

SoLO
Life
Opportunities

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

POLICY



Pay Protection Policy

Category: staff

Policy Statement

As a charity, SoLO recognises the need to balance the appropriate use of public funds against the need to value its employees. It is aware that, from time to time, there will be a need to reconfigure services, either due to withdrawal of dedicated funding, successful competition or changing needs of the membership.

This document outlines the pay protection approach that SoLO will take in times of organisational change:

1. Scope

This policy will apply where organisational change results in an employee having to move to an alternative post where earnings are lower due to a review of the post and a reduction of higher remunerated aspects of the role.

This policy would not apply where action has been taken as a consequence of poor performance, unacceptable conduct or where an employee has requested or taken action to make a change which affects their role.

Nothing in this policy shall be construed as protecting or preserving an employees employment beyond the notice period in the event of redundancy.

2. Definitions

Organisational Change - This relates to any structural or managerial change in the organisation of SoLO.

Basic Pay - Basic pay or salary is the weekly or monthly sum paid in respect of basic contracted hours worked by an employee within the standard week / month. It excludes any additional payment made in respect of additional hours, sessional work or on-call.

3. Marked Time

Where an employee has been working at a level within SoLO and moves to a lower graded position as a result of organisational change, they will be entitled to continue

Policy Name: Pay Protection Policy
Organisation: SoLO Life Opportunities
Reviewed: April 2017
Next Review Date: April 2019

to be paid at their existing rate for a set length of time (as defined in section 4). At the end of the defined period, the rate for the role will be set at the lower level.

This protection may be terminated, at the discretion of SoLO, if an employee unreasonably refuses a subsequent offer of suitable alternative employment in a comparable post at the previous band or a post where the earnings are comparable to the earnings in the previous post.

4. Qualifying periods

Reckonable service is defined by the length of time that the person has been employed in the current higher level role.

Length of Reckonable Service	Period of Protection
1 – 3 years	3 months
3 – 5 years	6 months
5 years and above	9 months

5. Status of this policy

This policy shall subsist for as long as the pay protection periods are financially sustainable by SoLO. The policy may be withdrawn at any time and without notice.