

Remuneration and Pensions Policy

Compass Disability Services
Units 11 – 12 Belvedere Trading Estate
Taunton TA1 1BH

July 2016
Date for Review: July 2017

Policy Statement

Compass Disability Services recognises and values the contributions of its employees and is dedicated to managing an efficient and accurate payroll and pensions scheme, ensuring employees are paid fairly and enrolled in an appropriate qualifying pension scheme, accurately, on time and in accordance with its statutory and legal obligations.

This policy applies to all employees. It does not apply to volunteers.

Introduction

This policy is designed to ensure that employees are appropriately remunerated and aware of the terms and conditions under which they are employed in respect of remuneration and pension provision.

Pay rates and pay rise

Pay rates for each role are assessed when the role is created and annually thereafter by the Chief Executive Officer against the organisations pay scales

Pay scales are determined bearing in mind;

- The level of skill and experience required to fulfill the role.
- The level of responsibility attributed to the role – this includes responsibility for budget, managing others and the amount of individual initiative/supervision expected.
- Market forces. Compass Disability Services remuneration levels need to be competitive with those of other comparable organisations so that the company can attract and retain quality people.
- Statutory, legal and ethical obligations – Compass Disability Services commits to paying the living wage, as determined by the UK Living Wage Foundation, to all employees with the exception of Trainees and Apprentices who will be paid the national living wage as determined by the UK Government.

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- Organisational performance – An annual uplift of each pay scale to allow for cost of living increases will be considered by the Board of Trustees on the recommendation of the CEO. This will take into account the organisation’s performance in the past year, its expected performance in the next financial year and affordability. A cost of living increase cannot jeopardize the financial sustainability of the organisation. All employees will be informed of any cost of living increase annually in April.

Compass Disability Services are committed to equal opportunities and equal pay for all employees. An employee’s age, gender or number of hours worked will never be considered when deciding upon the pay scale attributed to a role.

Employee’s salaries are detailed in their individual Contract of Employment and any changes confirmed in Contract Amendment letters as they occur.

Incremental increases

Bearing in mind the considerations outlined above, the pay scales allow for incremental increases for each role. Incremental increases are generally considered annually to coincide with the new financial year, however they may be considered at any point in the year should an employee be given additional responsibility within their current role or be considered to be performing over and above the expectations of their current pay scale.

Line Managers will be asked to propose any incremental increases to the CEO giving full and frank reasoning for the proposal. Before making such a proposal the line managers should consider;

- The employees performance against their Job Description
- The employees performance against the goals and individual objectives as noted in their supervision and appraisal records
- Any increased responsibility since their last review. This may be in terms of budgetary management, increased project responsibility, increased responsibility for staff supervision or any significant increase in responsibility.
- The amount of time since the last incremental review. Reviews normally occur following the employee’s annual appraisal and awards are most often made in April each year. In most cases employees are unlikely to be awarded more than one incremental increase in a twelve month period

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Pension Provision

Compass Disability Services will assess all employees monthly and will automatically enroll those employees who meet the criteria, as determined in legislation, into a qualifying work place pension scheme. The organisation will communicate with all employees, the scheme provider and the Pensions Regulator, in line with its legislative responsibilities. Where an employee does not meet the criteria but wishes to join the work place pension scheme, this will be permitted.

Whilst not encouraged, employees will be permitted to leave or opt out of the scheme, or can rejoin the scheme in line with legislation.

Compass Disability Services and employees will make contributions to the employee's work place pension scheme in line with its legislative responsibilities.

Organisation Pension Scheme

All employees will be invited to join the organisation pension scheme once they have completed 6 months in employment. This scheme will be a full qualifying scheme in order to fulfill legislative responsibility. Employees can choose to join this scheme, remain in the work place pension scheme or opt out if preferred. Employees should seek independent financial advice relating to which scheme to choose and for information relating to the transfer of funds from one scheme to another

The organisation will endeavour to maintain the organisation pension scheme's employer contribution at a matched contribution rate 2% in excess of our work place pension scheme obligations. I.e. where legislation says that the employer contribution must be a minimum of 1%, the organisational pension scheme will be set at a minimum of 3%.

The employer's maximum contribution rate for the organisation pension scheme will be determined by the organisation's Pay Scales. The employee will need to at least match the employer's contribution but can make a higher contribution than the employer if they wish.

Payment methods and dates.

Information regarding the payment of salaries is outlined in the individual employee's Contract of Employment. This includes that; the employee's salary will accrue from day to day and will be paid directly in to your bank account by monthly instalments on or before the 28th day of each month.

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When making an offer of employment the organisation will request that the employee completes and returns an Employee Starter Form, which will include their contact details, date of birth, bank details and confirmation of their current status for tax purposes. The employee is further requested to give a copy of their P45 from the previous employer if appropriate. These details will be used to create an online personnel file and an entry on the organisations payroll system. This will further assist the organisation to apply the correct tax code and enable assessment of the employee for pension purposes.

At any time an employee may change their nominated bank account or any other details by completing an Employee Change of Details form and emailing to hr@compassdisability.org.uk.

Employee pay slips will be emailed to the employee's work email address. These will be password protected and can be printed by the employee for their records if required.

Deductions

The organisation will make deductions from an employee's salary for tax, national insurance and work place pension contributions in line with legislation.

In line with the employee's Contract of Employment the organisation also reserves the right to deduct any monies due to the organisation from the employee. This would include any monies due upon leaving the organisation for any equipment not returned in line with the equipment management procedures or compensation due to the organisation as a result of a learning agreement being unfulfilled.

Any other salary deductions will only be made upon the completion of a Wage Deduction Form

Underpayment or overpayment of salary

The organisation will endeavour to make accurate payments to employees at all times, however it is understandable that errors may occur from time to time. Employees are therefore responsible for checking their pay slips carefully and advising the organisation if they believe that an under or over payment has occurred.

When an underpayment is discovered the organisation will inform the employee in writing and will make the correction on the next pay run. When

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the underpayment is substantial then the organisation will endeavour to make the payment as soon as possible.

When an overpayment is discovered the organisation reserves the right to reclaim the over payment in full. The organisation will inform the employee of the amount of the overpayment and invite them to discuss the options available for repayment. The timeline for repayment shall be of reasonable length, having regard to the extent of the overpayment. The employee and the organisation will negotiate in good faith with the aim of reaching an agreed repayment arrangement, after which the organisation will complete a wage deduction form and make the agreed deductions from the employee's salary or termination payments in accordance with the agreed repayment arrangement. If such an agreement cannot be reached then the organisation will make a proposal that the employee can appeal against through the normal grievance procedure as detailed in their staff handbook.

Termination Payments

The organisations approach to payments and deductions from an employee's salary upon termination are detailed in the employee's Contract of Employment

Policy Revision

This policy will be reviewed annually and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

Associated Documents

Contract of Employment

Pay Scales

Employee Starter Form

Employee Change of Details form

Wage deduction Form

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