



Policy on Basic Pay and Pay Reviews

Payment of Basic Salary

Salaries for permanent and temporary members of staff (excluding agency workers) are paid monthly by transfer directly into each individual's bank or building society account.

Payments to employees and casual workers are made on the 15th day of each month. However, if this day falls on a weekend or bank holiday, salaries will usually go into individuals' accounts on the previous working day.

Employees will receive an itemised pay statement of their earnings and deductions normally on the date on which they are paid.

It is the responsibility of each employee to ensure that the Charity:

- has details of his/her bank or building society account number and sort code;
- is advised of any changes to his/her bank or building society account; and
- is told about any payment anomalies that the employee discovers (eg overpayment of wages).

Employees who have any queries or problems concerning payment of their salary should contact the HR department.

The paid salary pertains to the entire calendar month, ie you receive 50% of your monthly salary in arrears and 50% in advance.

Level of Basic Pay

Childhood First is committed to ensuring that:

- its salaries remain competitive in the labour market, through conducting an annual pay review, paying individuals in line with normal industry practice and standards, and benchmarking salaries against other employers;
- it recognises individual performance and rewards employees financially for this through merit pay;
- individuals are not discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity, or because they work part time or on a fixed-term contract; and
- workers are paid at the level of at least the national minimum wage.

Pay Review

All salaries will be subject to review where your responsibilities change significantly or to an annual review by the Charity with implementation, where appropriate.

Any change will be considered on the basis of your performance and contribution during the year.

You will be notified of any changes and any salary discussed with you is not valid until confirmed in writing. There is no contractual right to any increase in your basic salary.

Your salary may also be reviewed outside of these guidelines if your responsibilities change significantly.

Key Legislation

- National Minimum Wage Act 1998
- Equality Act 2010
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)
- Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (SI 2002/2034)
- National Minimum Wage Regulations 2015 (SI 2015/621)
- National Minimum Wage (Amendment) Regulations 2019 (SI 2019/603)
- Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (SI 2017/172)
- Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353)
- Data Protection Act 2018
- General Data Protection Regulation (2016/679 EU)

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