

Pay, Benefits and Pension Policy and Procedure

**SALARY ARRANGEMENTS**

1. Monthly paid salaries - to be paid monthly in arrears normally on or about the 28th of the month by direct credit transfer to your designated bank account.
2. Weekly paid salaries and casual staff – to be paid weekly in arrears at or about the end of the week following work. If appropriate, this may be upon the receipt of approved timesheets.

Your basic pay will be outlined in your contract of employment. Any subsequent amendments to your basic pay will be notified to you in writing by BCC.

Overtime payments: No additional payment for overtime will be paid without prior agreement from your line manager.

Part-time employees will be paid on a pro rata basis based on the hours they work.

If any queries arise about pay, or if it looks as if a mistake has been made, speak to your line manager immediately so that they can take appropriate action. Unless agreed otherwise, any pay errors, whether of over or underpayment, will be rectified in the next salary payment.

Appropriate deductions will be made from pay including income tax and National Insurance contributions (NICs), and pension which are subject to each employee's earning level, tax code and the number of hours worked.

If the Employer makes an overpayment to the Employee to which he/she is not entitled, or which is more than that to which he/she is entitled, the Employer has the right to recover the overpayment by deductions from the Employee's salary or from other payments due to him/her. Any deductions will normally be made over the same period that the overpayment was made. It is in the Employee's interests to check their pay slips regularly.

**INCOME TAX**

If there are any changes in your personal circumstances which will affect your tax status, you should notify the Inland Revenue, who will automatically inform BCC of any changes to your tax code. Further information about how to contact Inland Revenue can be found at [www.gov.uk/hmrc](https://www.gov.uk/government/organisations/hm-revenue-customs).

**BUSINESS TRAVEL and ANCILLIARY EXPENSES**

You will be reimbursed for any expenditure necessarily incurred to do your job when working away from your normal place of work.

Public Transport and accommodation costs will be reimbursed at actual cost – appropriate receipts must accompany all claims.

For details of how to reclaim mileage and ancillary expenses, please refer to the BCC Expenses Policy.

**SICKNESS PAY PROVISION**

The Employee is required to report any sickness absence as soon as is practicably possible to her immediate superior.

The Employee must, if requested, provide a medical certificate of sickness signed by a registered medical practitioner.

Sick pay entitlement is the current legal statutory entitlement.

Most employees have a right to statutory sick pay (SSP) if they earn more than the lower earnings level and are not over state retirement age. SSP is not however payable for the first three qualifying days of absence. (A qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods. (Periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period.) SSP is paid in the same way as ordinary pay and is liable to tax and National Insurance contributions.

**PENSION SCHEME**

From April 2017 BCC must ensure a workplace pension is available for all staff who are:

* not already in a workplace pension
* aged 22 or over
* under State Pension Age, and
* earn more than £10k per year

A pension scheme will be offered within the current legislation at the time of joining BCC.

**REDUNDANCY**

Redundancy is a last resort for any employer but in the event that the Employer needs to reduce manning levels or individual jobs become unviable then suitable volunteers will be asked for.

In addition, the Employer may select other employees for redundancy on the basis of an assessment of relative capabilities, performance, service length, conduct, reliability, attendance record and suitability for the remaining work.

In the event of redundancy, statutory redundancy terms will apply.