

THE ROYAL LIFE SAVING SOCIETY

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| POLICY NO: | RLSS021 |
| POLICY: | EMPLOYEE RECRUITMENT AND REMUNERATION POLICY |
| ORIGINAL POLICY: | July 2017 – Paying Staff Policy |
| LAST REVIEW DATE: | Issue 3, 10 June 2020 |
| REVIEW DATE: | June 2023 |

1. INTRODUCTION

The Royal Life Saving Society (RLSS) shall employ any number of people to deliver services that supports an effective and efficient operation. The number of employees and their duties shall be as determined from time to time by the Deputy Commonwealth President and the Treasurer and in accordance with the approved budget.

Those employees shall be recruited and remunerated in accordance with this policy.

2. DEFINITIONS

Employee means a person employed for wages or salary.

SSP means Statutory Sick Pay (UK).

Staff means a group of people who work for an organisation.

3. SCOPE AND CONTEXT

This Policy covers employees employed by RLSS in full, part time or casual capacity.

This Policy should be read in conjunction with other RLSS policies including:

- RLSS001 Staff Expenses Policy
- RLSS006 Equal Opportunities & Diversity Policy
- RLSS007 Grievance Policy
- RLSS009 Anti-Harassment Policy
- RLSS010 Conflict of Interest & Improper Use of Information Policy
- RLSS013 Whistle Blowers Policy
- RLSS022 Privacy and Data Protection Policy.

4. POLICY STATEMENTS

It is the Policy of RLSS that the following employee entitlements be provided.

4.1 RECRUITMENT

- a) *Equal Employment Opportunity (EEO) is about:*



- Fair practices in the workplace
- Management decisions being made without bias
- Recognition of and respect for the social and cultural backgrounds of all employees, volunteers and customers
- Employment practices which produce employee satisfaction, commitment to the job and the delivery of quality services to customers
- Improving productivity by guaranteeing that:
 - The best person is recruited and/or promoted.
 - skilled employees are retained.
 - training and development are linked to employee needs and customer needs.
 - the workplace is efficient and free of harassment and discrimination.

EEO aims to ensure fair outcomes in all areas of employment including:

- Recruitment
- Training and Development
- Promotion
- Transfer
- Access to information
- Supervision and management of employees
- Conditions of employment

b) EEO Rights and Responsibilities

As an Employee

You have the right:

- to the opportunity to be selected for promotion on merit.
- to choose an individual career path.
- of access to all appropriate benefits and conditions.
- of access to a grievance resolution process and to be free from harassment in the workplace.

You have the responsibility:

- to work to your full capacity.
- to recognise the skills and talents of other employees;
- to respect cultural and social diversity among your colleagues and customers.

As a Supervisor/Manager

You have the rights and responsibilities of employees and you also have **additional responsibilities**. These are to ensure that the procedures and policies implemented in your work area will result in fair outcomes and work productivity.

You must ensure that, for employees in your work area:

- the work environment is free from all forms of harassment.
- employees are provided with information that will assist them to carry out their duties.
- all employees have an equal opportunity to:
 - increase skills to meet work demands
 - attend training courses.



- act in higher duties.
- participate in job rotation schemes.
- apply for all available jobs.

4.2 REMUNERATION

a) Holiday

Employees are entitled to 25 days holiday per annum (pro rata) plus bank holidays. Time off must be requested at least 2 weeks in advance and should not overlap with other employees.

b) Pension

Employees who are eligible are enrolled in a workplace pension scheme unless they choose to opt out. RLSS are using the National Employment Savings Trust (NEST) scheme and RLSS UK are acting as our payment agent.

c) Review

Pay is reviewed on the first anniversary of employment and thereafter annually at the discretion of Deputy Commonwealth President and the Treasurer.

d) Overtime/TOIL

Employees are required to keep track of their hours using an appropriate timesheet. Any hours worked in excess of contracted hours are given off as time off in lieu. Overtime is not paid as a matter of course but may be paid at the discretion of the Deputy Commonwealth President and/or the Treasurer.

e) Expenses

Employees expenses will be paid as per the Staff Expenses Policy (RLSS001). Payment will be made by electronic banking payment directly into the employee's bank account.

f) Training

A full induction will be provided to each new employee. Training needs of each employee will be reviewed annually, and any ongoing training requirements identified.

g) Pay Frequency

Salaries are paid directly into employee's bank accounts on the last day of each month. Our payroll is administered by RLSS UK

h) Appraisal

Face to face appraisals will be carried out annually with the appropriate line manager. Discussions will cover performance, aspirations, working practices and training needs and outcomes will be documented.

i) Sick Pay

Sick pay will be paid on the following basis (maximum entitlement for each rolling 12-month period):

Length of Service

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| 0-6 months | Statutory Sick pay (SSP) only |
| 6 months – 2 years | 8 weeks full pay then SSP only |
| 2-4 years | 8 weeks full pay, 2 weeks half pay then SSP only |
| 4 years or more | 8 weeks full pay, 4 weeks half pay then SSP only |



Statutory Sick Pay

All employers are obliged to pay statutory sick pay (SSP) to all eligible employees for periods of absence of four days or more for a total of 28 weeks of linked* periods of incapacity for work (PIW).

*PIWs are "linked" for SSP purposes where there is less than 8 weeks between any two periods.

Where an employee is entitled to full RLSS sick pay, they will, in effect, receive their normal monthly pay and this will include any entitlement to SSP.

5. ACCESS TO THE POLICY

This policy is administrative and will only be available for viewing by key RLSS leadership roles.

6. FURTHER INFORMATION

For further information on employee recruitment and payments, please contact:

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Attention: Deputy Commonwealth President

