



LISS PARISH 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 2016 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.

The Council will review staff salaries annually.

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 by bank transfer on the last Wednesday of each month

Holidays

Leave entitlement is 22 days plus bank holidays plus 2 extra statutory days. (This exceeds the statutory entitlement of 28 days including bank holidays)

Leave entitlement increases from 22 days plus public holidays by a further five days plus public holidays plus 2 statutory days after 5 years continuous employment

The leave entitlement is pro-rated 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 1 st 4 months service	up to 1 months absence at full pay
During remaining 1 st year	up to 1 months absence at full pay and 2 months at half pay
During 2 nd year of service	up to 2 months absence at full pay and 2 months at half pay
During 3 rd year of service	up to 4 months absence at full pay and 4 months at half pay
During 4 th and 5 th 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

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 www.gov.uk for current statutory rules*)

Overtime Pay

The Clerk and Assistant Clerk are not normally paid overtime but time off in lieu is given as the work allows.

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.

Review

This policy will be reviewed three years from the date of adoption by LPC.

Adopted by LPC on 13 August 2018.

To be reviewed in 2021.