



Pay and Allowances Policy

Policy Title:	Pay and Allowances Policy
Supersedes:	Pay and Allowances Policy (September 2014)
Description of Amendment(s):	
This policy will impact on:	All employees.
Financial Implications:	Correct application of the policy will ensure the Company is correctly paying its employees in line with both NJC/ JNC terms and conditions and local collective agreement.
Policy Area:	Human Resources
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1. Purpose

The purpose of this policy is to:

- ensure fairness in demonstrating that all employees are valued equally and receive appropriate financial recognition for their work;
- ensure the application of pay and rewards is consistent, transparent and meets the obligations of equal pay legislation;
- aid recruitment, retention and the development of a diverse, skilled and flexible workforce;
- enable the Company to respond to market force issues to meet short term recruitment/retention issues.

2. Scope

This pay policy applies to all Ansa Environmental Services Ltd employees on NJC (Green Book) and JNC (Chief Officer) terms and conditions.

3. Pay and Grading Structure

The Company's grading structure is updated annually and is available on Ansanet and notice boards.

4. Job Evaluation

Details about the job evaluation process and attachment of grades to jobs can be found in the Grading Policy and Procedure.

5. Payment of Salaries

Employees must have their salary paid by direct credit to their bank or other financial institution acceptable to Ansa Environmental Services Ltd.

Monthly salary is calculated by dividing the annual amount by 12. Odd days are calculated by dividing the monthly sum by the number of days in the particular month.

An hourly rate is calculated by dividing the annual salary by 365, multiplying by 7 and dividing by full time hours for that post (37 or 39).

Employees will be paid on the 15th of each month. Where the 15th falls at a weekend or on a bank holiday, payment will be made on the preceding working day.

6. Starting Salaries

The starting salary of new employees will be the first spinal column point of the grade of the post. However, in exceptional circumstances the Head of Service/appointing manager has discretion to determine the salary within the agreed grade taking into account:

- the appointee's existing pay;
- their relevant experience and qualifications.

7. Incremental progression

Employees eligible for incremental pay will receive an increment (where applicable) on the anniversary of the start date of their role. Any employee who has a live disciplinary

warning on file will not be eligible for incremental progression whilst that warning is live.

Ansa Environmental Services Ltd has advised the Trade Unions of its intention to move all employees over to contribution based progression linked to the Company's annual Performance Development and Review process. It is recognised that this proposal will be the subject of further discussion and consultation with the Trade Unions.

8. Career Grade Schemes

The pay structure permits the creation of posts within a career grade scheme. The grades for each post/level within the career grade scheme are determined individually by job evaluation. Progression through the grades is determined by the jobholder meeting the requirements of locally set competencies.

9. Salary on appointment to another post, promotion to a higher graded post or regrading

Where an employee is appointed to another post on the same grade as their existing post, they will be appointed on the same spinal column point as their existing spinal column point progressing to the next increment (where applicable) as normal on the date the date this is due e.g. anniversary of service date.

On regrading or promotion to a grade with a higher maximum salary, an employee will be paid a salary on the new grade which is at least one increment above the salary that they would have received in the former grade on the date of grading change.

10. Acting Up Allowance

An employee who is asked to undertake all or part of the duties and responsibilities of a higher graded job for a continuous period of four weeks or more is entitled to receive an appropriate extra payment, calculated as below:

- Where the full duties and responsibilities are being undertaken, the payment will be the salary in the higher job that would apply were the employee acting-up to be promoted to that job.
- If the full duties and responsibilities are not being undertaken or if they are undertaken by more than one employee, the amount of payment should be calculated with reference to the salary of the higher graded post by the Business Manager in consultation with HR. It may consist of a monthly addition to salary or one or more lump sums to be paid at the end of, or during, the acting-up period.

Payment will be made for the whole period of acting-up, once the qualifying period of four weeks is completed.

11. Premium Payments

11.1 General Provisions

The provisions listed below will apply to employees graded up to the maximum of NJC Grade 8.

- No other entitlements apart from those stated below will be paid.
- Only one enhancement (the highest) will be payable at any one time.
- The provisions for replacement cover (detailed below) will apply.

Where employees on NJC Grades 9-12 work unsocial hours or overtime this should be accommodated via flexi-time or time off in lieu. Where this is not possible consideration should be given for additional payment at plain time.

11.2 Additional Hours & Overtime

The NJC standard working week for full time employees is 37 hours. By local agreement the standard working week for employees working in waste and recycling operations is 39 hours a week.

Although Ansa Environmental Services Ltd discourages employees working overtime, where there is a requirement the provisions below will apply:-

For employees working less than full time hours per week, either:

- payment at plain time for each hour worked, or
- time off in lieu / flexi-time on an hour for hour basis if this can be managed by the service

If the hours in any one working week exceed full time for those hours worked above the standard full time amount for the employees position the provisions below apply:

- payment at time and a half for all hours worked, or
- time off in lieu on an hour for hour basis if requested by the employee and if it can be managed by the service

Only completed 15 minute periods worked on each day will qualify for payment.

11.3 Weekend Working

Payment for all hours worked on a Saturday or Sunday (00:01hrs Saturday – 23:59hrs Sunday) at what ever time will be at time and a half.

Where the weekend working is overtime (as the employee's normal working week is Monday to Friday) the overtime provision above will apply, i.e.:

- time off in lieu on an hour by hour basis if requested by the employee and it can be managed by the service, or;
- payment at time and a half).

11.4 Night/Evening Work

For those employees who work a night shift (i.e. a shift which covers a minimum period of 3 hours between 10pm and 6am) all hours worked Monday to Friday will be paid at time and a third.

No enhancement will be paid for hours worked Monday to Friday between 7pm and 10pm.

All hours worked on a Saturday or Sunday (00:01hrs Saturday – 23:59hrs Sunday) will be at time and a half and will be designated as weekend working.

11.5 Split Shift

Split shift working will be eliminated where possible. Where it cannot, there will be a payment of £1 per day on which each split shift is worked.

11.6 Bank Holidays

Contractual hours or additional hours worked on a bank holiday will be paid as follows:

- Christmas Day and Boxing Day – double time;
- Remaining bank holidays days – time and a half.

By local agreement for employees working in waste and recycling operations an allowance for bank holidays is included in the annual holiday entitlement, therefore, there is no entitlement to time off in lieu.

In all other areas, where bank holiday working is part of contracted hours, time off in lieu of the hours worked will be provided for each bank holiday worked. Where bank holiday working is in addition to contracted hours no time off in lieu will be provided.

For part time or variable hours employees, Bank holidays will be pro-rated based on the employees contracted hours.

11.7 Call-ins

Where employees are called back to their workplace after their normal hours of work the hours worked, including travelling time, will be paid as detailed below:

- for hours up to full time hours per week - at the rate appropriate for the period (time and a third between 10pm and 6am with no 3 hour qualifying period, time plus a half on Saturday or Sunday; time and a half or double time for a bank holiday) with a minimum payment of 2 hours.
- Any hours above full time hours per week – time and a half or double time (for Christmas Day and Boxing Day).

11.8 Standby

The national rates apply.

Where standby duty arrangements are used, the following provisions apply:

- Where an individual post is not graded above NJC grade 8 and the employee does not live at their place of work and is on the rota to work on standby duty after normal working hours and at weekends to deal with emergencies as they

arise, they shall be paid on the following basis to cover the duties and responsibilities involved:

- Where the occupied time during a standby session spent on telephone calls and/or call out and for documentation is 10% or less, an allowance as per national rates.
- Where the occupied time during a standby session is longer than 10% of a session, such additional time to be paid at the appropriate rate (overtime rate where over full time hours have been worked; night rate where any hours are worked between 10pm and 6am, i.e. minimum 3 hours criteria does not need to be met; weekend rate where a Saturday or Sunday and overtime rate does not apply). Occupied time in excess of 10% should **not** be aggregated for each calendar month - rather each session should stand on its own.

Notes

- Where employees on NJC terms grade 9 or above are required to be on Standby, Ansa Environmental Services Ltd will maintain a list of agreed roles and employees who will be eligible for the agreed standby payment for any period of standby they are required to undertake. This list will be reviewed from time to time.
- The scheme of payments is intended to relate to the full range of duties associated with standing-by, including dealing with telephone calls, and of being called out and documentation.
- A session of duty on weekdays (Mondays to Fridays) shall be at the period of the closing of an office on one day and its opening the following morning. At weekends and public holidays a session shall comprise 12 hours on a Saturday, Sunday or public holiday using national starting times e.g. 9am or 9pm on Saturdays shall constitute a session.
- In determining the normal pay of an employee during annual leave or sick leave, payments made to officers under (a) (i) are included.
- Standby Duty on a Bank Holiday - employees who are required to undertake a standby duty on a bank holiday shall in addition be granted time off in lieu equivalent to the stand by period.

11.9 Sleep ins

The national rates apply.

The payment will include up to 30 minutes working time per night

Where working/occupied time is greater than 30 minutes payment to be at appropriate additional hours/overtime/premium rate for the actual hours worked to the nearest 15 minutes.

12. Service/Job Specific Payments

On occasion Ansa Environmental Services Ltd will locally determine pay arrangements to cover specific circumstances relating to a particular Service or job category. In these cases the payment made must directly relate to the value of the activity undertaken (as determined by job evaluation) and the agreed enhancements for unsocial hours.

Any local arrangements will be subject to approval by the Director of HR and Corporate Services and consultation with the recognised trade unions.

13. First Aid

An allowance will be paid to designated first aiders, who have completed 3 day qualification and any required updates. This allowance will be £120 per annum.

14. Long Service Award

Upon retirement Ansa Environmental Services Ltd recognises and rewards employees who have achieved long service of 20 years or 30 years with the Company (including service from legacy authorities – Cheshire East Council and other organisations from which employees have transferred under TUPE regulations).

Awards are reimbursement for a gift to the value of £200 (20 yrs + service) and £300 (30 yrs + service) upon retirement.

In addition Ansa recognises and rewards long service of current employees by making an award of £100 on reaching 30 years service and £200 on reaching 40 years service. This award is provided in the form of gift vouchers.

15. Maternity/Paternity and Adoption Leave and Pay

Details of these are shown under the Maternity, Paternity and Adoption Leave and Pay policies and procedures.

16. Occupational Sick Pay

Ansa Environmental Services Ltd applies the nationally agreed occupational sick pay schemes. Further details can be found in the Attendance Management Policy and Procedure.

17. Recruitment Relocation Allowance (new appointments)

Financial recompense may be made to employees who need to relocate to take up an appointment with Ansa Environmental Services Ltd. Details are contained within 'Relocation Expenses for External Applicants'.

18. Relocation and Excess Travel Allowances (existing employees)

Employees who incur excess travelling expenses due to their work location being changed as a result of reorganisation may be entitled to relocation and excess travel allowances. Details are shown in the Relocation and Excess Travel Policy and Procedure.

19. Redundancy Payments and Buy Out of Hours

In the event of an employee's post becoming redundant, the employee may be entitled to a redundancy payment as outlined in the Redundancy Policy.

Where it has been identified that there is a business/organisational need to buy out a proportion of an employee's hours, following a re-organisation, downsizing or as an alternative to redundancy a payment may be made to employees as outlined in the Buy Out of Hours Procedure.

20. Training Fees and Expenses

Employees whose fees are paid by Ansa Environmental Services Ltd for them to undertake a course/training will repay the fees involved if they leave the Company within two years of the completion of the course/training.

21. Travel Allowances

Ansa Environmental Services Ltd has a travel scheme in place which provides for regular or occasional users and associated payments for mileage and, in the case of regular users, a lump sum payment in line with NJC mid and lower rates.

22. Expenses

Employees may be entitled to claim authorised expenses which occur as a consequence of undertaking day to day work. Ansa Environmental Services Ltd operates a system of reasonable reimbursement of expenses and further details can be found in the Travel and Expenses Policy.

23. Replacement Cover

An employee who is asked to work an additional shift to cover the absence of a colleague and who then falls sick will not be paid for that additional shift.

An employee who is asked to cover the work of a colleague who is absent for a period of time (i.e. they are in effect temporarily increasing their hours) and who falls sick and is unable to work all the additional shifts, will be paid basic rate for the additional shifts they do not work (i.e. they will not receive any enhancements).

24. Pay Protection

Ansa Environmental Services Ltd provides pay protection for employees who are downgraded as a result of an organisational restructure or where redeployed as an alternative to redundancy. Further information can be found in the Pay Protection Policy.

25. Overpayments

Any overpayments of pay will be recovered as follows:

- As a general rule, except where the amount is below £50 or the employee agrees to a higher rate of recovery, the rate of recovery will be equivalent to the time period of the overpayment (for example if the overpayments covered 2 months, then the recovery period should be 2 months unless the employee agrees to a quicker rate of recovery);
- Where an employee is repaying an overpayment but leaves Ansa Environmental Services Ltd before the full overpayment is recovered, the Company will deduct the balance from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

26. Payments to Casual Workers

Ansa Environmental Services Ltd will engage casual employees from time to time to undertake short term tasks. Payment for casual workers shall be at a rate commensurate with the activities undertaken as determined by job evaluation.