

## Pay Policy

Rotunda is committed to ensuring the pay system operates as effectively, efficiently and equitably as possible. The Executive team will work closely with our payroll provider so that payments are made accurately and in a timely manner.

Payroll will provide pay information to Rotunda's Finance Manager each month to ensure that information about pay rates, pension contributions and other necessary information is kept up to date.

Rotunda will ensure that information about pay systems and reviews is made available to all staff.

### 1. Method of payment and pay advice

1.1 All salaries will be paid monthly by credit transfer on or around the 25th of each month, apart from December (see 4.2). Where the 25th of the month falls on a weekend or Bank Holiday, payment will be made on the last working day immediately before the 25th.

1.2 Payment in December will be made approximately one week before the 25th of the month.

1.3 You will receive payment advice information each month on or before the date that payment is to be made to you.

1.4 In exceptional circumstances new starters whose pay details have not been processed in time for the monthly pay run may receive an advance from Rotunda Finance department. The amount advanced will be recovered from the first month for which salary which is paid via payroll.

1.5 Payroll will issue P60 statements to every member of staff in May each year.

### 2. Salary review process

2.1 Salaries are reviewed on 1 September each year. Where salary reviews have not been agreed in time to enable salaries to be increased on 1 September, increases will be backdated to 1 July once settlement is reached or consultation concluded.

2.2 The proposals for pay increases within the pay remit must be affordable to Rotunda both in year and in the longer term.

2.3 Rotunda cannot award pay increases which would breach the approved pay remit.

2.4 Salary reviews for members of the Executive Team will be conducted by the Remuneration Committee

### 3. Pay grades and ranges

3.1 Rotunda has pay ranges which will be published and available to staff. They show the pay ranges for each level of the eight job levels.

3.2 Each job level will have an Entry Rate of salary and a maximum salary. No member of staff will be paid below the Entry Rate of salary rate for their job level.

3.3 Your salary will not progress above the maximum for your job level. The size of your pay increase may be capped if the percentage pay increase applied more generally to staff would increase your salary above the maximum for your job level.

3.4 Staff who, for whatever reason, earn above the maximum for their job level will have their salary frozen until the maximum pay for the job level catches up with their salary. When this happens their salary will increase in line with the maximum for the job level. This is often referred to as 'red circling' the salary.

#### **4. Pay increases and revalorisation**

4.1 The term 'revalorisation' refers to increases in the value of Entry Rate salaries and to the maximum of each pay range.

4.2 Revalorisation of the pay ranges each year is not guaranteed. When revalorisation does occur it will be effective from 1 Sept, subject to gaining agreement for Rotunda's pay remit and following consultation and negotiation.

4.3 Annual pay increases are not guaranteed at Rotunda and are not a contractual entitlement. Pay increases will be considered in the context of affordability and government pay policy.

4.4 In order to receive a pay increase you must receive a rating of 'Effective' in your end of year Performance and Development Review/Appraisal.

4.5 If you receive a 'Not Effective' rating you will not receive a pay increase.

4.6 The only exception to this arises if the Entry Rate of salary is revalorised and increases to above your current rate of pay. In such circumstances your pay will increase to the new Entry Rate.

4.7 To receive an increase on 1 Sept you must have been in your current job level for at least nine months.

4.8 The amount available for increases will be determined by the pay remit which in turn must take into account government pay policy and Treasury Pay Guidance. It is possible that government pay policy does not give provision for rates of pay to be increased.

4.9 The distribution of the funds available for pay increases will be determined following consultation and negotiation. Consultation and negotiation may consider a variety of methods or options for the distribution of available funds.

#### **5. Promotions**

5.1 Staff promoted to a higher level post who are in receipt of a permanent responsibility allowance will have the allowance taken into account when the salary for their new post is being calculated.

## **6. Temporary promotions**

6.1 Your level of pay for a temporary promotion will be calculated in the same way as for a permanent promotion.

6.2 Upon completion of your temporary promotion your salary will return to the level that it would have been had you remained in your original position for the duration of your temporary promotion.

## **7. Temporary upgrading**

7.1 There may be occasions where it is necessary to temporarily upgrade a member of staff without undertaking a full recruitment and promotion exercise. This is sometimes referred to 'acting up'.

7.2 Where the full responsibilities of a higher graded post are to be undertaken, then the salary to be paid during the period of upgrading will be calculated accordingly.

7.3 Where only a proportion of the responsibilities of a higher graded post are to be undertaken, then an allowance may be payable for the period of upgrading. The size of the allowance will be determined depending on the circumstances at the time.

7.4 Upon completion of a temporary upgrading your salary will return to the level that it would have been had you remained in your original position for the duration of your upgrading.

## **8. Overtime**

8.1 Any overtime working must be authorised in advance by your line manager. Claims for overtime or additional hours worked will not be accepted unless a full record of the hours worked has been kept.

## **9. Payment errors and overpayments**

9.1 Occasionally errors may occur regarding the amount paid to you.

9.2 If you have been underpaid, the correct payment will be made to you, together with any arrears due, in the next available salary payment.

9.3 In exceptional circumstances an interim payment may be made to you via payroll or the Finance Manager.

9.4 The Finance Manager will advise you if it is discovered that you have been overpaid. All overpayments will be recovered by Rotunda.

9.5 The Finance Manager will agree the means for recovering the overpayment with you. This may, for example, be via cheque or by deductions from subsequent salary payments.

9.6 Where an overpayment is to be recovered by deductions to salary payments, the Finance Manager will agree a schedule of deductions with you. This may involve a single deduction or deductions over the course of several months. It is expected that recovery of an overpayment through payroll deductions would not normally take more than one year, though this may be varied in exceptional circumstances.

## **10. Unpaid leave,**

10.1 There may be occasions when you may be granted unpaid leave eg to care for a dependent. If this is the case a deduction will be made from your salary to account for the unpaid day(s).

## **11 Demotions**

11.1 There are a number of reasons why a person may be demoted, for example as the outcome to a disciplinary hearing, re-structuring or because a person has chosen to apply for or take up a lower graded post.

11.2 In the event of a demotion for disciplinary reasons or a restructure, your salary will be calculated accordingly.

11.3 If you chose to apply for, or voluntarily request to take, a lower graded post, your salary will be calculated on the basis that you had performed that job throughout your time at the higher graded post. For example, if you accepted a Level B job, having worked at Level C for three years, your pay will be calculated as if you were in the Level B job for three years.

## **12 County court orders, attachment to earnings and student loan repayments**

12.1 If you are subject to a county court judgement order or an attachment to earnings order the information will be forwarded to payroll and the appropriate deductions will be taken from your monthly salary. The deduction will be indicated on your payslip.

12.2 If you have a student loan you may be required to make repayments direct from your salary. This will depend on your rate of salary. If deductions are required they will be indicated on your payslip.

## **13. Remuneration Committee**

13.1 The Remuneration Committee will comprise of two Trustees' of the Management Board and the CEO.

13.2 The terms of reference for the Remuneration Committee will describe in detail the role, make-up and parameters of the committee.

13.3 The main function of the Remuneration Committee will be to determine the salary of members of the Executive Team.



## Rotunda Policy Review Record

<b>Reviewed by:</b>	<b>Approval date:</b>	<b>Review frequency:</b>	<b>Review date:</b>	<b>Signed:</b>
Maxine Ennis	11 <sup>th</sup> May 2024	Annual	12 <sup>th</sup> May 2025	