

## **SALARY AND ALLOWANCES POLICY**

### **Introduction**

CHS seeks at all times to ensure that procedures to determine the pay and conditions of employment for all staff complies with employment legislation, is free from bias and does not discriminate unlawfully.

In determining a pay and rewards structure CHS is governed by the Scottish Government Pay Policy Guidance and must submit its Pay Remit in accordance with established Scottish Government procedures. Approval of each Pay Remit is sought via submission to CHS' Sponsor Branch.

CHS will always strive to ensure that staff are adequately and fairly rewarded for their work, within a Public Pay Policy and business performance and needs context.

### **1. Placement on the Salary Scale**

#### **1.1 On Entry to CHS**

Salary placing on the appropriate scale shall be on the bottom point of the scale unless in very exceptional circumstances and subject to guidance relating to Equality duties and with advice from HR Support Services. A business case in support of placement above the grade minima must be submitted to the Director of Finance and Corporate Services – making reference to the skills, knowledge and experience of the candidate. The candidates' current salary is irrelevant. Any decision to place above the minima must be demonstrably objective and justifiable to challenge. Advice can be sought from HR Support Services Team.

#### **1.2 On Promotion/Regrading**

On promotion or on the re-grading of an existing post, a staff member shall be placed on the bottom point of the new grade and where there is a potential overlap of salary, no higher than the second point of the new grade.

#### **1.3 Part-time working**

A staff member working fewer than 37 hours a week shall be paid on a pro-rata basis.

#### **1.4 Agency Staff**

In line with legislation, agency staff after 12 weeks engagement shall be placed on the minimum point of the relevant CHS grade.

### **2. Payment of Salaries**

2.1 Salaries are paid on the last working day of the month in arrears.

2.2 Salaries can be credited to any branch of any bank or building society within the UK.

2.3 CHS operates a "self-service" electronic e-hr system and all employees will be issued with a username and password for this system enabling them to access and manage their own pay

slips and P60 forms (amongst other HR-related facilities) which comply with the necessary detail outlined in the Employment Rights Act.

- 2.4 Pay information, including travel and expenses forms, which affect the monthly salary must be received by the Transactions Team by no later than the 15th of each calendar month to ensure payment by the last working day of the month.
- 2.5 Information regarding new recruits/terminations etc must be forwarded to Transactions Teams as soon as confirmed (and preferably a minimum of two weeks prior to effect) to ensure efficient processing.
- 2.6 A day's pay, for all purposes, including unpaid leave and on joining/leaving the organisation, in addition to holiday pay, is calculated by dividing by 12 months and then number of working days in the month

### **3. Progression**

- 3.1 CHS' annual pay settlement date is 1<sup>st</sup> April each year. Where progression is to be awarded as part of the annual pay offer this shall be granted provided the employee has been in post prior to 31<sup>st</sup> December of the previous year. Progression can only be awarded until the postholder reaches the maximum of their grade.
- 3.4 An increment may be withheld as part of an outcome of a disciplinary or capability procedure subject to the appropriate right of appeal
- 3.5 In very exceptional circumstances, an employee may receive an accelerated increment within the appropriate salary scale on the grounds of special merit or ability. This can only be considered in discussion with the Director of Finance and Corporate Services.

### **4. Over/Under Payments**

- 4.1 Where there has been an underpayment for any reason e.g. salary, travel expenses, pension deduction, annual leave entitlement CHS will arrange for payment of outstanding monies to be made within the next salary payment or, where appropriate, may consider arranging an immediate payment
- 4.2 In the event of an overpayment for any reason e.g. salary, travel expenses, annual leave entitlement etc, CHS will arrange for the overpayment to be repaid. CHS will contact the member of staff in writing detailing the amount of under/overpayment. In normal circumstances, monies owed will be reclaimed over the same period as the overpayment occurred. However, in exceptional circumstances CHS will offer the opportunity to spread the repayment over an agreed period of no longer than 12 months but within the current financial year. Details of any mutually agreed repayment period will be confirmed in writing to the member of staff.

### **5. Advances of Salary**

- 5.1 It is CHS' policy not to provide advances of salary to staff.
- 5.2 Exceptionally where, in the opinion of the Chief Executive, an advance can be justified, representation should be made in writing to the Director of Finance and Corporate Services.

5.3 Full details of the circumstances surrounding the request should form the substance of the report including a statement about why alternative financial arrangements cannot be made. Supporting documentation should also be included where relevant.

5.4 A limit of 50% of monthly take home pay will be the maximum under any circumstances to be advanced as such a loan. The whole amount of any advance will be recovered from the next salary payment.

## **6. Employees undertaking higher/additional responsibilities**

6.1 Where an employee is required, for a continuous period exceeding 4 weeks, to undertake higher/additional responsibilities, CHS shall grant an allowance, considering the following :-

- the salary scale for the higher post; or
- the extent of the additional duties and responsibilities; and
- the period for which these are undertaken.

6.2 Where appropriate, progression will be taken into account if the employee is temporarily regraded to a higher grade, regardless of whether they are undertaking 100% of the duties of the higher graded post.

6.3 Employees will continue to receive such allowances while on annual leave unless the higher graded post holder returns to duty or the duties are undertaken by another employee.

## **7. Overtime Payments**

7.1 CHS recognises that in certain circumstances it may be necessary for staff to work overtime and be remunerated appropriately, either by overtime payments or time off in lieu. CHS' overtime policy will apply in these circumstances but will generally follow the undernoted principles.

7.2 Overtime payments will only be available to Administrative and Officer grades.

7.3 Overtime payments or time off in lieu will only be authorised if approval has been granted by the relevant budget holder prior to the work being undertaken.

7.4 Additional hours worked up to the contractual working week of 37 hours will be paid at single time.

7.5 Additional hours worked in excess of the 37 hours will be made at the appropriate overtime rate

7.6 Payment of additional hours or overtime will be paid in the month following receipt of the overtime claim form.

7.7 CHS will be deemed the employee's main employer and should therefore comply the Working Time Directive ensuring that additional hours authorised are not in breach of the regulations laid down. Advice should be sought from the HR Shared Services Team if required.

## **8. Job Evaluation**

- 8.1 CHS' job evaluation process is based on an analytical assessment of job factors such as skills and know-how, accountability and problem solving and is managed according to rigorous and agreed criteria that has been well-tested across the public sector environment.
- 8.2 Any employee or line manager who considers that the job required has changed significantly and permanently can apply to have the role re-evaluated by writing to the Director of Finance and Corporate Services.
- 8.3 If a job is successfully re-evaluated then salary placement will be either to the minima of the new higher grade OR where there was an overlap between the grades, placement will be to the second step of the new grade. This change will normally be backdated to the date of the job evaluation application.
- 8.4 The HR Shared Services Team will provide support and written rationales for job evaluated through the Job Evaluation process.

## **9. Organisational Change**

- 9.1 Where an employee is affected by organisational change where their current post is at risk, they will be placed on CHS' Redeployment Register until they can be matched to suitable alternative employment within CHS.
- 9.2 If the alternative employment offered is of a lower grade to the previous role then salary protection will be offered to a maximum of 3 years.
- 9.3 Salary protection ensures that the affected employee's salary remains frozen at their current rate with no inflationary uplift or progression payment until either a) the salary for the suitable alternative post exceeds the protected salary OR b) the end of the three year salary protection period at which point the employee will be placed on the maxima of the alternative post salary scale.

## **10. Demotion – effect upon Salary**

- 10.1 The outcome of either a disciplinary or capability hearing may be that an employee either *cannot* perform to the required standard of their existing post or *cannot be permitted* to continue in their current role but that they are capable of performing a position - with less responsibility/requiring lower level skills and abilities - at a grade below.
- 10.2 Where this is the decision, the offer (which will be made in writing within 5 days of the hearing) will be to place the affected employee on the salary scale maxima of the lower grade.
- 10.3 Nothing here affects appeal rights as provided for in the relevant policies and procedures.

## **11. Additional Allowances**

### **11.1 Call-out or Standby Arrangements**

Payment in line with the agreed policy will be made to staff required to provide services on the relevant days. Payment will be notified to payroll and will be payable in the month following the requirement for standby.

### **11.2 Travel and Subsistence**

T&S should be claimed and authorised via the e-hr system and is paid according to agreed rates and in the month following submission of an approved claim. Staff making the claim are declaring that their claim complies with extant rules and insurance requirements.

## **12. Salary Information and Data Protection**

12.1 Salary information is considered sensitive data and kept securely and confidentially and only held and used in accordance with the Data Protection Act. Accordingly, such information will not be released to any external third party except where required by law (e.g. Police, HMRC, Pension Providers, legal professionals) and any misuse of the information would be deemed a breach of Data Protection legislation, would be notified formally as such and dealt with appropriately under the CHS' Disciplinary Procedure.

## **13. Policy Review**

This Policy may be amended by CHS at any time to take into account changes in legislation and best practice.

## **14. Equality Impact Assessment**

This Policy has been reviewed in accordance with the Single Equality Act 2010 and CHS General Equality Duty.