

SALARIES

1. STARTING SALARIES

- 1.1** Council policy is that salaries offered to successful candidates are normally at the first point of the grade. This ensures that employees are given scope for salary progression, either by annual increment or in recognition of merit/exceptional performance, as well as giving employees an incentive to remain in post for a reasonable length of time.
- 1.2** Appointing officers may however appoint above the minimum if they consider that there are **exceptional** and **justifiable** grounds for doing so (e.g. an applicant is already in receipt of an inclusive salary which is in excess of the grade minimum). Any such decision must however be supported by an objective justification.
- 1.3** Before appointing above the minimum, consideration should be given to the salary levels of similarly designated staff within the Service Area to ensure that no irregularities will be established. Particularly with grades which overlap it is possible for a supervisor to be in receipt of a salary which is less than that being paid to the subordinate.

2. CALCULATION AND PAYMENT

2.1 Full-time Employees

Salaries are calculated at the rate of 1/12th of the annual salary for each calendar month.

2.2 Part-time Employees

These are paid on a pro-rata annual basis on the number of hours worked. Special considerations apply in the case of school clerical workers and school laboratory technicians, where the calculation is based on a forty week year.

2.3 Payment

Salaries are paid monthly by bank credit transfer or in **exceptional cases** where new employees have not yet obtained a bank account (school leavers or new arrivals from overseas) by cheque for the first **2 monthly salaries** only. After 2 months cheque payment will be stopped until bank details are provided.

3. PAYMENT DATE

3.1 Staff

Currently staff are paid mid month on the 15th of each month. From October 2007 will be the **last banking day of each month** except when this falls on a Saturday

or Sunday, when payment is made on the preceding Friday. Currently, schools based staff are paid on the last banking day of the month.

3.2 New Starters

Payment of salary to a new appointee in respect of their first month of service is paid as soon as possible following the completion of 2 weeks service.

3.3 Leavers

In view of the early processing date it is essential that notices of termination are forwarded to Payroll as soon as they are submitted.

4. HOLIDAY PAYMENT

Advance payments cannot be made for holiday periods. Managers should also further point out to probationary staff that in the event of their probationary period being unsuccessful, they will be required to repay the Authority for any excess annual leave taken over and above their entitlement.

5. INCOME TAX DEDUCTIONS

Income tax deductions are made in accordance with a code number notified to the Council by the Inspector of Taxes. Tax matters of all staff employed by the Council are dealt with at the under-mentioned address and any query or communication should be made to them quoting reference LP33.120/B.30.

H.M. Inspectors of Taxes
North East Metropolitan Area
Fountain Court
119 Grange Road
Middlesbrough
Cleveland TS1 TAU

6. RELEVANT LEGISLATION

Equal Pay Act 1970
Equal Pay Act 1970 (Amendment) Regulations 2003