

Section 2: SUPERANNUATION

SALARIES

Salary Scales

The salary scales used by NICVA will be based on National Joint Council scales.

Payment of Salaries and Wages

Payment will be lodged to an employee's bank account by the 17th day of each month or where not possible on the latest suitable day which precedes the 17th. This covers the whole period of that calendar month. Staff claims for expenses should reach the Finance Office by not later than the 9th of each month.

All payments will be accompanied by an itemised pay statement specifying the gross and net salary or wages payable, the amounts of any fixed variable or voluntary deductions and, if applicable, any travel, subsistence and other expenses payable.

Increments

Subject to satisfactory service, increments will normally be awarded annually as from 1 April to all employees who have not reached the maximum placing on their scale and who have not had less than six months' service in their current grade.

Additional Allowance for Temporary Extra Duties

NICVA may from time to time require an employee to assume temporarily but fully the entire responsibilities of another post – where the other postholder has resigned, is absent on sick leave (but not on annual leave) or is absent for other reasons. Where NICVA has identified the reasons for temporary extra duties, it will discuss these reasons with UNISON and will agree with UNISON the temporary allowance payable. An employee will not normally be required to undertake extra duties for longer than three months.

In circumstances where a longer period than three months seems appropriate to NICVA, it will notify and discuss with UNISON the reasons for the proposed extension, and will agree with UNISON such solution as meets the best interests of any affected employees.

PENSIONS

NICVA participates in a Flexible Retirement Plan pension scheme operated by the Pensions Trust for charities and voluntary organisations. The scheme aims to provide life cover and retirement benefits on top of the State Retirement Pension and State Earnings Related Pension (if applicable). The Flexible Retirement Plan is a defined

contribution arrangement, your pension at retirement will be based upon the value of your fund and the cost of buying annuities (pensions) at that time.

NICVA employees are not obliged to join the scheme. If they elect individually to join a personal pension plan NICVA will not pay an employer's contribution to any such plan.

Employees electing to join NICVA's scheme will pay minimum contributions at the rate of 5%. Employees' contributions are complemented by flat rate employer's contributions of 5%.

Employees may join the scheme on completion of probationary period at six months service.

NICVA's scheme is not contracted out of the State Earnings Related Pension Scheme (SERPS). Employees wishing to contract out should make their own arrangements.

Details of NICVA's scheme are available from the Director of Corporate Services.

Employees may join the scheme on completion of probationary period at six months service. Employees wishing to join the scheme, who have successfully completed their probationary period and have had their employment confirmed in writing, should do so by completing the Employee Application Form and returning to the Finance Manager.

Pension Contributions during Maternity Leave

During OML NICVA will continue to pay full pension contributions as though the employee were working normally, whether or not she plans to return to work afterwards. This applies whether she is being paid maternity pay or not. The employer's contributions will be based on the employee's normal pay. Her pension scheme contributions will be based on the maternity pay (SMP or contractual maternity pay) that she actually receives.

The employee will also be entitled to pension contributions from NICVA for half of her AML, for the time she is still getting maternity pay. As with OML, NICVA's contributions will be based on the employee's normal pay and her contributions will be based on the maternity pay she actually receives.