

Salary Policy

Employee Policy – General

This policy was written to give you more insight into when your salary will be paid, how it is determined, and what happens when you leave CompaNanny's employ.

Paying salary

Each employee receives their salary on the 24th of each month – or if the 24th is during the weekend, the Friday before or Monday after – depending on the bank they are with. There are two types of employees, those who work for CompaNanny on an on-call basis, and those who work a contractually fixed number of hours:

- Employees who work on an on-call basis receive their first salary the month after their first hours worked. For example, if the on-call employee works 24 hours in February, they will receive the salary for those hours in March.
- Employees who work a contractually fixed number of hours receive their salary in the same month they perform the work in, but any travel expenses, extra work, or possible bonuses are calculated the next month and thus paid out then.

Salary amount

The amount of your salary is determined by your contract. The payment scale, grade, and number of hours worked that month are listed on your payslip. Should the amount stated be wrong, please alert your location manager. They will examine the issue with you and contact the payroll administration department to correct it if need be.

If you are working more or less hours than stated in your contract, the salary amount will likewise differ from the amount stated in your contract.

Post-employment final settlement

If you leave CompaNanny's employ, it may be that you still have outstanding holidays or a lack thereof, or that you have accrued holiday pay that has not yet been paid. Such holidays and holiday pay will be settled within a month of the termination of your employment at the latest.

Payslip

Below is an example of a payslip with explanatory notes, to help you read and interpret your payslips.

PREVIEW

Geboortedatum 20-03-1991
 Burgerservicenummer 123456789
 ① In/uit dienst datum 01-03-2016

Beroep Pedagogisch Medewerk

Minimum brutoloon 508,15 (1.524,60)
 Tabel wit / maand
 ② Loonheffingskorting Ja
 Jaarloon BT 8.081,00 / 34,7600% ⑥
 ③ Fulltime salaris 1.882,00
 Parttime percentage 33,3300%
 ④ Salaris / uurloon 627,27 / 12,06
 ⑤ Uren per week 12,00
 Schaal / inpastabel 6 / 0609 ⑦

CompaNanny B.V.
 Afdeling Groepen
 Persoonsnr. 01-1234-123456
 Volgnummer 04-8983
 Periode 06/0-2016

Begin-eind 01-06-2016 30-06-2016

⑫

CompaNanny B.V.
 Postbus 59466, 1060 CM Amsterdam

Naam
 Staatnaam + nummer
 Postcode + woonplaats

⑧			⑬				
Cumulatieven	aansta	bedrag	Omschrijving	Uitbetaling	Inhouding	Loon LH tabel	Loon LH bijz. tarief
Dagen gewerkt	52,00	2.509,08	Dagen gewerkt ⑭ 13,00	627,27		627,27	
Loon BV		3.408,55	Extra uren 100% ⑭ 45,50	548,73		548,73	
Loon LH		3.408,55	Ziektekosten vergoeding ⑮	8,00		8,00	
⑩ Arbeidskorting		162,59	Bonus (geen naam) ⑮	30,00			30,00
Loonheffing		328,55	Pensioen ⑮		68,52	-68,52	
Pensioen *		192,30	Loonheffing ⑮		109,00	1.115,48	
			Loonheffing 34,7600% wit / maand over 30,00		10,43		30,00
				-187,95	187,95		
				1.026,05			
			Fitness vergoeding	20,00			
			Reiskostenverg. woon/werk ⑮	0,00			
			Inhouding lunch ⑮	0,00			
			Netto	1.046,05			
Cumulatieven			Specificatie betaling				
	over	saldo		per bank	1.046,05	NL00RABC0123456789	
							⑮
Reservevragen			NETTO UIT TE BETALEN Euro 1.046,05				
⑪ Vakantieslag	94,08	94,08					⑮
Uren / deep	saldo	voed					

⑮ Salaris juni 2016

1. Starting date of employment at the location you currently work at.
2. When you joined CompaNanny's employ, you specified whether you would like us to take into account your payroll tax deduction. If you specified 'yes', you will be taxed less payroll tax and thus have more net pay. Should you wish to change your answer, you can do so by filling out a new payroll tax statement.
3. This is your fulltime salary based on 36 hours per week.
4. This is your gross salary based on the number of hours per week as specified in your contract.
5. Contractually fixed number of hours per week.
6. This percentage is determined by Dutch law. It refers to the payroll tax that will be charged for special payments such as holiday pay and bonuses.
7. 06 = scale, 9 = grade, in accordance with the collective labour agreement.
8. This section contains the sum of all of your salary data from the start of the calendar year.
9. SV = social security.
LH = payroll tax.
This is the amount for which you pay taxes. This amount is determined by Dutch law.
10. This is the amount for which you do not have to pay taxes if you are employed (i.e. not on benefits).
This amount is based on the Dutch tax authority's scale.
11. This is the total gross amount of outstanding accrued holiday pay, which will be paid in May.
12. This is your employee personal information and only used for administrative purposes.
13. This section contains all of the payment details for this period (i.e. this month).
14. This reflects the actual number of days you worked this month.
If you work 4 days a week, this number will read 17.
If you work 3 days a week, this number will read 13.
If you work 2 days a week, this number will read 9.
If you work 1 day a week, this number will read 5.
If you work on an on-call basis, the number of days worked will be recalculated for each month. The number of days worked do not affect your payroll tax or pension. Your number of days worked will be reported to the Dutch tax authority.
15. This is the allowance you receive for medical expenses, as determined by the collective labour agreement. Any employee in salary scale 1 through 6 will receive a health insurance contribution of € 8 gross per month, on top of your regular salary.
16. This is the total amount of bonuses that you received in the previous month.
17. This is your monthly accrued pension, determined by the collective labour agreement and the Dutch Zorg & Welzijn ('care and welfare') pension fund. The amount depends on your gross monthly salary as well as your age, among other things. It will be withheld from your salary and put in your pension fund for later, along with a monthly contribution from CompaNanny (which is slightly larger).
18. These are any travel expenses you incurred in the previous month.
19. This is the fixed deduction for lunches, coffee, etc.
20. This is the bank account listed in our system as the one you would like to receive your salary in. Should this be the wrong bank account, please alert your location manager.
21. This is the net amount that will be paid to your account.
22. This is the time period that this particular payslip applies to.