

Pay Policy

Purpose and scope

1. As a small employer with limited resources, the Knapp Foundation needs to use the money we have available for remuneration effectively. This policy describes the broad principles which we will follow when setting and reviewing pay. It is subject to review every three years or to reflect changes in legislation or in the light of experience.
2. This policy applies to all staff working for us either on a casual, fixed-term or permanent basis. We do not usually employ agency workers. In the event that we do, we will ensure that pay for longer term agency workers (who are with us for a continuous period of over 12 weeks) is comparable to the pay offered for directly employed staff who carry out comparable work.

Principles

3. We strive to be an equal opportunity employer. This means our intention is to treat all staff equitably with regards to the terms and conditions of employment offered including pay. The Trustees will review pay levels from time to time to identify and address any anomaly.
4. Pay will be reviewed annually, following a performance appraisal conducted by the relevant line manager. In deciding on whether to increase pay, we will first of all consider whether we have the funds to do so. Some years we may not have the funds to increase pay.
5. If we do increase pay, we will decide on the level of pay rise taking a number of factors into account, including the level of the official living wage, the retail and consumer price indices (RPI and CPI) and the level of other relevant pay. Any pay review will be recommended by the Chairman and will be subject to the approval of the Trustees.
6. New staff will be offered a salary that takes into account the skills and experience they bring to the role, pay equality, and affordability.

Taking on additional responsibilities

7. If a member of staff is required to take on substantially more responsibility for a long period of time, we may offer a monthly allowance for the relevant period.

Exclusions

8. A staff member joining after [.....] in any year will not usually be eligible for a pay review until after their first year's service. Any member of staff subject to poor

performance or misconduct procedures would not be eligible for a review until the expiry of any warning.

Written terms and conditions

9. On or before the commencement of employment, all staff will be given a written statement of their individual terms and conditions with regards to salary and arrangements for working hours, deductions, holiday, any overtime payable or time off in lieu. Any changes to these terms and conditions will be notified to the individual in writing.

10. If you have any queries on your pay level or any pay review, you are asked to raise this with your manager in the first instance.

Adopted by a meeting of the Trustees on 1st February 2023