

SALARY REVIEW POLICY – CHRIST CHURCH & ST JOHN'S RADLETT

Salaries of all full-time and part-time employees of the PCC are reviewed annually in September/October and, when an increase is appropriate for an individual, are usually increased in line with CPI. The new monthly amount will be rounded to the next whole pound, and will be payable from January of the following year.

The following points should be noted:

1. The percentage increase will be discussed by the Treasurer and Management Committee in October and recommended for approval at the November PCC meeting
2. An appraisal system is in place with reviews taking place in December each year. Whilst appraisals are not salary linked, the increase may not be appropriate in the event of poor performance or disciplinary issues
3. If new members of staff are appointed in the Spring / Summer months their first salary review may not be until the following year, and this should be clarified in the job offer letter (e.g. As you will be starting work towards the end of the salary review year your first salary review will be in September 20nn and paid from January 20nn+1)
4. Annual leave relates to a calendar year, and may also be used for the New Year break in the following year (up to January 15th).
5. In exceptional circumstances, and at Manager Discretion, up to one week of annual leave may be carried forward beyond this point. (We do not give payment in lieu of unused annual leave)

Version Control

Policy approved by PCC Nov 10th 2020
Points 4 and 5 added

Original policy approved by PCC, 16th May 2017