



Marsh Green Primary School

Special Payments Policy

Last Review (agreed):

Governing Body, Spring 2019

Next Review (due annually):

Governing Body, Spring 2020

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1 RATIONALE

1.2 SUPPORT STAFF TERMS AND CONDITIONS

All local authority employees (ie all support staff, not teaching staff) are remunerated under the terms and conditions laid out in the 'National Agreement on Pay and Conditions of Service' (known as the Green Book) issued by the National Joint Council for Local Government Services.

1.3 SPECIAL PAYMENTS

Support Staff are often asked to perform duties outside of their normal scope of work, whilst still within their job description/ pay grade and still with-in the terms and conditions of the Green Book. This can sometimes cause inconvenience to staff where they are expected to change their normal working patterns/ routines. The governing body recognises this potential inconvenience and may issues special rate payments as a gesture of good will under certain circumstances where this could be the case.

Any special rates of pay offered should never be seen as or relied upon by the employee as either regular or expected income. They are issued purely as a good will gesture and can be revoked at any point, upon the governing body reviewing this policy, without notice or explanation.

1.4 REVIEW OF POLICY

This policy is reviewed and given authority by the Governing Body annually or whenever the need arises in between.

2 SPECIFIC SPECIAL PAYMENT CATEGORIES

2.1 COVER-SUPERVISION RATE

PURPOSE

Curriculum support staff are often asked to cover-supervise whole classes on a short term basis, where teachers are on release time or absent. This can involve planning for the session and leading pupils in a group larger than would normally be expected. A special rate is authorised as a good will gesture for cover-supervising a whole class.

CONDITIONS

- Only curriculum support staff on Grade 4 or below are eligible to claim. (Support staff on Grade 5 or above are ineligible as cover-supervision is an expected part of any job at this grade, regardless of job description)

- A whole class is defined as twenty or more pupils (less than this is considered a small group and within normal curriculum working expectations; thereby the special rate payment would not apply)
- Cover-supervision is defined as the single employee whom, identified by the head teacher, is leading the whole class. Where more than one support employee is in the class, only one may be identified as leading and is eligible to claim the special rate payment. (All other staff are deemed to be assisting and if you are unsure of which adult is leading you should check with the head teacher before claiming. The needs of the school will be the only consideration for appointing cover-supervision)

RATE & CLAIM AUTHORISATION

- £9.00 per contact hour, in addition to normal pay/ overtime. (Any related preparation work undertaken is not to be claimed as overtime, as it is considered included in this special payment.)
- The session to be supervised (and claimed) must be agreed by the head teacher in advance and must be claimed within one month of undertaking the cover-supervision. (The payment would have been budgeted in this period and claims made outside of the period may be unable to be verified/ balanced in the budget; subsequently they may be unpaid.)

2.2 ON-CALL RATE

PURPOSE

Site residential staff are often expected to perform duties outside of their normal working hours as being 'on-call'. This can include being called to attend site at any hour of the day or working expected regular overtime. Whilst this is a part of the job, the school recognises that it can cause inconvenience to the staff member. A special rate is agreed per week as a gesture of good will to cover all such 'calls' for that week.

CONDITIONS

- Only residential support staff on Grade 6 or below are eligible to claim. (Support staff on Grade SO1 or above are ineligible as being 'on-call' is an expected part of any senior position, regardless of job description.)
- 'On-call' is defined as any time when the staff member is called upon either: to attend site immediately, outside of their normal hours; to make a temporary change to their normal hours; or is expected to work a frequent, regular overtime session. This is therefore eligible for the payment as agreed by the head teacher in advance. (Payment is not applicable where overtime worked was optional; where the member of staff was called and did not attend site; or where the member of staff had previously advised that they would not be available to be 'called upon'.)

RATE & CLAIM AUTHORISATION

- £15.00 per week, where the staff member is 'called upon', in addition to normal pay/ overtime.



- Only one payment per week can be claimed, must be dated on a Sunday for the entire week preceding it, in which the member of staff was 'called upon' and must be claimed within one month of the dated Sunday. (The payment would have been budgeted in this period and claims made outside of the period may be unable to be verified/ balanced in the budget; subsequently they may be unpaid.)

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