

Salaries and claims

Casual Pay Claims (SAP 0025):

Most staff are paid on a regular monthly salary and will not normally need to complete casual claim forms.

Staff who are working variable hours (e.g. short-term projects, casual supply) need to submit casual claims for the hours they work. Music Centre staff are also paid on a casual basis but the claim forms will be completed on your behalf and submitted to the ArtForms admin team by your Head of Music Centre.

The Senior Support Assistant handles these forms and can help you to complete them correctly. If you have any enquiries, please contact the ArtForms office.

Travel Claims (Forms 0029 A & B):

Travel expenses are reimbursed to musician teachers, office staff and pianists. These are paid in response to appropriate mileage and/or public transport claims.

Mileage claims cannot be processed unless they are accompanied by a VAT petrol receipt dated before the day you teach

A claims calendar is included in the Appendix. If you submit your claim after the deadline you may receive the money a month later than you expect!

Please submit your claims on a monthly basis - our finance department is not able to deal with more than two months of claims in one batch and payment will be delayed if forms are submitted in bulk.

Leeds City Council HR Policies

As an employee of Leeds City Council you are subject to the same terms and conditions as all other local government officers or teachers (as appropriate) in Leeds. All policies are available on request from the Leeds City Council Business Support Centre (BSC), Belgrave House, Tel 0113 395 1333. Policies and procedures included are:

- Recruitment and selection
- NQT guidance
- Capability procedures
- Grievance procedures
- Model pay policy
- Teacher salary assessment
- Guidance for the upper pay scale
- Sickness absence policy
- Work and parents
- Leave of absence
- Racial discrimination
- Whistle blowing policy
- Model disciplinary procedure