

Retention Market Premium Guidelines and Criteria

Introduction

The purpose of the Educational Psychologist Market Premium is to ensure that our reward package is competitive and enables us to recruit and retain staff in our most critical and demanding roles and teams.

Payments are pro rata according to contractual hours and the annual payment rates for the retention market premium outlined below are effective from 1 September 2018.

Please note that the submission of correct claims for the market premium payments is the responsibility of the employee and line manager.

1. Qualifying periods

01 September to 28 February: paid in March
01 March to 31 August: paid in September

2. Payment Date

Paid twice a year – March and September (**not paid at any other time during the year**).

Claims for payment must be submitted for approval to the Line Manager via Employee Self-Service only. No payments will be processed outside of Employee Self-Service.

3. Annual Payment

Professional grade and Senior Educational Psychologists £3000

4. Eligibility Criteria for consideration for a Retention Market Premium Payment

All Educational Psychologists and Senior Educational Psychologists only become eligible to be considered for the market premium payment after completing a satisfactory 6-month probation period.

Payment is then dependent on meeting the additional criteria (see below).

Example:

To make a March claim you must have joined KCC as a Professional Grade Educational Psychologist or Senior Educational Psychologist by no later than 1st September the previous year.

Additional Criteria for Retention Market Premium Payment

Professional Grade Educational Psychologists and Senior Educational Psychologists.

- carrying out duties expected of an Educational Psychologist or Senior Educational Psychologist.
- not subject to any formal disciplinary or capability (performance) process
- working in post for a minimum of 4 months during the relevant qualifying period, i.e. 01 September -28 February or 01 March -31 August (e.g. staff who have sick absence(s) which total more than 2 months in that period would not qualify). Full payment will be made where the employee meets the 4-month minimum criteria.
- not on probation
- Still in post as at the 31st August or 28th February.
- claims must be processed in the month of payment before the self-service deadline date.

Where sick absences relate to a disability please seek advice from HR.

Employees who are promoted/act up

Anyone who is promoted or acts up to a higher role during the 6-month period will still qualify provided they are promoted into an eligible role and meet the relevant criteria for each role.

There is no pro-rating if promoted into a role that is not eligible.

Employees who Leave

If an employee leaves KCC during a qualifying period, i.e. not worked the whole six months period, they are not eligible to receive the payment. There is no pro-rating.

Example:

1. Leaving date – 25 January 2019

Not eligible to claim anything for September 2018 – February 2019 period

2. Leaving date - 31 July 2019

Not eligible to claim anything for March 2019 – August 2019 period

Employees who Transfer within KCC

If an employee transfers to another service/job that does not qualify for the payment, during the qualifying period, i.e. not worked the whole six months period, they are not eligible to receive the payment. There is no pro rating.

Employees on Maternity leave/Adoption Leave

If an employee commences maternity leave during the month the payments are paid, i.e. March or September, they are entitled to receive the payment for the previous relevant qualifying period.

Examples:

1. Start maternity leave in March – can claim for previous September to February period
2. Start maternity leave in September – can claim for previous March to August period.

If an employee commences maternity leave at any other time other than the month payments are made i.e. March or September, they should claim their payments when they return from maternity leave.

If the employee has worked for 4 months or more in a qualifying period they should claim the full amount

If the employee has worked for less than 4 months in a qualifying period they should claim a pro rata payment for the months worked

The same applies when returning from maternity leave.

For example:

An employee commences maternity leave in October 2016 and returns in October 2017.

The employee claims a pro-rata payment for the one month of the qualifying period worked (September 2016), on returning from maternity leave in October 2017.

In March 2018 the employee claims the full amount relevant for the 1st September – 28th February qualifying period, as they have worked more than 4 months of the period.