

STAFF BONUS POLICY

Version: 1.0
 Approved: 26 March 2019
 Next review: March 2022
 Co-ordinator: Tracey Savage

Definitions

Financial year: The school's financial year ending on 31 August each year.

Scheme: The bonus scheme as detailed in this policy, as amended from time to time.

Rationale

The Governors and Headteacher of Sandwich Technology School understand that all of our staff work hard, often choosing to put in hours that far exceed those for which they are paid. In addition to this there are some identified issues in education (both at STS and nationally) that need addressing:

- recruitment of teachers to shortage subjects;
- attendance of public sector workers;
- retention of public sector workers;
- school budgets are increasingly stretched and it is important that all staff help to ensure that modest but healthy year end surpluses are achieved each year.

For these reasons we believe that a bonus policy, where affordable, could help to reward hardworking staff and help to address the identified issues.

Purpose

The purpose of this policy is to make clear:

- the basic principles that underpin this policy;
 - the circumstances under which the bonus policy is/is not affordable;
 - the monetary value of the bonuses;
 - the circumstances under which a bonus will be awarded;
 - what will happen if there are disputes about the awarding of bonuses;
 - how the effectiveness of this policy will be monitored.
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Implementation

Principles

The basic principles that underpin this policy are:

- the monetary value of the bonus is not representative of the “worth” of staff as this is not affordable, but is intended to be a “well done” gesture that has enough value to enable the recipient to give themselves a substantial treat – a meal, a day out, or a new outfit, for example;
- this is not intended to replace, supplement or undermine the salary of staff in anyway – it is unrelated to the Pay Policy;
- this is not intended to replace, supplement or undermine the performance related pay aspects of our performance management system and it is unrelated to the Performance Management Policy;
- dictionary definitions of the word “bonus” are as follows “something in addition to what is expected or strictly due” or “an extra and unexpected advantage”. This means that the award of a bonus is meant as an extra and not intended to penalise or punish those who have not been awarded a bonus who will still

receive their full salary. Therefore complaints that state that somebody has unfairly missed out on receiving the bonus because they did not meet the criteria through circumstances outside of their control will not be entertained as they are not being penalised;

- it would be wrong to use public money to give staff bonuses if the school cannot afford to do so;
- bonuses will not be given retrospectively. This includes if:
 - a member of staff would have received a bonus if the policy was operating earlier than when it was introduced;
 - a member of staff would have received a bonus during a year in which bonuses were not awarded due to affordability.

Affordability

The bonus policy will be deemed “affordable” if the previous year’s budget had a surplus of £10,000 or more. If this is not the case the bonus policy will not operate for that year only. No single member of staff will receive more than one bonus in an academic year, even if they achieve more than one of the qualifying criteria.

Monetary value

Each bonus will be a one off payment of £200 subject to deductions for tax and National Insurance. This amount will be reviewed each time the policy is reviewed.

If the Employee:

- a) commences employment part-way through the financial year; or
- b) works on a part-time basis,

the sum payable shall be calculated on a pro rata basis, as appropriate.

Qualifying bonus criteria

A bonus will be awarded with respect to the previous academic year’s performance and will be awarded when one or more of the following criteria are met:

- a member of staff achieved one hundred percent attendance;
- a member of staff can evidence that they found and encouraged a person to apply for and be successfully appointed to a shortage subject teacher role (English, Mathematics, Science, History, Geography, Modern Foreign Languages, Design Technology);
- a member of staff has been working at Sandwich Technology School for a multiple of five years.

In addition to this, the Headteacher will award four bonuses a year, two for teachers and two for support staff. This will be in recognition of an exceptional performance management review. These will be selected at the Headteacher’s discretion, but should reflect:

- exceptional performance in their key role;
- regularly going beyond the limits of their job description to help out and contribute to school life and improvement.

A member of staff who has received a bonus under this category will not be eligible to receive it again under this category for the following two years. This is to ensure that the same people are not repeatedly awarded to the exclusion of others.

The Headteacher will be exempt from receiving a bonus under the terms of this policy.

The Headteacher will take all recommendations for staff eligible to receive bonuses to the Governors’ Pay Committee in November, who will ensure that criteria and other aspects of the policy have been correctly implemented.

Disputes

No later than 10 working days after they have met the Pay Committee shall notify the employee in writing of the amount of the bonus (if any is payable). The decision of the Pay Committee shall be final and binding.

Evaluation

This policy will be reviewed and evaluated every three years to decide:

- if it is an effective use of public money and is helping to serve the purposes outlined in the rationale section of this policy;
- if the policy remains affordable in the longer term;
- if the monetary value of the bonus should change;
- if any further adjustment should be made to the policy.

These evaluations will be undertaken by the Headteacher and the Governors' Resources Team and will, where appropriate, take into account staff opinion.

Termination of employment

If, as at the payment date, the employee is no longer employed by the school, or either the employee or the school has given notice to terminate the appointment, he/she shall have no right to a bonus or a bonus on a pro rata basis, except where such termination of employment:

- a) is by reason of death;
- b) is by reason of redundancy (as defined in section 139(1) of the Employment Rights Act 1996);
- c) is by reason of injury, ill-health or disability (as such term is defined in the school's permanent health insurance policy).

In such circumstances or otherwise at the sole discretion of the Governors, the employee shall be entitled to a bonus on a pro rata basis in respect of the period of service in the financial year in which the appointment terminates, calculated as at the end of that year and payable on the payment date.

Variation

The scheme shall be administered under the direction of the Governors who may at any time by resolution amend its terms in any respect or terminate the scheme entirely.

General

The school will deduct income tax under PAYE and any National Insurance contributions (and all and any other deductions required by law) from any bonus payable to the employee.

Any bonus payment payable to the Employee will not be taken into account for the purpose of calculating pension contributions.

Links to other policies/documents

- Pay Policy
 - Performance Management Policy
 - Staff Absence and Special/Additional Leave Policy
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