



# Deductions From Pay

New Policy

Date of adoption	Pending Full Council 18 <sup>th</sup> March 2026, Minute number 26/03( )
Reviewed	
Next Review Date	As required
Reviewed By	Policy & Resources Committee 11 <sup>th</sup> February 2026

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# DEDUCTIONS FROM PAY AGREEMENT

- 1) If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.
- 2) Lateness or absence may result in disciplinary action and/or loss of appropriate payment.
- 3) In the event that the Council is faced with a shortage of work, or is unable to provide you with work for any other reason, then you agree that the Council may temporarily:
  - place you on short-time working, in which case you will be paid for those hours worked; or
  - lay you off from work, in which case you will be paid in accordance with the statutory guarantee pay provisions in place at that time; or
  - designate you as a furloughed (or similar) worker, in accordance with the terms of any Government furlough (or similar) scheme in place from time to time, in which case during such period, if required, you agree to a reduction in your hours or will cease to carry out any work for the Council. (For this purpose you agree that the Council may adjust your hours, salary and benefits by an appropriate amount to reflect the needs of the business at that time and ensure that it receives reimbursement of salary and benefits under the said scheme to the fullest extent possible)

The entirety of this section entitled “Shortage of work” forms part of your contractual terms and conditions.

- 4) The Council provides the tools and/or equipment necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost, damaged or mislaid tools and/or equipment to the Town Clerk. You must return all Council tools and/or equipment upon termination of employment by either party. Failure to return any tools and/or equipment, or any loss or damage suffered as a result of your negligence, will result in a deduction to cover the cost of the tools and/or equipment being made from monies due to you.
- 5) If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

**I have read and I understand the above terms. I agree that they form part of my Contract of Employment.**

<b>SIGNATURE:</b>	
<b>NAME</b>	Employee
<b>DATE:</b>	