



Staff Handbook

4.5 Salary Review

Policy Statement

Auden Place Community Nursery aims to be a good and supportive employer by promoting staff training, providing a safe and stimulating working environment, providing an open and transparent salary structure as well as, where possible, accommodating flexible working times (especially to encourage training) for staff. Upon appointment, staff will be placed on an appropriate salary step in accordance with their qualifications and experience. All staff are welcome to see the salary scales used at Auden Place Nursery.

Procedures

Salary scales at Auden Place are primarily based on staff qualifications and therefore any change to a staff member's salary step is directly related to staff training, i.e. achieving new qualification levels and/or degrees. Salary steps are also related to staff responsibilities (e.g. room senior or deputy manager responsibilities). Finally, salary steps can also be related to a staff member's employment record (e.g. number of years with Auden Place).

If a staff member achieves a new recognised qualification and/or is given new responsibilities, his or her salary step will be eligible for review by the Management Committee. Salary reviews will always take into consideration any new recognised qualifications, any new responsibilities given to a staff member, the staff member's record of employment as well as their record of salary step adjustments. Any changes to a staff member's salary step must be approved by the Management Committee. If a staff member is given new responsibilities temporarily, she or he may be eligible to receive pro rata adjustments to his or her salary in accordance with an appropriate salary step for the time that the responsibilities are theirs. The Management Committee will make decisions on such cases.

Staff at Auden Place Nursery have their performance monitored and reviewed by Management on a regular basis through supervision (in the Manager's case by members of the Management Committee). There will be an annual performance review for each staff member. The staff sub-committee will meet to discuss annual performance reviews of permanent staff members. At Auden Place we look at offering bonus payments to staff twice a year for outstanding performance, usually October and March. The manager is requested to recommend certain outstanding performances to the Management Committee for consideration. We have 3 levels of bonus payment and the actual figure will be dependent on current funds available.