

**SNCT 11/26****SNCT Pay and Conditions Agreement 2011  
Changes to the SNCT Handbook****12 July 2011**

Dear Colleague

The Scottish Joint Negotiating Committee for Teachers has reached agreement on changes to the SNCT Handbook required by the SNCT Pay and Conditions Agreement 2011.

The SNCT Handbook has been amended as follows:

- (i) Part 2, Section 1 - Pay – This has been revised to provide for pay arrangements for supply teachers and to take account of changes to conservation.
- (ii) Part 2, Section 2 - Main Duties – This has been revised to set out duties of supply teachers. Supporting this section are Code of Practice on the Engagement of Short Term Supply Teachers and a revised Code of Practice on the Use of Fixed Term Temporary Contracts.
- (iii) Part 2, Section 3 - Working Year and Working Week – This section has been revised to take account of the contractual hours of supply teachers.
- (iv) Part 2, Section 5 - Annual Leave – This revision takes account of the introduction of days of school closure. Guidance on the calculation of annual leave on the termination of employment, taking into account the new days of school closure, will be issued by the Joint Secretaries before the start of the new term.
- (v) Part 2, Section 6 - Sickness Allowances and Notification Arrangements – This section has been revised to provide clarity on compensatory leave.
- (vi) Part 2, Section 7 - Family Leave – This section has been revised to take account of changes to maternity and adoption leave as well as changes arising from statutory requirements relating to additional paternity leave and pay.
- (vii) Part 2, Appendix 2.8 – Code of Practice on the Use of Temporary Employment – This revision takes account of new arrangements on the engagement of short term supply teachers, with the appendix revised and re-titled Code of Practice on the Use of Fixed Term Temporary Contracts
- (viii) Part 2, Appendix 2.8A – Code of Practice on the Engagement of Short Term Supply Teachers – A new code of practice has been agreed that outlines the terms of engagement for short term supply teachers and the roles and responsibilities for head-teachers and employers when engaging short term supply staff.

Holders of the Handbook should remove Part 2, Sections 1, 2, 3, 5, 6, 7, and Appendix 2.8 and insert the attached in their place. Holders should also insert the new Appendix 2.8A

Yours sincerely

Tom Young (Employer's Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

**Joint Secretaries**

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