

# SACRED HEART OF MARY GIRLS' SCHOOL



## PAYROLL POLICY

|  |                        |  |
|--|------------------------|--|
| <b>Policy adopted</b>                                      | <b>July 2022</b>       |  |
| <b>SLT Member Responsible</b>                              | <b>K. Jones</b>        |  |
| <b>To be reviewed</b>                                      | <b>Every Two Years</b> |  |
| <b>Date of last review</b>                                 | <b>N/A</b>             |  |
| <b>Date of next review</b>                                 | <b>July 2024</b>       |  |
| <b>Approved at meeting of Governing Body: 12 July 2022</b> |                        |  |
| <b>Headteacher</b>   | <b>Ms V Qurrey</b>     |  |
| <b>Chair of Governors</b>                                  | <b>Mrs V Davin</b>     |  |

Sacred Heart of Mary Girls' School is a Catholic Community that aims to carry out its mission "Ut Vitam Habeant" - that they may have life, Life to the Full.

This policy aims to help all stakeholders live out the Gospel values as given by Jesus Christ in The Beatitudes.

These reveal the goal of human existence and are the objective values as given by Christ;

- Forgiveness & Mercy
- Truth & Justice
- Tolerance & Peace
- Dignity & Compassion
- Purity & Holiness
- Humility & Gentleness
- Faithfulness & Integrity
- Preferential Option for the Poor & Vulnerable
- Sanctity of Life & Care for God's Creation
- Solidarity & the Common Good
- Charity & Subsidiarity
- Distributism & Social Justice

Since the foundation of Sacred Heart of Mary Girls' School by the Sacred Heart of Mary Sisters these values have formed the basis of all relationships.

All adults that have chosen to work and oversee this community must ensure that they fulfil their mission of Catholic education by displaying, modelling and promoting these values.

All who work in or oversee a Catholic school must conduct themselves in a way which does not conflict with the "precept" and "tenets" of the Catholic Church and are bound by their contractual obligations "not to do anything in any way detrimental or prejudicial to the interest of the Catholic character of the school".

Every individual in a Catholic school have the entitlement to be treated with the love, respect and dignity that comes from being a child of God, with the face of Christ.

This policy has expectations for all that are rooted in these Gospel Values and conform to the teaching of the Catholic Church. The implementation of all school policies should demonstrate the importance of personal responsibility and the need for justice but also facilitate healing and reconciliation.

## **INTRODUCTION**

This Payroll Policy is founded on the New Testament principle that ‘a labourer is worthy of his/her hire’ (Luke 10: 7) and, as a community of faith, that each part of the Body of Christ that is the Sacred Heart of Mary Girls’ School is no more or less important in the eyes of God than another (see 1 Corinthians 12).

The policy should be read in conjunction with other relevant documents such as the Performance Appraisal and Pay Policy as well as the contract of employment and the terms and conditions of appointment document issued with it. Teaching Staff should also refer to the current School Teachers’ Pay and Conditions document and Support Staff should refer to the current National Terms and Conditions for Local Government and Schools employees (the Green Book).

As a responsible employer that values the contribution and worth of all of its employees regardless of the post held, the Governing Body of Sacred Heart of Mary Girls’ School is committed to paying all of its employees accurately and on time.

The Governing Body of the Sacred Heart of Mary Girls’ School will comply with all legislative requirements, responsibilities and relevant taxation, pension and other financial obligations placed upon it as an employer.

## **GOVERNING BODY’S COMMITMENT**

- To pay all employees on the day of the month specified in the appropriate terms and conditions of appointment document issued with the contract of employment
- To maintain a salary a salary record for all staff, including, wherever appropriate, holiday entitlement and time taken, sickness absence, leave of absence, overtime records and timesheets
- To retain all payroll information, whether physical or electronic, securely
- To update payroll information, in conjunction with the School’s payroll services provider, in a timely and accurate manner

## **PROCESS AND PROCEDURE**

### **Sacred Heart of Mary Girls’ School**

- Salary and expenses payments will always be made by bank transfer on the specified date
- Any request for an advance of salary must be denied

- In accordance with legal responsibilities placed on the School by the Education and Skills Funding Agency (ESFA) and as covered in the terms and conditions of appointment document, any overpayment of salary made in error will be notified to the employee concerned and the procedure for recovery will be agreed with them
- The School Business Manager will monitor the performance of the Payroll Service Provider in relation to their adherence to the Service Level Agreement

### **Payroll Services Provider (currently OneSource)**

- Provision of a draft payroll report for approval by the School at a suitable time prior to the pay date that will allow for amendments to be made if needed
- Arrangement of electronic transfer file to BACS to effect payment of salary by the set date
- Provision of a payslip in a sealed envelope each month for every employee in receipt of salary to be delivered to the School prior to the set date for distribution
- Provision of a P60 in a sealed envelope prior to the deadline set each year by Her Majesty's Revenue and Customs (HMRC)
- Payment of the School's employer and employee taxation and pension deductions to the relevant agency by the deadline set by the agency
- Provision of financial and employee service data to Teachers' Pensions and to the Local Government Pension Scheme in accordance with the schedules set by these agencies
- Provision and maintenance of a detailed Service Level Agreement (SLA) throughout the period of the service contract

### **Employees**

- Employees whose contracts require them to submit timesheets either for hours worked and/or overtime will be advised either directly by email or via their line manager of the date and time for their submission to the Finance Office so that payment can be made as soon as possible thereafter
- All employees should check their payslip each month as soon as it is received and should notify the School Business Manager of any queries they have in relation to it straightaway
- Any employee who believes that they may have been overpaid has an obligation to inform the School Business Manager as soon as possible in accordance with the requirements of the terms and conditions of employment document

