

Payment of Salaries, Allowances and Rates of Pay

STANDING ORDER 3/1

September 2014
Employee Relations
Service Support: Human Resources

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2. STRATEGY

It is the intention of the Service to review and publish new rates of pay following negotiation at national level for the categories of employees within the service, and to ensure that all employees are paid accurately and on time.

The Service will have in place a number of processes and procedures which will ensure that employees are paid at the correct rate of pay, based upon the nationally negotiated rates. The pay will be paid by credit transfer to a bank account of the employee's choice.

3. PROCEDURE FOR PAYMENT

3.1 Payment of salaries

All employees will be paid monthly. The salary payment received each month is for that month. That is the salary payment in April is for the month of April.

Each monthly salary payment is calculated as one-twelfth of the annual salary. Payments due for part of a month are calculated as a proportion of the monthly salary based on the number of days in the month concerned.

Salaries are normally paid on the 25th of each month unless this is a Saturday, Sunday or Public Holiday. On these occasions payment will be made on the last preceding working day. The only exception to this rule is December when payment will be made on a date agreed by the SET Resources.

Salaries are paid by direct payment to the employee's bank account. Pay advice slips will be sent to employees at their section or station.

3.2 Pay Awards

When a National Pay Award is announced the Payroll & Pensions Manager will publish the updated rates via the Intranet and within this policy (see appendix 1a – 1c)

New rates will be applied to pay in the month following receipt of notification and any arrears due as a result of a retrospective award will be paid in the month following the increase in rates.

Arrears of pay for ex-employees will be paid in the month following payment of arrears to current employees.

3.3 Over payments

On occasion, employees for various reasons may receive an unintentional overpayment in their monthly salary. If this occurs and the employee notices the discrepancy it is their responsibility to flag the overpayment. Where an overpayment is discovered the sum involved will be recovered by the Service by deduction from the effected employees pay. Repayment will be made over a reasonable period, which where possible will be agreed between the employee and the payroll section.

4. Overtime

Overtime helps the West Midlands Fire Service (WMFS) to continue to provide its core business activities. The Service uses overtime to manage resources in a cost effective manner in order to meet the demands made upon it.

Green book employees above SCP 29 and flexible duty officers are not paid for additional hours worked, except where there is a specific and defined service need which has been authorised by their line manager. Payment is then at plain time rate. For further information please see Appendix 2.

5. STANDBY

WMFS aims to have maximum appliance availability for the duration of an operational shift. If there is insufficient staffing or skills on a station, the Service will use standby duty to use excess employees from other stations to bring the staffing or skills levels back to the required numbers. For standby process see The New Staffing Guidance for employees.

6. CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENTS

The level of payment in each Fire and Rescue Service has been determined by the National Joint Council (NJC) and is £851 per annum (full-time equivalent rate)

Successful applicants will receive payment with effect from the 1st July each year.

The CPD payment is retrospective, pensionable, taxable and paid in accordance with normal pay periods (that is, paid monthly in accordance with normal salary).

A CPD payment will be treated as basic pay for all pay-related purposes, such as maternity, paternity & adoption leave, annual leave, sickness and pension purposes.

CPD payments will not be taken into account when calculating overtime rates. For further information please see SO 2/23 Continual Professional Development (CPD) Scheme for Grey Book employees.

7. ACTING UP

The Service uses 'acting up' in order to continue to provide its core business activities, allowing the Service to manage resources in a cost effective manner and meet the demands made upon it. The Service trains people for their roles so that they can deliver services effectively and safely. 'Acting up' is when an employee is required to take on the duties of a higher role on a shift by shift basis. It makes sure that there is sufficient officer cover to deal with operational matters. For acting up process see The New Staffing Guidance for Staff.

For Green book employees 'acting up' is for a designated period of time which will have a start and end date. This allows the service to continue to deliver its support services while developing its employees. For further information see Pay and Grading Structure and Business Rules.

8. PAYMENT FOR WORKING PUBLIC HOLIDAYS ON NORMAL DUTY DAYS

As part of their normal working shift pattern employees in the role of Watch Manager and below (including Fire Control) who are required to work on a public holiday will be paid at plain time rates in addition to their normal pay (This is not to be confused with overtime payments). This applies to the whole 24 hour period of the public holiday, commencing at midnight.

Flexible duty officers are not entitled to additional payment for work carried out on a public holiday.

Green Book employees are not normally required to work on public holidays, unless they are specifically contracted to do so as part of their normal working shift pattern. If the line manager requests an employee, who would not normally work on a public holiday, to work and they are normally entitled to overtime payments, they will be paid in addition at plain time rates for all hours worked within the normal working day or shift during the 24 hour period commencing at midnight.

For further detailed information on this section please see SO 4/1 Annual Leave, Public Holiday, TOIL and Flexi Time.

9. MATERNITY, PATERNITY AND ADOPTION PAY

The occupational maternity, paternity and adoption provisions are more favourable than the statutory provisions; therefore employees will receive pay based upon a combination of statutory occupational pay dependent on meeting the qualifying criteria or in the instance of paternity leave the first week is full pay. Payment of salary continues to be made on 25th of the month. For further information on Maternity, Paternity and Adoption please see SO 4/8 Pregnancy, Maternity, Paternity and Adoption Provisions, Leave and Pay Policy.

10. PAYMENT OF SALARY ON LEAVING THE SERVICE

An employee leaving the service will receive their final pay on the normal pay date in the month in which their last day of employment falls. Their pay slip and P45 will be sent to their home address on or around Pay Day. Any overtime, adhoc additional payments, or expenses will be paid on the Services normal monthly pay day in the month after leaving. It is the Service's policy to not make payment for unused additional hours such as TOIL or flexi. These hours owing should be used as part of the notice period. Should an employee leave the Service owing time this will be claimed back from the employee's final pay. See SO 4/1 Annual Leave, Public Holiday, TOIL and Flexi Time.

11. CROSS REFERENCES

The New Staffing Guidance for Staff (Grey Book Employees)

SO 4/1 Annual Leave, Public Holiday, TOIL & Flexi Time

SO 2/23 Continual Professional Development (CPD) Scheme for Grey Book Staff

SO 2/25 Outside Employment and Secondary Contracts

12. KEY CONSULTEES

Pensions & Payroll Manager,

Area Commander People & Performance

Group Commander Black Country South

Station Commander Ward End

13. EQUALITY IMPACT ASSESSMENT

The initial equality impact assessment did not raise any issues.

14. OWNERSHIP

This Standing Order did not require SET or Authority approval.

15. RESPONSIBILITY AND REVIEW/AMENDMENT DETAILS

15.1 Responsible Corporate Board Member/Department

SET Human Resources/Human Resources.

15.2 Created/fully reviewed/amended

This Standing Order was amended as part of the IPDS for Green Book Employees: An Integrated Performance and Pay and Grading System by HR Assistant, Employee Relations in March 2012.

Reviewed by HR Officer, Employee Relations September 2014.

RATES OF PAY – GREY BOOK EMPLOYEES Excluding Fire Control

PAY RATES FROM 1 JULY 2013

Protected points L - Station Officer 3rd year in rank will remain in place.

	Basic annual	Basic hourly rate	Overtime Rate
	£	£	£
Firefighter			
Trainee	21,583	9.86	14.79
Development	22,481	10.27	15.41
Competent	28,766	13.14	19.71
Crew Manager			
Development	30,574	13.96	20.94
Competent	31,892	14.56	21.84
Late Shift	34,284	15.65	23.48
Watch Manager			
Development	32,582	14.88	22.32
Competent A	33,487	15.29	22.94
Late Shift	35,999	16.44	24.66
Competent B	35,664	16.29	24.44
Late Shift	38,339	17.51	26.26
Station Manager			
Development	37,096	16.94	25.41
Competent A	38,209	17.45	26.18
Competent B	40,915	18.68	28.02
Group Manager			
Development	42,723	19.51	N/A
Competent A	44,005	20.09	N/A
Competent B	47,361	21.63	N/A
Area Manager			N/A
Development	50,156	22.90	N/A
Competent A	51,660	23.59	N/A
Competent B	55,018	25.12	N/A

APPENDIX 1b

RATES OF PAY – GREY BOOK EMPLOYEES – FIRE CONTROL

PAY RATES FROM 1 JULY 2013

	Basic Annual	Basic Hourly Rate	Overtime Rate
	£	£	£
Firefighter (Control)			
Trainee	20,504	9.63	14.04
Development	21,357	9.75	14.63
Competent	27,328	12.48	18.72
Crew Manager (Control)			
Development	29,045	13.26	19.89
Competent	30,297	13.83	20.75
Watch Manager (Control)			
Development	30,953	14.13	21.20
Competent A	31,813	14.53	21.80
Competent B	33,881	15.47	23.21
Station Manager (Control)			
Development	35,241	16.09	24.14
Competent A	36,299	16.57	24.86
Competent B	38,869	17.75	26.63

Group Manager (Control)			
Development	40,587	18.53	N/A
Competent A	41,805	19.09	N/A
Competent B	44,993	20.54	N/A

RATES OF PAY - GREEN BOOK EMPLOYEES**Pay rates from 1 April 2013**

Spinal Column Point (SCP)	Annual Salary	Overtime Rate
	£	£
4	12,266	6.36
5	12,435	6.45
6	12,614	6.54
7	12,915	6.69
8	13,321	6.90
9	13,725	7.11
10	14,013	7.26
11	14,880	7.71
12	15,189	7.87
13	15,598	8.08
14	15,882	8.23
15	16,215	8.40
16	16,604	8.61
17	16,998	8.81
18	17,333	8.98
19	17,980	9.32
20	18,638	9.66
21	19,317	10.01
22	19,817	10.27
23	20,400	10.57
24	21,067	10.92
25	21,734	11.27
26	22,443	11.63
27	23,188	12.02
28	23,945	12.41
29	24,892	12.90
30	25,727	13.33
31	26,539	13.76
32	27,323	14.16

33	28,127	14.58
34	28,922	14.99
35	29,528	15.31
36	30,311	15.71
37	31,160	16.15
38	32,072	16.62
39	33,128	17.17
40	33,998	17.62
41	34,894	18.09
42	35,784	18.55
43	36,676	19.01
44	37,578	19.48
45	38,422	19.92
46	39,351	20.40
47	40,254	20.86
48	41,148	21.33
49	42,032	21.79
50	42,837	22.20
51	43,885	N/A
52	44,935	N/A
53	45,994	N/A
54	47,223	N/A
55	48,257	N/A
56	49,323	N/A
57	50,374	N/A
58	51,537	N/A
59	52,713	N/A

For rates above scp 59 please refer to the Pay Policy Statement

OVERTIME

All Employees

- HR Resourcing monitors the overtime facility to ensure it is used efficiently and effectively.
- Part time or job share employees must work full time hours (37 hours for green book employees and 42 hours for grey book employees) before they receive overtime payment at an enhanced rate. Part time employees will be paid at plain time rate for hours worked between their contracted hours and the full time equivalent.
- As defined in the Working Time Regulations, the Service ensures that all employees are entitled to appropriate breaks and working hours are in line with contracts of employment. Therefore the Service does not expect employees to work overtime. The Service will not support the working and payment of overtime when an employee is on annual leave or public holiday leave.
- Employees who undertake outside or secondary employment should inform their line manager and record on HRMS and be aware of their responsibilities surrounding the number of hours they work see [SO 2/25 Outside Employment and Secondary Contracts](#)
- Line managers and section heads are responsible for the audit and monitoring of overtime by employees attached to sections and departments.
- Overtime is entered onto the SMART system by the line manager

Grey Book Employees

- Overtime payment for grey book employees (other than flexible duty officer) is at time and a half. If this overtime is on a public holiday, the rate will be double time.
- Overtime at end of shift is only available to watch based employees or crew based Fire Control employees.

Green Book Employees

- Payment for green book employees below SCP 30 is at the rate of time and a half. If this overtime is on a Sunday, the payment is then at double time as is overtime on a public holiday, Employees in posts above SCP 30 are not eligible to claim overtime in line with contract of employment.
- Green book employees conditioned to a standby scheme can claim any overtime for call out, as described in the employee schemes.

For additional information see SO 4/1 Annual Leave, Public Holiday, TOIL and Flexi Time.