

New Mills Town Council – Remuneration Policy



Rules for remuneration and terms and conditions for LPC employees follow the principles laid down by the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (The Green Book). LPC's HALC adviser should be consulted for a definitive view on any query on these terms and conditions.

Pay

All staff are appointed to a grade within the range for the position set out in the 2004 National Agreement on Salaries and conditions of Service.

NJC salaries are reviewed annually and the Council will award any increase agreed at the national negotiations. These awards normally take effect from 1st April .

Individual performance of staff is reviewed at least annually to ensure that staff salaries are commensurate with responsibilities, experience and any new relevant qualifications.

Subject to satisfactory performance the employee can expect to progress automatically through the range for the position by annual increments until they reach the maximum salary in the range. The Council may withhold the annual increment if they consider that performance is below the level expected.

In the case of an exceptional performance where further progression through the grade is not appropriate or is not possible the Council may award a non-pensionable bonus.

The attainment of certain specified qualifications will attract an automatic advancement through the scale.

Salaries are paid monthly in arrears and should normally be paid by bank transfer on the last Wednesday of each month.

Holidays

Leave entitlement is 21 days plus bank holidays plus 2 extra statutory days. (This exceeds the statutory entitlement of 28 days including bank holidays).

Leave entitlement increases from 21 days plus public holidays to 25 days plus public holidays plus 2 statutory days after 5 years continuous employment.

The leave entitlement is calculated pro-rata for part-time employees.

Up to 5 days leave can be carried forward into the next leave year with the Line Manager's agreement.

Sick Pay

Sickness pay is calculated as follows :-

During 1st 4 months service up to 1 months absence at full pay

During remaining 1st year up to 1 months absence at full pay and 2 months at half pay

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During 2nd year of service up to 2 months absence at full pay and 2 months at half pay

During 3rd year of service up to 4 months absence at full pay and 4 months at half pay

During 4th and 5th year up to 5 months absence at full pay and 5 months at half pay

After 5 years service up to 6 months at full pay and 6 months at half pay

Pensions

All staff are entitled to join the Council's contributory pension scheme.

The Council is a member of the Local Government Pension scheme and will deduct a monthly contribution from the employee's salary which will be paid to the scheme together with the Council's contribution.

Notice pay

During Probationary period one week's notice pay
(Normally 13 weeks)

During first 4 years service four weeks notice pay

Over 4 years one week for each year subject to max 12 weeks.

Notice to be given by employee

During Probationary period one week's notice

After Probationary period one month's notice

Maternity/Paternity Pay

Parental rights are a changing and complex area of law and the current agreed contractual rights for LPC employees will be as laid down in the Green book. These rights should be confirmed by seeking advice from HALC when necessary. However LPC Employees on maternity and paternity leave will receive at least the normal statutory rights. (*see prorated.org.uk or gov.uk for current statutory rules*)

Under statutory rights employees on maternity leave are currently entitled to 52 weeks maternity leave of which 39 weeks is paid at the statutory rate.

Under statutory rights employees on paternity leave are entitled to 2 weeks paid leave at the statutory rate

Under statutory rights employees who are fathers are now entitled to share their partner's maternity leave - known as shared leave.

Overtime Pay

The Town Clerk can be paid overtime or can take time off in lieu if the work allows.

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Other staff are paid for any approved additional time worked at the NJC rate currently 1.5 times normal rate.

Expenses

Approved mileage expenses are paid at the current LPC rate.

Other expenses incurred in performance of Council business are paid provided they have been approved and receipted.