

PAY POLICY

Policy Statement

This document sets out, in summary, Longwick Pre-school's approach to pay.

Pay Reviews

Longwick Pre-school reviews the pay of its employees on an annual basis. A pay review does not, however, guarantee that any increase will be implemented. Any increases to pay are entirely at the discretion of the setting. Any pay increase will normally be paid in the September payroll run.

The annual pay review process is normally based on the following:-

- individual performance
- adherence to the national living wage
- cost of living increases
- affordability to the setting
- extra responsibilities such as SENDCo or Designated Safeguarding Officer

Key Principles

The setting's key principles when reviewing and applying pay increases are:-

- to pay employees at a level that allows the setting to remain sustainable in a difficult and unpredictable economic climate, whilst also taking into account specific strategic requirements and key market rate factors where relevant
- to establish a strong link between pay and performance with annual pay increases reflecting performance (behaviour and delivery) in the job
- to ensure that total remuneration (salary and benefits e.g. pension) are appropriately aligned with the external job market so that Longwick Pre-school can recruit and retain people with the right skills
- to effectively consider other aspects of employee benefits (pay, benefits, training and development, career progression, work-life balance etc) to attract, engage and retain the right talent
- to gather and consider data on external market pay rates and salary percentage increases
- to ensure a fair and consistent approach to remuneration of employees, both in terms of basic pay and other payments
- to promote an equal pay agenda by ensuring that pay systems meet legislative requirements
- to take a flexible approach and to tailor salaries to take into consideration regional differences
- to consider the impact of previous pay awards on the setting's performance, recruitment and retention of employees
- to assess the impact of any proposed increase prior to implementation and agreement
- to recognise that pay freezes may be necessary to keep overall wage costs frozen at existing levels during periods of financial difficulty.

Acting Up Allowances

Where an employee covers the full range of duties of a post on higher pay, for a period of 2 weeks or more, the setting will pay that employee an acting up allowance, which will be decided by Longwick Pre-school and agreed with the employee.

Benefits

The setting currently provides the following benefits:

- Employer pension
- Enhanced sick pay
- Discounted childcare places

<i>Date Policy Implemented</i>	<i>July 2006</i>
<i>Signed</i>	<i>A. Barter</i>
<i>Name and Role</i>	<i>Alex Barter, Committee Management Chair</i>
<i>Date of Last Review</i>	<i>November 2022</i>
<i>Date of Next Review</i>	<i>November 2023</i>