

# Maplewell Hall School



## Support Staff Pay Policy

<b>Policy Created</b>	<b>Sept 16</b>
<b>Governing Body Committee</b>	<b>Full Governing Body</b>
<b>Date Reviewed by Governing Body</b>	<b>June 2018</b>
<b>Date of Next Review</b>	<b>December 2018</b>

# Trusted service



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## Scope

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This policy sets out the framework for making decisions on Support Staff Pay. It has been developed to comply with current legislation and the requirements of the agreement on pay and conditions of service for local government (Green Book) and has been consulted on with employees and/or the recognised trade unions.

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## Equal Opportunities

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All pay-related decisions will be taken in compliance with relevant legislation including, as amended, the Employment Relations Act 1999, the Equality Act 2010, the Part- time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed- Term Employees (Prevention of Less Favourable Treatment) Regulations 2002. The Governing Body will promote equality of opportunity in all areas.

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## Principles

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The Governing Body will undertake to:

- Review the pay policy as required to reflect any changes made to the terms and conditions of service of support staff and to ensure that it reflects the latest legal position;
- Provide access to the terms and conditions of service that are appropriate to support staff within their School.

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## Pay Decisions

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### Staffing Structure

The Governing Body will consult with the relevant support staff whenever the staffing structures within the School are reviewed. A copy of the staffing structure should be attached to this pay policy. Any changes required to the staffing structure within the School will be made in line with the Schools Organisational Change Policy.

### Pay and Pay Grades

The Governing Body will work within the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service and any local arrangements agreed with the trades unions.

The Governing Body will ensure that all support staff posts are evaluated using the chosen job evaluation scheme. The Local Authority currently uses the Hay method of job evaluation to evaluate all support staff posts. This analyses the depth and breadth of the roles, responsibilities and job tasks of each individual

post and attributes points as appropriate. These points, when totalled, indicate where in the organisations ranking the job should be placed and this in turn translates into pay. A copy of LCC's current grade structure is attached to this policy.

The process of grading jobs and developing a modern pay structure is to promote fairness (i.e. having regard for Equal Pay legislation), discipline and credibility in the pay policy.

The Governing Body will pay the rates of pay, relevant to their grade, as determined by Leicestershire County Council and will inform employees of any changes to the Leicestershire County Council pay structure, when a review has taken place.

Where a role has evolved over time, an employee may be able to request a re-evaluation of the post providing that they are able to clearly demonstrate that the job tasks and responsibilities of the role are substantially different to those they were originally appointed to. Employees should be aware that a request for re-evaluation may result in the grade for the post going up, remaining the same, or in some instances the grade may go down.

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## Pay Determination on Appointment

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Governing Bodies will appoint a new employee on the first pay point within the grade applicable to the post. However, the Governing Body may, in exceptional circumstances (for example, where there are recruitment difficulties or where an individual demonstrates that they have significant experience to bring to the role), appoint a new employee on a higher pay point within the grade. In these circumstances Governing Bodies need to be aware of setting precedents and/or any potential equal pay claims and therefore must be able to demonstrate a clear rationale for their decision.

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## Annual Increments

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Schools to select the appropriate option below:

**Post 2012 T&C's:**

Annual increments are payable on 1st April only.

An employee (permanent or fixed term) who has not completed 12 months' service in the grade by the 1st April will receive an increment on the following 1st April and at 12 month intervals thereafter until the maximum of the grade is reached.

### Pre 2012 T&C's:

Annual increments are payable on 1st April subject to six months service in the grade.

An employee who has not completed six months' service in the grade on 1st April will receive an increment on the date on which they achieve six months service and, thereafter, revert to receiving increments on 1st April.

Where an employee is appointed from 2nd or 3rd October, only because 1st October falls on a non-working day, he/she will be regarded as having completed 6 months' service by the following 31st March and, therefore, be entitled to an increment from 1st April following.



## Annual Leave Entitlement (excluding casual employees)

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The annual leave year for all school based support staff runs from 1st April to 31st March inclusive. If a member of the support staff commences employment part way through a leave year their annual leave entitlement will be calculated from their first day of employment up to and including the 31st March (the end of the leave year).

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## Term Time Only Working

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The calculation for the payment of staff working term time only or annualised hours will be applied for support staff within the School.

In order to comply with legislation, which requires that part time employees are treated no less favourably than full time employees, a calculation has been agreed with the trade unions. This calculation is to be used to pro-rata the salaries of ALL term time only/annualised hours support staff (excluding nursery nurses) i.e. cleaners, admin staff, midday supervisors, in order to properly proportion holiday entitlement to weeks worked.

### Calculation Used to Establish Full Time Equivalent Salary (Term Time)

Weekly hours worked multiplied by weeks worked divided by Total Full Time (FT) working hours (see tables).

Example:

Learning Support Assistant, working 17.5 hours per week for 39 weeks per year

$$\frac{17.5 \text{ (hours worked)} \times 39 \text{ (weeks worked)}}{1694 \text{ (Total full time working hours)}} = 40.29\% \text{ FTE}$$

**Calculation Used to Establish Full Time Equivalent Salary (Annualised Hours)**

Annual hours worked divided by total FT working hours (see tables).

Example:

Administrative Officer working 20 hours per week for 38 weeks, term time plus 25 hours worked during school closure.

$$(20 \text{ hours worked}) \times 38 \text{ weeks worked} + 25 \text{ add. hours} = 785 \text{ working hours per year}$$

$$\frac{785}{1694} = 46.34\% \text{ FTE}$$

**Weeks Per Year**

The new calculation averages the number of days per year over a four year period divided by 7 (days in a week) as follows:

3 multiplied by 365 days, plus 1 multiplied by x 365 days, divided by 7, divided by 4 = 52.179 weeks per year (average)

**Hours in a Working Year**

52.179 weeks multiplied by 37 hours per week = 1931 hours in a working year.

**Annual Holiday Entitlement**

Salary Level	Below 5 Years' Service	Above 5 Years' Service
Grades 1 to 9	24 days annual leave plus 8 Public Holidays	29 days annual leave plus 8 Public Holidays
Grades 10 & 11	26 days annual leave plus 8 Public Holidays	31 days annual leave plus 8 Public Holidays
Grades 12 to 18	27 days annual leave plus 8 Public Holidays	32 days annual leave plus 8 Public Holidays

**Tables Identifying the Working Hours of a Full Time Employee**

<b>Grades 1 to 9</b>	<b>52.179 weeks per year</b>
<b>Under 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 24 days annual leave plus 8 Public Holidays	237
<b>FT Working Hours</b>	<b>1694</b>
<b>Over 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 29 days annual leave plus 8 Public Holidays	274
<b>FT Working Hours</b>	<b>1657</b>

<b>Grades 10 &amp; 11</b>	<b>52.179 weeks per year</b>
<b>Under 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 26 days annual leave plus 8 Public Holidays	252
<b>FT Working Hours</b>	<b>1679</b>

<b>Grades 10 &amp; 11</b>	<b>52.179 weeks per year</b>
<b>Over 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 31 days annual leave plus 8 Public Holidays	289
<b>FT Working Hours</b>	<b>1642</b>

<b>Grades 12 to 18</b>	<b>52.179 weeks per year</b>
<b>Under 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 27 days annual leave plus 8 Public Holidays	259
<b>FT Working Hours</b>	<b>1672</b>
<b>Over 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 32 days annual leave plus 8 Public Holidays	296
<b>FT Working Hours</b>	<b>1635</b>

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## Working Additional Hours

Where an employee is asked to work additional hours or is asked to attend an activity (e.g. staff meeting, parents evening) the Governing Body undertake to remunerate the employee in accordance with the Council's schedule of overtime payments for all additional hours worked.

Additional Hours (commonly referred to as Overtime) are any hours worked over an employee's **contracted** hours.

### Grades 1- 9

#### Post 2012 T&C's:

With the exception of the Night Premium an employee may request TOIL at plain time instead of payment:

#### Day Rate

Monday - Sunday	Day: Plain time
	Night: Plain time + Night Premium (see below)

These overtime rates apply either; on a day the employee is contracted / rostered to work or on a day the employee is not contracted / rostered to work or the employee is called out



**Pre 2012 T&C's:**

From the 1<sup>st</sup> May 2003 the rates set out below will be paid for all overtime worked by both existing and new employees (except employees contracted to work overtime – see below):

Day	Rate	
	On a day the employee is Contracted/rostered to work #	On a day the employee is not contracted / rostered to work or the employee is called out +
Monday - Friday	Day: Plain time Night: Plain time + 25% of pay Point 10	Day: Time + ¼ Night*: Time + ½
Saturday - Sunday	Day: Plain time Night: Time + 25% of pay Point 10	Time + ½ (all times)
Public Holidays	Double time	Double time

# the rates for overtime worked on a day the employee is already contracted /rostered to work are the rates payable for working on that day or at that time as part of the normal working week.

+ **Call Out** – if there is a break of at least half an hour between the end of the employee's contracted / rostered hours and the time the manager requires the overtime hours to begin (or between the time the manager requires the overtime to end and the beginning of the employees contracted / rostered hours).

\***Night** – If the overtime worked is for a shift that includes the period midnight to 5am, then the whole shift may be claimed at time + ½ . IF the overtime does not include this whole period then the night rate will only be paid for the hours claimed between midnight and 5am. The balance will be paid at the appropriate day rate.

**Grades 10-14**

**Post 2012 T&C's:**

With the exception of working on a public holiday (see below), where additional hours have been requested by the line manager, time off in lieu (TOIL) at plain time will usually be granted. However in exceptional circumstances where it is not possible to allow for TOIL to be taken within a 12 week period due to service delivery, payment for the additional hours worked may be granted.

**Pre 2012 T&C's:**

Where overtime has been authorised by the line manager, time off in lieu (TOIL) at plain time will be granted. If TOIL cannot be taken for operational reasons, payment at plain time will be made.

## Grades 15-20

With the exception of working on a public holiday there will be no entitlement to payment or TOIL in respect of hours worked in excess of 37 per week.

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## Public Holidays

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An employee who has been called into work on a public holiday will receive payment of double time for the hours worked in full recompense.

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## Working During School Closure Periods (Including Inset Days)

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Employees who are contracted to work during these periods should only undertake work that is relevant to their role, duties and responsibilities or undertake such training activities that are relevant to their role. To ensure the operational effectiveness of the School, Head Teachers/Principals are advised to agree a plan of working time with the employee concerned, as far as possible in advance of the school closure period they are required to work.

### **Disaggregated INSET days**

Where INSET days are disaggregated (3 INSET days for a school to determine locally), support staff who work part time can only be required to attend on a pro rata basis, on their contracted hours/days worked per week. When planning the timing of the disaggregated sessions, consideration will also need to be given to the employees' other commitments.

For the avoidance of confusion, pay for INSET days is already included in the pay of employees who are contracted to work 39 weeks per year. Employees who are contracted to work 38 weeks per year, pay for INSET days is not included in their contracts. Therefore, where an employee on a 38 week contract attends work during the INSET days they should be paid in accordance with the hours worked.

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## Night Premium

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A premium of 25% of pay point 10 will be paid for any hours worked between midnight and 5.00 a.m. If an employee's shift includes the whole of the period between midnight and 5.00 a.m. the night premium will be paid for the whole of the shift.

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## Sleeping In Allowance

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Where an employee is required to sleep on the premises at their place of work and expected to be on duty or on call, they are entitled to receive a sleeping-in payment. This payment covers the requirement to sleep in and up to 30 minutes call out per night, after which the additional hours provisions should apply. The rates of allowances are agreed nationally, the current rate is **£34.00** per duty as of 1<sup>st</sup> January 2015.<sup>1</sup>

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## Designated First Aider Payments

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All designated first-aiders (but not appointed persons) will receive an allowance of 1% of the salary for pay point 7, pro rata to hours worked<sup>2</sup> e.g. 1% of pay point 7 is currently £149.94<sup>3</sup> p. a. The allowance will not be used in calculating any enhancements.

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## Residential Field Study Courses & Educational Visits

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### **Residential Field Study Courses**

Support staff are not contracted to attend residential courses, therefore there is no requirement for them to undertake these duties. If an employee agrees to attend a residential course they will receive their normal days' pay and additional payment for any additional hours worked in accordance with the working additional hours schedule.

A further payment should then be made for each night where there is a need for extended supervision; the appropriate rate of pay will be paid for the duration of the supervision period. If a member of support staff is required to be "on call" at night, the sleeping in allowance as stated in will be paid. Out-of-pocket expenses should also be reimbursed.

An employee may wish to offer to attend as a 'volunteer' in which case no additional payment, other than out-of-pocket expenses, will be made,

### **Educational Visits with Pupils and Students**

If an employee's job descriptions includes the requirement of attending educational visits with pupils and students they will receive their normal days' pay and in addition payment for any additional hours worked

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<sup>1</sup> Subject to change in line with the National joint Council for Local Government Services Pyscales & Allowances

<sup>2</sup> Collective agreement on conditions of services Sept 1999

<sup>3</sup> Subject to change in line with the National joint Council for Local Government Services Pyscales & Allowances

in accordance with the working additional hours schedule. Out-of-pocket expenses should also be reimbursed, by agreement in advance

If an employee's job descriptions does not include the requirement of attending educational visits with pupils and student they may agree to attend and if so will receive their normal days' pay and in addition payment for any additional hours worked in accordance with the working additional hours schedule . Out-of-pocket expenses should also be reimbursed, by agreement in advance

An employee may wish to offer to attend as a 'volunteer' in which case no additional payment, other than out-of-pocket expenses, is made. [Back to Contents](#)



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Honoraria are a matter for the Governing Body to consider and award on a case by case basis. An honorarium should only be paid if an employee is temporarily undertaking the duties of a higher graded post, or undertaking a specific piece of work that is outside of their established role and responsibility.

Employees' undertaking some or all of the duties of a high graded post will be paid an honorarium from the first day of undertaking the duties unless:

- a. Their job description provides for them to undertake the duties concerned from time to time;  
**And;**
- b. The grade of their substantive job reflects this.

Where (a) and (b) apply, no honorarium will be paid in respect of cover for annual leave and the first four weeks of cover for other reasons.

### **Calculation of Honorarium**

The honorarium will be based on the difference between the employee's pay point and the minimum pay point of the higher graded post.

- Where the full duties of the higher graded post are being undertaken, the honorarium will be 100% of the difference for the period concerned.
- Where only a percentage of the duties are being undertaken, the honorarium will be a percentage of the difference for the period concerned.

### **Additional Guidance**

In normal circumstances, an honorarium will only be agreed for a period of six months unless it is being paid in respect of cover for absence.

If an honorarium is being considered for an employee undertaking additional duties on a temporary basis e.g. pilot project, specific piece of work, the grade of the work being undertaken should be determined through the job evaluation process.

If an honorarium is being considered for a period longer than six months, it is advised that a secondment to the higher graded post is considered.

In circumstances where only part of the duties is being covered, a revised job description for the 'acting up' post is required for evaluation, the outcome of which will determine the payment to be made.

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## Local Conditions of Service for Premises Officers

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### 1. Scope

The agreement covers all School based employees, whose role is defined within the Premises Officer Family in the Job Evaluation Guide, including all those whose job descriptions have been/are associated with this family during the Job Evaluation process, hereinafter called 'Premises Officer'.

The agreement covers the following areas,

2. Lettings
3. Contractual Overtime
4. Heating Care and Security
5. Emergency Call Outs
6. Health & Safety

### 2. Lettings

#### Definition

Lettings – Any pre-planned activity i.e. Educational, Community, Sports Based that is undertaken outside of normal School hours.

2.1 There are two methods by which reimbursement for undertaking a letting can be made, which are:

2.1.1 Based on the payment for additional hours worked.

Or

2.1.2 Based on the payment of a letting fee.

NB The method of payment to be used should be agreed at the commencement of employment) or prior to individual pieces of work being undertaken.

2.2 Good practice has established that under normal circumstances the Premises Officer is notified at least one week in advance about activities that are being undertaken within the establishment or on the premises.

- 2.3 It is strongly recommended that agreement is reached between the Premises Officer and the Head Teacher/Principal before a letting is undertaken (preferably at the time of the letting being booked) as to the amount of additional time, if any, to be worked.
- 2.4 When a letting overruns the booked time the Premises Officer must inform the Head Teacher/Principal as soon as practicable. It will be the responsibility of the School to inform the Organizing Body of any additional cost. The Premises Officer will claim for the all the additional hours she/he is required to work or the additional letting fee (the payment of either additional hours or letting fee should be agreed in advance).
- 2.5 On no account must a Premises Officer accept 'payment in kind' or cash for additional hours worked from the Hirer.
- 2.6 Lettings may be deemed to be 'contractual' if they meet the criteria of the definition of Contractual Overtime (Paragraph 5).
- 2.7 Payment for additional hours worked.
- 2.7.1 Additional hours worked allied to a letting are to be paid at pay point 13 in accordance with the LCC Agreement on Working Hours ).
- 2.7.2 On occasions when more than one member of the Premises Support Team are required to undertake a Letting it would be appropriate for this method to be used.
- 2.7.3 The hours to be worked must be agreed in advance.
- 2.8 Payment by letting fee.
- 2.8.1 Payment for unattended and attended letting fees will be subject to any pay award adjustment to Pay Point 13 on the Leicestershire County Council pay scales.
- 2.8.2 The fee payable is a flat rate fee, and is not enhanced in any way by the number or type of rooms in use during the period of the letting.
- 2.8.3 Unattended - The fee payable for a letting will be for opening, closing and up to ONE hour's work allied to the letting. This one hour of work can only be done before or after the letting, not whilst the letting is in progress. The Premises Officer is not required to remain on the premises or be 'on-call' during the period of the letting.
- 2.8.4 Attended The fee payable for a letting will be for opening, closing and up to ONE hour's work allied to the letting, Also included is the requirement for the Premises Officer to be in attendance for the duration of the letting to ensure the safe keeping of the property and being available to the Hirers at all times or in case of an emergency.
- 2.8.5 The one hour of work, included in the letting fee, can only be done before or after the letting, not whilst the letting is in progress.

NB. If there is a requirement for Premises Officers to undertake their normal duties whilst in attendance at a Letting their normal rate of pay (subject to paragraph 3 & paragraph 4 below) should be paid instead of the letting payments.

2.8.6 Additional hours worked allied to the letting over and above the one hour included in the letting fee will be paid in accordance with this document and at the rate of Pay Point 13.

2.8.7 Attended with Maintenance – The fee payable for a letting will be for opening, closing, work allied to the letting and undertaking required maintenance to the property.

2.8.8 Unattended Letting Fees:

Monday to Friday	6.00 pm – 10.00 pm	£17.36	2 units per 4 hr block
Saturday	6.00 am – 10.00 pm	£26.04	3 units per 4 hr block
Monday to Saturday	From 10.00 pm	£17.36	2 units per 2 hr block
Sunday	All day	£17.36	2 units per 2 hr block

2.8.9 Attended Letting Fees

Monday to Friday	6.00 pm – 10.00 pm	£26.04	3 units per 4 hr block
Saturday	6.00 am – 10.00 pm	£39.06	4.5 units per 4 hr block
Monday to Saturday	From 10.00 pm	£26.04	3 units per 2 hr block
Sunday	All day	£26.04	3 units per 2 hr block

**NB** The rate used is based on multiples of Pay Point 13 (currently £8.68 per hour).

2.8.10 Attended Letting with Maintenance Fees

	Payment
Mon – Fri	Plain time
Sat – Sun	Plain time
Bank Holiday	Plain time plus TOIL
Night	Time + <a href="#">Night Premium</a> *

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### 3. Contractual Overtime

3.1 Eligibility to receive contractual overtime is if it occurs as part of a programmed/rostered requirement on a regular basis (e.g. weekly) for a minimum of one term.

3.2 The earnings from contractual overtime will be taken into account for the payment to be made when the Premises Officer is on sick leave or annual holiday only if the Premises Officer had been rostered to work the overtime during the period of sickness or annual leave. The payment for overtime would need to be claimed by the employee.

3.3 In circumstances where there is more than one Premises Officer in the Premises Support Team the senior member of the Team will ensure that the overtime is covered.

- 3.4 All overtime will be deemed to be contractual to the rostered member of the Team who undertakes the role of the responsible person. Others undertaking cover duties or required to provide assistance do not have a 'contractual' entitlement.

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#### **4. Emergency Call Outs**

- 4.1 On appointment the Premises Officer will be advised as to whether they are to be a contact point for 'emergency call-outs'. Whilst this is deemed to be part of the role of the Premises Officer there is no requirement for the Premises Officer to be 'on-call' or contactable at all times as the 'emergency call-out' list should contain a minimum of four names.
- 4.2 In the event when a Premises Officer is called out a minimum payment of 2 hours at Pay Point 13 should be paid. The minimum payment for 2 hours will include travel to and from the School. In circumstances where the Premises Officer is unable to conclude the work related to the emergency call-out, including travelling to and from the School overtime will be payable at the individual's rate of pay for the additional time worked only.
- 4.3 Payment for working additional hours will be paid as set out above..

#### **5. Health & Safety**

- 5.1 Whilst employers do have a duty of care to ensure that their employees work as far as reasonably practicable in a healthy and safe environment all employees have a duty to ensure that they undertake their duties in accordance with all policies, practices and procedures as defined within the various conditions of service that apply to them or the duties they undertake.
- 6.1.1 When attending the premises for heating care and security duties a Premises Officer should take due care in ensuring their safety and must ensure that they do not undertake any activity that will endanger their physical wellbeing.
- 6.1.2 The role of the Premises Officer is not to confront intruders or trespassers, the Police should be called on every occasion, as the Premises Officer should take due care in ensuring their own safety and should avoid confrontation with members of the public.
- 6.1.3 Ensure that an employee, required to attend 'emergency call-outs', undertake heating care and security duties, or who works alone or in isolated buildings, should include access to the use of a mobile telephone and/or reimbursed for work related usage.
- 6.1.4 The emergency call-out list contains a minimum of four names. Additional arrangements should be made during holiday periods to ensure that cover is provided.
- 6.1.5 When attending an 'emergency call-out' an employee should not enter the premises until it can be established that there is no danger of attack or accident.
- 6.1.6 When attending an 'emergency call-out' an employee should ensure that a second person is aware that they are going to their workplace and make arrangements to report back to the second person within a specified time period i.e. 60 minutes. In circumstances where it is impracticable for the employee to identify a second person the employer should give consideration to an alternative arrangement i.e. the Alarm Company used by the School.

**NB** A similar arrangement should exist for Premises Officers who have to maintain the bunkers of solid fuel boilers both during and outside of working hours.



- 6.1.7 When attending an 'emergency call-out' an employee should not be accompanied by family member(s) or friend(s). The only individuals who should be in attendance at a 'call out' are, another employee of the County Council working at the establishment or the Police or a Security Officer from the schools alarm company.
- 6.1.8 When establishing the hours of work of a Premises Officers, account should be taken of the requirements of the Working Time Regulations.

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## Appendix A: Current Local Grade Pay Structure

Grade	Grade	Pay Point	Salary wef 01/04/2016	Hourly Rate wef 01/04/2016	Salary wef 01/04/2017	Hourly Rate wef 01/04/2017
2	2	3	£14,514	£7.52	£15,014	£7.78
	3	4	£14,514	£7.52	£15,014	£7.78
3	3	5	£14,619	£7.58	£15,119	£7.83
	4	6	£14,769	£7.65	£15,244	£7.90
4	4	7	£14,994	£7.77	£15,394	£7.98
	4	8	£15,414	£7.99	£15,789	£8.18
5	5	9	£15,507	£8.04	£15,807	£8.19
	5	10	£15,726	£8.15	£16,026	£8.30
	5	11	£16,192	£8.39	£16,492	£8.55
6	6	12	£16,588	£8.60	£16,888	£8.75
	6	13	£16,964	£8.79	£17,264	£8.95
	6	14	£17,393	£9.01	£17,643	£9.14
	6	15	£17,824	£9.24	£18,049	£9.35
7	7	16	£18,316	£9.49	£18,499	£9.59
	7	17	£18,838	£9.76	£19,026	£9.86
	7	18	£19,374	£10.04	£19,568	£10.14
	7	19	£19,940	£10.33	£20,139	£10.43
8	8	20	£20,522	£10.63	£20,727	£10.74
	8	21	£21,122	£10.94	£21,333	£11.05
	8	22	£21,747	£11.27	£21,964	£11.38
	8	23	£22,434	£11.62	£22,658	£11.74
9	9	24	£23,167	£12.00	£23,399	£12.12
	9	25	£23,937	£12.40	£24,176	£12.52
	9	26	£24,752	£12.82	£25,000	£12.95
	9	27	£25,622	£13.27	£25,878	£13.41
10	10	28	£26,582	£13.77	£26,848	£13.91
	10	29	£27,609	£14.30	£27,885	£14.45
	10	30	£28,688	£14.86	£28,975	£15.01
	10	31	£29,858	£15.47	£30,157	£15.62
11	11	32	£30,542	£15.82	£30,847	£15.98
	11	33	£31,291	£16.21	£31,604	£16.37
	11	34	£32,100	£16.63	£32,421	£16.79
	11	35	£32,975	£17.08	£33,305	£17.25
12	12	36	£33,997	£17.61	£34,337	£17.79
	12	37	£35,084	£18.17	£35,435	£18.36
	12	38	£36,242	£18.77	£36,604	£18.96
	12	39	£37,499	£19.42	£37,874	£19.62

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Grade	Grade	Pay Point	Salary wef 01/04/2016	Hourly Rate wef 01/04/2016	Salary wef 01/04/2017	Hourly Rate wef 01/04/2017
13	13	40	£38,732	£20.06	£39,119	£20.26
	13	41	£40,008	£20.72	£40,408	£20.93
	13	42	£41,350	£21.42	£41,764	£21.63
	13	43	£42,790	£22.16	£43,218	£22.39
14	14	44	£44,165	£22.88	£44,607	£23.11
	14	45	£45,632	£23.64	£46,088	£23.87
	14	46	£47,186	£24.44	£47,658	£24.69
	14	47	£48,865	£25.31	£49,354	£25.56
15	15	48	£50,450	£26.13	£50,955	£26.39
	15	49	£52,119	£27.00	£52,640	£27.27
	15	50	£53,864	£27.90	£54,403	£28.18
	15	51	£55,679	£28.84	£56,236	£29.13
16	16	52	£57,903		£58,482	
	16	53	£60,264		£60,867	
	16	54	£62,788		£63,416	
	16	55	£65,584		£66,240	
17	17	56	£68,493		£69,178	
	17	57	£71,544		£72,259	
	17	58	£74,744		£75,491	
	17	59	£78,098		£78,879	
18	18	60	£80,474		£81,279	
	18	61	£83,922		£84,762	
	18	62	£87,504		£88,380	
	18	63	£91,255		£92,168	
19	19	64	£100,654		£101,661	
	19	65	£103,227		£104,260	
	19	66	£108,090		£109,171	
	19	67	£113,326		£114,460	
20	20	68	£116,922		£118,092	
	20	69	£120,694		£121,901	
	20	70	£124,682		£125,929	
	20	71	£128,966		£130,256	
21	21	72	£126,779		£128,047	
	21	73	£132,611		£133,938	
	21	74	£138,711		£140,099	
	21	75	£145,092		£146,543	
22	22	76	£169,665		£171,362	
	22	77	£175,689		£177,446	
	22	78	£182,016		£183,837	
	22	79	£188,851		£190,740	

The above rates of pay may be subject to change in line with national/ local pay negotiations.



## Leicestershire Traded Services

### General Enquires

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Services provided by



Title: Pay Policy for Support Staff  
Version: v2016 – MA1  
Agreed at: JPR  
Date Agreed: 7<sup>th</sup> September 2016  
Review date: September 2017