1	27,123	2,260.25	14.0593
32	SO2	27,924	2,327.00	14.4745
33	SO2/PO(1)	28,746	2,395.50	14.9006
34	SO2/PO(2)	29,558	2,463.17	15.3215
35	PO(3)	30,178	2,514.83	15.6429
36	PO(4)	30,978	2,581.50	16.0576
37	PO(5)	31,846	2,653.83	16.5075
38	PO(6)	32,778	2,731.50	16.9906
39	PO(7)	33,857	2,821.42	17.5499
40	PO(8)	34,746	2,895.50	18.0108
41	PO(9)	35,662	2,971.83	18.4856
42	PO(10)	36,571	3,047.58	18.9568
43	PO(11)	37,483	3,123.58	19.4295
44	PO(12)	38,405	3,200.42	19.9074
45	PO(13)	39,267	3,272.25	20.3542
46	PO(14)	40,217	3,351.42	20.8467
47	PO(15)	41,140	3,428.33	21.3251
48	PO(16) / Spec A	42,053	3,504.42	21.7984
49	PO(17) / Spec A	42,957	3,579.75	22.2670
50	Spec A	43,875	3,656.25	22.7416
51	Spec A / Spec B	44,795	3,732.92	23.2184
52	Spec B	45,727	3,810.58	23.7015
53	Spec B	46,656	3,888.00	24.1830
54	Spec B / Spec C	47,595	3,966.25	24.6698
55	Spec C	48,523	4,043.58	25.1508
56	Spec C	49,444	4,120.33	25.6281
57	Spec C	50,386	4,198.83	26.1164

SALARY COSTS INCLUDING EMPLOYERS NI & SUPERANNUATION wef 1.1.15

SCP	GRADE	SALARY	NI	SUPN @ 14.4%	TOTAL
6	Sc1a / 1b	13,614	514.18	1960.42	16088.59
7	Sc1b	13,715	524.68	1974.96	16214.64
8	Sc1b	13,871	540.90	1997.42	16409.33
9	Sc1c	14,075	562.12	2026.80	16663.92
10	Sc1c	14,338	589.47	2064.67	16992.14
11	Sc1c/2	15,207	679.85	2189.81	18076.66
12	Sc2	15,523	712.71	2235.31	18471.02
13	Sc2	15,941	756.18	2295.50	18992.69
14	Sc3	16,231	786.34	2337.26	19354.61
15	Sc3	16,572	821.81	2386.37	19780.18
16	Sc3	16,969	863.10	2443.54	20275.63
17	Sc3	17,372	905.01	2501.57	20778.58
18	Sc4	17,714	940.58	2550.82	21205.39
19	Sc4	18,376	1009.42	2646.14	22031.57
20	Sc4	19,048	1079.31	2742.91	22870.22
21	Sc4	19,742	1151.49	2842.85	23736.34
22	Sc5	20,253	1204.63	2916.43	24374.06
23	Sc5	20,849	1266.62	3002.26	25117.87
24	Sc5	21,530	1337.44	3100.32	25967.76
25	Sc5	22,212	1408.37	3198.53	26818.90
26	Sc6	22,937	1483.77	3302.93	27723.70
27	Sc6	23,698	1562.91	3412.51	28673.42
28	Sc6	24,472	1643.41	3523.97	29639.38
29	SO1	25,440	1744.08	3663.36	30847.44
30	SO1	26,293	1832.79	3786.19	31911.98
31	SO1	27,123	1919.11	3905.71	32947.82
32	SO2	27,924	2002.42	4021.06	33947.47
33	SO2/PO(1)	28,746	2087.90	4139.42	34973.33
34	SO2/PO(2)	29,558	2172.35	4256.35	35986.70
35	PO(3)	30,178	2236.83	4345.63	36760.46
36	PO(4)	30,978	2320.03	4460.83	37758.86
37	PO(5)	31,846	2410.30	4585.82	38842.13
38	PO(6)	32,778	2507.23	4720.03	40005.26
39	PO(7)	33,857	2619.45	4875.41	41351.86
40	PO(8)	34,746	2711.90	5003.42	42461.33
41	PO(9)	35,662	2807.17	5135.33	43604.50
42	PO(10)	36,571	2901.70	5266.22	44738.93
43	PO(11)	37,483	2996.55	5397.55	45877.10
44	PO(12)	38,405	3092.44	5530.32	47027.76
45	PO(13)	39,267	3182.09	5654.45	48103.54
46	PO(14)	40,217	3262.48	5791.25	49270.73
47	PO(15)	41,140	3414.28	5924.16	50478.44
48	PO(16)/Spec A	42,053	3540.27	6055.63	51648.91
49	PO(17)/Spec A	42,957	3665.03	6185.81	52807.83
50	Spec A	43,875	3791.71	6318.00	53984.71
51	Spec A / Spec B	44,795	3918.67	6450.48	55164.15
52	Spec B	45,727	4047.29	6584.69	56358.97
53	Spec B	46,656	4175.49	6718.46	57549.95
54	Spec B / Spec C	47,595	4305.07	6853.68	58753.75
55	Spec C	48,523	4433.13	6987.31	59943.45
56	Spec C	49,444	4560.23	7119.94	61124.17
57	Spec C	50,386	4690.23	7255.58	62331.81

PLANNED OVERTIME - OFFICERS ABOVE SCALE 6

Overtime is normally payable only to employees graded at Scale 6 or less. Employees graded above Scale 6 are not as a rule paid overtime and instead have used the facility to take time off in lieu of the hours worked as overtime.

The above does not cater for urgent or one-off situations regarding the need for employees above Scale 6 to work overtime where there are genuine difficulties in granting such time off in lieu. It is in this context that Chief Officers and services need to consider the use of planned overtime.

Planned overtime is paid at plain rate only and does not attract enhanced rates of pay.

Criteria to be used

- a) Can time off in lieu be granted without severely disrupting the work of the service?
- b) How urgent is the work to be undertaken?
- c) How difficult or complex is the work in question?
- d) Is the work in question to be performed in very disagreeable conditions?
- e) Can the overtime payment, if made, be contained within existing budget provisions?
- f) What is the grading of the employees concerned - it being accepted that senior officers undertake work outside their normal working hours dependent upon the circumstances at hand.

COUNCIL AND COMMITTEE MEETINGS OUTSIDE NORMAL HOURS **(FORMER OFFICERS)**

In the event of employees having to attend Council or Committee meetings outside normal working hours, the following provisions will apply:-

- | | | |
|------------------------------------|---|--|
| Employees paid above Scale 6 | - | equivalent time off in lieu |
| Employees paid on or below Scale 6 | - | equivalent time off in lieu or overtime pay at the choice of the individual officer concerned. |

SINGLE STATUS OVERTIME ARRANGEMENTS

EMPLOYEES ON GRADES UP TO AND INCLUDING SCALE 6 (PAID ON SCP 28 AND BELOW)

		MON - FRI	SAT	SUN
Normal Working Week (Up to 37 hours)	Up to and inc scp 11	Plain time	X 1.5	X 2
	scp 12 and above	Plain time	X 1.5	X 1.5
Overtime Working (Over 37 hours)		X 1.4	X 1.4	X 2
Additional Hours Working (Over contractual hours but less than or up to 37 hours)		Plain time	X 1.4	X 2

EMPLOYEES ON SO1 AND ABOVE (PAID ON SCP 29 AND ABOVE)

plain time paid to all employees regardless of contracted hours and when additional hours are worked (provided prior approval has been given by management, otherwise only lieu hours would be earned)

INCONVENIENCE ALLOWANCE

<u>From 1 April 2013</u>	<u>All Employees</u>
High	£283.40
Medium	£226.49
Low	£172.06

STANDBY PAY ALLOWANCE

The rate and composition of the allowance is as follows:-

With effect from 1 January 2015

Monday to Friday	-	£10.83 per day
Saturday	-	£24.06 per day
Sunday	-	£30.24 per day

One Week - **£108.50**

NOTE: ☞ This payment is reviewed annually and is increased by the average percentage of the Employees Pay Awards. The allowance is payable to employees who are required to undertake standby duties.

NATIONAL MINIMUM WAGE RATES

Wef 1 October 2015:-

National Minimum Wage (NMW)	£6.70 per hour
18 – 20 year old workers	£5.30 per hour
16 – 17 year old workers	£3.87 per hour
Apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the NMW for their age	£3.30 per hour

OVERPAYMENT OF SALARIES, WAGES AND BONUS PAYMENTS

Overpayments of salaries, wages and bonus payments shall be recovered by the Authority at a rate of £10 or 10% of an employees' net pay per week (£40 per calendar month) whichever is the smaller. However, if there is mutual agreement between the employing Service and the employee concerned, consideration can be given to a shorter repayment period/greater repayment amount.

THE CALDERDALE LIVING WAGE SUPPLEMENT

Statement

Calderdale Council is committed to supporting the principle of the Living Wage and a rate of pay for its employees which ensures they and their families can live free from poverty. On an annual basis the Living Wage Commission publishes an hourly rate which is deemed to enable workers to enjoy a decent standard of living. The Council as a major public sector employer in the Borough recognises its key role in supporting the local economy through paying the Living Wage to its employees and encouraging others to do so. Calderdale Council wishes to address low pay and to provide a decent standard of living through earnings for its workforce.

1. Principles and Scope

- 1.1 This has been developed to ensure that employees are aware of the Living Wage and how the principles have been applied within Calderdale Council.
- 1.2 The Living Wage rate is not mandatory and is not aligned to the Council's pay and grading scheme.
- 1.3 Employees within the scope of this are those who are employed on a permanent or temporary contract and who are paid within the Council's grading scheme.
- 1.4 Casual workers, apprentices/interns and others not paid within the grading scheme are not included.

2. Objectives

- To raise employee awareness of the Living Wage and how it is applied within Calderdale Council
- To provide clarity on how the Living Wage supplement is calculated
- To explain how the Living Wage supplement will be monitored and reviewed

3. The Living Wage Supplement

- 3.1 The Council will pay a wage supplement equal to the difference between the basic hourly rate within the job evaluation grading scheme and the Living Wage rate in place at the time as reviewed and approved from time to time by the Council.
- 3.2 The supplement will only apply to the employees' basic contracted hours of work and will not be applied to any other elements of pay eg additional hours, overtime, night work, weekend working, bank or other holiday, unsocial hours rates or any other enhancements.
- 3.3 The Living Wage is not incorporated or consolidated into the pay and grading scheme or the hourly rate; however it is pensionable for both the employer and employee (where an employee is a member of the Local Government Pension Scheme).

4. Monitoring and Review

- 4.1 The Living Wage rate will be reviewed annually in January by the Council's Governance and Business Committee ('the Committee'), taking account of a number of considerations including internal and external financial factors, hourly rates within the Council's pay and grading scheme, in addition to The Living Wage Commission advisory rates etc.
- 4.2 Following the annual review by the Committee, the Living Wage rate may remain at the same level, be increased or decreased, or be withdrawn entirely.
- 4.3 It is at the sole discretion of the Committee to determine the Living Wage rate applied and any decision regarding the rate is not dependent upon, and will not affect the employee's standard basic hourly rate within the pay and grading scheme, which is also changed from time to time.
- 4.4 Where a decision is taken to decrease the Living Wage rate or withdraw the Living Wage entirely, 12 weeks' notice of this will be confirmed in writing to all affected employees.