



## **Deaf Village Ireland Remuneration Policy**

*Approved at the Board of Management meeting on 31<sup>st</sup> August 2021.*

The Remuneration Policy provides guidelines for Deaf Village Ireland to attract, motivate and retain directly employed employees and Community Employment (CE) participants with the skills required to support and drive Deaf Village Ireland's development as a centre for the Deaf community. This policy is supported by staff policies relating to the recruitment, selection, remuneration and training of employees and CE participants.

### **1. Deaf Village Ireland's approach to pay:**

The Remuneration Policy seeks to recruit and retain staff who can represent Deaf Village Ireland's interests. It strives to foster a positive working environment and to recognise and motivate staff on many different levels so that they can develop professionally and gain value from their employment with Deaf Village Ireland. Deaf Village Ireland believes its salaries and terms and conditions reflect this.

**1.1:** Deaf Village Ireland seeks to be an employer of choice, fairness and equality and to ensure policies are based on sector best practice.

**1.2:** People are employed at Deaf Village Ireland on the basis of specific skills and experience that they bring to a particular role, and they will be paid appropriately to ensure they are recruited with the right skills.

**1.3:** Deaf Village Ireland believes in retaining staff for the long-term, developing them and benefiting from their growing knowledge. Recruiting staff can be expensive and disruptive, especially as staff have detailed knowledge and experience that is unique to them within the organisation and could not be easily replaced. There is a balance to be struck as it is also recognised that Deaf Village Ireland is a small organisation in terms of employers generally, and some staff may outgrow the organisation and leave. Deaf Village Ireland's Remuneration Policy is set with these factors in mind.

**1.4:** This policy considers:

- The need to set pay levels appropriate to the competencies, skills, experience and behaviour required from its employees;
- The organisation's ability to pay; and
- The need to attract and retain staff at multiple levels within the organisation by offering an attractive remuneration package.

### **2. The Deaf Village Ireland approach to non-pay:**



Any and all staff benefits in addition to basic pay are outlined in the *Total Rewards Statement* in Appendix 1.

### **3. Policy Implementation:**

**3.1:** Before recruiting, each vacancy is assigned a salary range to be communicated to potential applicants for the role. The salary level will be set in accordance with section 1.

**3.2:** Remuneration of all staff is reviewed annually. For directly employed employees this is done through an annual joint meeting with a member of the Audit & Finance Sub Committee and the Board of Management Chairperson. This review will result in a recommendation to the Board regarding decisions about any changes. Should any changes be recommended they will take effect on January 1st of the following year, subject to Board approval.

Remuneration for the CE Supervisor and CE participants is determined by the Department of Social Protection. The CE participants will receive ongoing support from the CE supervisor and the Participant Development Officer and will be provided feedback on their progress on at least a weekly basis.

**3.3:** To inform its decision making, details of the remuneration package for all directly employed staff will be circulated to the Audit & Finance Sub Committee and the Board of Management Chairperson, including a Total Rewards Statement, as seen in Appendix 1.

**3.4:** In the case of the discussion of the remuneration of any staff members which are in attendance at the meeting, the staff member in question will leave the room while the discussion takes place.

**3.5:** Any potential remuneration increases can be made in two ways:

(a) across the board, based on the following criteria:

- Equity and fairness across similar and differentiated levels of responsibility;
- External factors affecting all employees, i.e. cost of living changes; and
- Affordability of any changes for Deaf Village Ireland.

(b) In exceptional circumstances, Deaf Village Ireland can make additional remuneration adjustments to particular staff on the basis of individual performance and changed responsibility. Any such potential recommendations must be made in writing to the Board and will only relate to exceptional circumstances e.g. significant increase in responsibility, change of job, or exceptional performance. In such cases performance review outcomes may also be used to assist in the decision-making process.

**3.6:** To ensure best practice, Deaf Village Ireland seeks to:

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- Ensure employees, with appropriate experience and competencies, are recruited and retained;
- Be an employer of choice;
- Ensure fair & equitable employee benefits;

**3.7:** The Board of Management recognises that there may be exceptional, unforeseen circumstances where the solution is not found within the parameters of this policy. In such circumstances, the Board will use its discretion to find a solution.

**3.8:** The Remuneration Policy will be included in the Staff Handbook and will form part of the induction process for all new employees.

#### **4. Policy Communication:**

**4.1:** Effective and regular communication with all staff will be maintained to ensure that:

- All staff are aware of the Remuneration Policy via the Staff Handbook;
- Each annual performance appraisal includes a reminder of the Remuneration Policy and review process;

**4.2:** The Remuneration Policy will be clearly displayed on The Deaf Village Ireland website.



**APPENDIX 1: The Total Reward Statement Template**

- The Total Reward Statement outlines the full value for the package that directly employed employee receives, including financial & non-financial investment.
- The Total Reward Statement will be tailored to each individual staff member.
- The Total Reward Statement includes the following details:

**Employee name:**

<b>Your Pay &amp; Benefits Package:</b>		
Basic Salary	€xxx per annum for XX hours per week	
Employer Pension Contribution	€xxx per annum	
Annual leave days (above statutory)	Xx days	Monetary value: €xxx
Additional benefits		Monetary value: €xxx
Monetary value of all of the above:		€xxx
<b>Your Professional Growth Opportunities:</b>		
Professional Development support		
Educational Assistance		
Attendance at Conferences		
Professional Membership		
<b>Work Life Balance:</b>		
Leave programmes (sick leave, parental leave, maternity leave, paternity leave)		
Flexible work arrangements		
Recognition & Rewards occasions		