

# Pay

## 1. The Purpose

This policy sets out the rights and responsibilities of Forestry Commission (FC) employees, and their managers, in relation to pay.

## 2. The Principles

The principles of this policy are to:

- ensure that all FC employees are paid fairly and appropriately for the work they undertake and for the skills and experience they demonstrate;
- provide a pay structure and process for reviewing pay arrangements;
- ensure that the FC is compliant with legislative requirements in respect of pay, equal pay and the prevention of less favourable treatment; and
- provide flexibility to employees through salary advance and salary exchange / sacrifice schemes.

## 3. The Policy

FC pay arrangements are detailed in Pay Notices which are available on the Pay and Benefits pages of e-Connect.

The key elements of this policy, and the associated procedure, are as follows:

- Most FC employees will be paid monthly, in arrears, by credit transfer into their bank or building society account on the last working day of the calendar month. Employees on a short-term temporary appointment of up to three months can, at the discretion of their line manager, be paid weekly on a Thursday.
- Part-time employees will be paid the appropriate pro-rata portion of the full-time equivalent salary, in accordance with the actual hours worked.
- All posts within the FC are allocated to a pay band, which is determined using a job evaluation methodology.
- Different pay bands apply to employees on operational and non-operational contracts, which reflect the difference in hours and eligibility for overtime / travelling time and on-call and stand-by allowances.
- Specific arrangements apply to pay on recruitment, promotion, temporary responsibility, downgrading and re-appointment and to the payment of allowances.

- The FC can make deductions from an employee's salary:
  - in response to overpayments of salary, annual leave or flexi leave;
  - under statutory authority; or
  - in other circumstances with the consent of the employee.
- Employees can apply for a salary advance:
  - for certain travel, health, IT or learning related purchases;
  - prior to a period of annual leave; or
  - prior to a religious event.

New entrants can also apply for a mid-month salary advance.

### 3.1 Your Responsibilities as an Employee

You are expected to:

- make yourself aware of and understand this policy and the associated procedure;
- keep your personal, employment and bank details up-to-date and notify the [Payroll Team, HR Services](#) of any changes in your circumstances;
- check your payslip each month (or week) and contact the [Payroll Team, HR Services](#) if you have any queries or if any aspect appears incorrect; and
- where you have applied for a salary advance, abide by the terms and conditions applicable.

### 3.2 Your Responsibilities as a Manager

You are expected to:

- make sure that you and your team are aware of and understand this policy and the associated procedure; and
- where applicable, consider and agree starting salaries, recruitment and retention allowances, temporary responsibility allowances, other allowances and overtime / travelling time claims.

### 3.3 Human Resources Responsibilities

Human Resources have responsibility for:

- negotiating pay awards with the FC Trade Unions, in line with the Government's policies on public sector pay;
- ensuring the FC meets equal pay requirements as laid down by legislation by regularly monitoring and reviewing FC pay practices;
- managing the application of the Job Evaluation and Grading System (JEGS) in the FC;
- issuing pay notices to inform FC employees of any changes in pay arrangements;
- calculating and processing monthly and weekly pay for all FC employees;
- processing pay changes and salary advances and answering employee's pay queries;
- undertaking salary deductions, in line with the associated procedure, where appropriate; and

- monitoring and reviewing this policy, and the associated procedure, in consultation with the FC Trade Unions.