

## **Staff Handbook – Remuneration and Pension**

### **Pay**

Your conditional offer of employment will contain your hourly rate if you are on a zero hour contract or your annual salary if you are salaried.

Payments are paid monthly, directly into your bank or building society account on the last working day of the month.

For zero hour contracts, you will need to submit a timesheet via email or paper copy to the Operations Manager by 23<sup>rd</sup> of each month. The hours run from 21<sup>st</sup> of each month up until (and including) 20<sup>th</sup> of each month. This will be checked against the calendar for accuracy and added to the monthly payroll. Variable pay elements after the 20<sup>th</sup> of the month i.e. extra hours will be paid on the last working day of the following month. Any timesheets submitted after 23<sup>rd</sup> of the month will not be paid until the following month.

You will be notified of the salary payment on a detailed payslip.

Any shortfall in payments will be corrected and paid at the end of the following month unless decided by a Director.

Deductions will be made from pay either as required by legislation or as authorised by you. Peninsula Ultrasound will retain the right to reclaim through payroll, any payments made in error with due notice or any overpayment of leave or other benefits due to termination of your contract.

### **Overtime**

Operational workloads will sometimes make it unavoidable for a manager to ask employees to work overtime or attend training outside of normal hours. You will be paid for such overtime at your normal hourly rate. You have no contractual right or responsibility to work any minimum level of overtime hours unless specified in your contract of employment.

## **Pension**

Under the Pensions Act 2008, every employer in the UK must put certain staff into a workplace pension scheme and contribute towards it. This is called 'automatic enrolment'. Peninsula Ultrasound has chosen Royal London to meet the automatic enrolment regulations and further details are available from the HR Manager.

Peninsula Ultrasound is complies with the minimum contributions for employers and employees as directed by the government. Employee can choose to increase their contribution at any time.