

Camclerks Salary Payment Guidance and Instructions

Introduction

Payments made to Camclerks are made up of a number of components, some of which are paid automatically with monthly salary and others which require individual Camclerks to complete additional hours/travel expense claim forms. These are described in detail below.

Automatic Payments

Homeworking Allowance

Camclerks receive the Inland Revenue non-taxable homeworking allowance, which is paid with monthly salary in twelve equal instalments. This allowance is paid regardless of how many schools a Camclerk is allocated to work with. Current rate is £216 per year.

Camclerk Allowance

Camclerks will receive a 'Camclerk Allowance' to cover travel to allocated schools and travel to/attendance at termly training sessions, in accordance with the sliding scale below:

Number of Allocated Schools	Annual Allowance
1	130.07
2	228.92
3	326.73
4	424.53
5	523.38
6	621.18
7+	721.07

The allowance is paid with monthly salary in twelve equal instalments. Values for the allowance are updated in April of each year in accordance with the % increase for the National Pay Award.

Core Hours Allocation

Annual core hours allocated for a clerk working for a school buying into the standard subscription package are 52 hours per year, paid via the payroll as 1 hour per week and calculated as follows:

6 meetings (2 per term) @ 6 hours (36 hours in total)

PLUS

14 hours allowed for carrying out other duties in the Camclerk job description time/administration of Governing Body business

PLUS

2 hours allowed for p/t workers bank holiday entitlement

Payment is made for core hours monthly by bank credit on the 24th of each month. Payments are subject to tax, NIC and pension contribution where applicable. Where the 24th falls at a weekend or on a bank holiday, payment will be made on the preceding working day.

Annual Leave

Camclerks are expected to work primarily during term times. Entitlement to annual leave is calculated and paid in 6-monthly intervals (normally paid in January/July payroll). For each school (i.e. 52 core hour allocation) Camclerks receive annual leave calculated in accordance with their basic entitlement as follows:

<u>Basic Entitlement</u>	<u>Annual Leave Entitlement per Allocated School</u>
23 days	5 hours
28 days	6 hours
29 days	6 hours
30 days	6 hours

Payments for annual leave are calculated on an individual basis by Cambridgeshire School Governance Team and issued in January and July salary payment.

Please note: Adjustment will be made for both extra bank holiday and annual leave entitlement earned from working hours over and above the standard allocation.

Payments made via Camclerks Claim Form

Additional Hours

Camclerks may use the additional hours claim form to request payment for hours worked over and above the standard 52-hour allocation. Additional hours may be claimed in the following circumstances:

1. Attendance at additional meetings with allocated school, i.e. standard package allows for two meetings per term, so attendance at a third meeting in a particular term may be claimed. However, where additional meetings are arranged, these **must** be agreed with Cambridgeshire School Governance Team **prior** to the hours being worked, otherwise payment is not guaranteed and the maximum number of hours that can be claimed is 6 hours per meeting.
2. Attendance at additional meetings in a school not allocated to the clerk, in order to provide emergency/locum cover. In some cases depending on circumstances, the clerk providing locum cover will not carry out all of the administration for the meeting and the school's regular clerk will do some of the preparation and follow-up. In such cases the amounts payable to each clerk should be discussed individually between the School Governance Team and the clerks involved.

Additional hours are paid via additional hours claim forms – **(one claim form per month, per school)** - and are paid monthly in arrears with main salary on the 24th of each month. Additional hours claim forms to be sent electronically to Karen Calow by the end of the month to: schoolgovernance@cambridgeshire.gov.uk

Travel Expenses

Camclerks may only claim mileage in the following circumstance:

- Travel to/from home to a school to provide emergency/locum cover – claim **business mileage** rate for all travel from clerk's home

Mileage claims must be made electronically via the LGSS site and are paid monthly in arrears with main salary on the 24th of each month.

<https://forms.lgss.co.uk/MileageAndExpenses/Profile.aspx>