



Staff Payment Policy

This policy applies to all teaching and lifeguard staff who wish to claim payment for work carried out at Survive and Save Club

1. Staff who are eligible to claim payment for work carried are required to sign a Memorandum of Agreement. Where a Memorandum of Agreement is not signed no payments will be processed.
2. Claims for payment are to be made on the invoice template provided and detail:
 - a. Level of Qualification
 - b. Date and time work was carried out
 - c. Class type where applicable
 - d. Rate of Pay
 - e. Total number of hours worked
 - f. Total amount payable
3. Invoices must be submitted within 7 days of the last Friday of each month to the Club Treasurer. Failure to submit within this time will result in the invoice being held for the following month.
4. Invoices will be verified by a club official prior to payment being release.
5. Where work claimed for cannot be verified the amount due will be amended accordingly.
6. Any other errors will result in the invoice being returned which will result in payment being delayed
7. Payment will be made within 30 days of receipt of a correct invoice.
8. Any income derived from work carried out at Survive and Save Club is declarable under Inland Revenue rules. It is the individual's responsibility to manage any National Insurance or Tax implications arising from this income.