

Engagement of Short Term Supply & Fixed Term Contracts Guidance for Supply Teachers

The SNCT has agreed a number of proposals in relation to pay and conditions of service. One of the agreed changes was the way in which Supply Teachers are engaged and paid. The following guidance has been developed to give you helpful information on these changes and how it affects you when you are asked to provide cover within a School.

All Schools, Area Education Offices and Teleworkers have also been issued with guidance to inform them of the new changes.

If you require any further information it maybe helpful to contact the following:

- www.snct.org.uk
- HR Support (Operational) Team email:
Internal email address: HR Support Team 2
External email address: HRSupport2@aberdeenshire.gov.uk
- Policy Team email: hrpolicyteam@aberdeenshire.gov.uk.

Overview of changes

The SNCT has agreed changes in relation to Supply Teachers; these changes include the way in which Supply Teachers are engaged, the hours of employment, the duties they are required to perform and the salary point they are paid at depending on the type of engagement they are offered and agree to.

Short Term Supply

Teachers will be employed on short term supply where the engagement is required and agreed on a **daily basis**. This period of work must be 5 days or fewer, with short term supply teachers expected to undertake the following reduced range of duties as detailed in the SNCT handbook;

- teaching assigned classes
- correction of work, as part of ongoing class work
- maintaining a record of work
- promoting and safeguarding the health, welfare and safety of pupils
- working in partnership with support staff and other professionals in class
- contributing towards good order in the school

(SNCT Handbook, Part 2, Section 2, Main Duties, Paragraph 2.2)

Short term supply teachers will work on a **daily basis** up to a maximum of 25 hours per week, with a maximum class contact time of 22.5 hours, and 2.5 hours of non class contact time. All service under a short term supply contract will continue to count in full towards service for incremental progression.

Fixed Term Temporary Contracts:

Teachers will be engaged on fixed term temporary contracts when the period of work they are engaged for is known at the outset to be greater than 5 days in duration **or** where the short term supply engagement has lasted beyond the single, continuous period of cover of 5 days.

Fixed term contracts will also be offered in the following circumstances:

- As detailed in LNCT Agreement Circular ST2/035 Use of Fixed Term Temporary Teaching Contracts (see attached). Please note this agreement now includes the circumstance where a pattern of recurrent work is identified for example probationer cover or where regular cover is required for planned TU duties e.g. LNCT meetings
- The Head Teacher may, in exceptional circumstances, authorise engagement on a fixed term contract before the engagement extends to 5 days
- Where a part time Teacher is engaged for additional days to teach their own class or classes.
- To avoid pupils being taught by short term supply teachers for more than 5 days during an absence. The '5 day rule' applies to the absence rather than the engagement of the individual supply teacher.

Please refer to the FAQ section where examples are given of the circumstances where a fixed term contract would be offered.

Teachers on fixed term temporary contracts will be engaged as per permanent staff with regards to hours worked, duties undertaken and salary point (pro rata for part time workers)

Teachers on fixed term temporary contracts will fulfil the full range of teacher duties as detailed in the Aberdeenshire LNCT agreement covering teaching duties – www.snct.org.uk/lnctagreements.php.

For information on fixed term temporary contracts where the engagement is more than 6 months please refer to Appendix 1.

Frequently Asked Questions

General

Q. How will I know whether I am being engaged on a Short Term Supply or a Fixed Term Temporary Contract?

A. The Teleworker will verbally confirm with you prior to you commencing cover if the engagement will be classed as a Short Term Supply engagement or a Fixed Term Temporary contract. You will receive a confirmation email to the email address held by the teleworker, confirming the following as outlined in the Code of Practice:

- Whether it is a Short Term Supply engagement or a Fixed Term Contract referring to the LNCT Agreement which is attached.
- The reason for the engagement
- The hours to be worked

If you do not have a personal email account then you will be provided with written confirmation by the HT at the school.



Duties

Q. I am currently engaged on a short term supply basis. Can I be required to work at the parents evening tonight?

A. Supply teachers are not employed for any collegiate time which would include parent evenings therefore this would not be required. Likewise Supply Teachers should only be required to carry out correction of work only as part of ongoing classwork. Please refer to the SNCT Handbook (Part 2, Section 2, paragraph 2.2) for further details on the duties required of the Supply Teacher.

General Pay/Duty/Hours

Q. I work as a part- time job share teacher and I am currently on Point 3 of the Main Grade Scale and my job-share partner is off sick for 1 day. I have agreed to cover this day. Will I be paid at Point 1 of the Main Grade Scale?

A. No because you are covering your job-share partner's hours and this is a class you would normally teach and you will be maintaining the full range of duties of a Teacher you will be paid at your normal incremental point.
(See SNCT Handbook, Part 2, Appendix 2.8A (2) e)

Q. I am a Part Time Teacher and I am currently on Point 4 of the Main Grade Scale, I have been asked to cover classes for one of my colleagues who is off for 1 day. How will I be engaged to cover these duties?

A. If you are being engaged to teach your own class or classes you will be engaged on a fixed term contract at full duties, hours and your normal salary point. You should claim this on a **Yellow S56** timesheet. This would apply to, for example, a part-time secondary teacher covering a timetable which included teaching their own subject to their own class or classes for part of the day. If you agree to provide cover for a class or classes you don't normally teach you will be engaged on a short term supply contract and will need to claim your hours on a **Red S56A** timesheet and will be paid at Point 1 (or Point 0 if not fully registered) of the Main Grade Scale for the day worked. The duties required will be that of a Supply Teacher and the hours will be a maximum of 4.5 class contact in a 5 hour day.

Q. I have been asked to cover at a School for 10 days, will I be paid at Point 1 for the first 5 days and then my normal incremental point for the subsequent 5 days?

A. If it is known at the **onset** the cover will extend beyond 5 days this will be a Fixed Term Temporary Contract and you will claim on the **Yellow S56** timesheet and be paid at your normal incremental point and carry out to full range of duties from Day 1 through to Day 10.

Q. I have been covering an absence on a Short Term Supply engagement for 5 days. I have been asked to cover the following week however I am unable to. Will my colleague, who covers the absence the following week be engaged on a short term contract or will they automatically go on to a fixed term contract?

A. The initial teacher covering the absence should be offered the fixed term contract where it is clear that the requirement will extend beyond 5 days. If this teacher is unable to accept the fixed term engagement any further cover should be agreed on a fixed term basis. This should cover the full range of duties for up to 35 hours a week and claimed on the yellow S56 form.

Similarly if one teacher has covered the first three days of an absence and then another teacher covers the remaining days then a fixed term contract should be issued on the sixth day of absence and not once the second supply teacher has done 5 days (i.e. on the ninth day of absence in this example).

Q. I covered a period of sickness for a period of 5 days on a short term supply basis, then, after the 5th day I was asked to cover for a further 3 days - do I claim for the maximum 25 hours for the whole 8 days?

A. No for the first 5 days you would be engaged on a short term supply on a daily basis on reduced hours, duties and at Point 1 (or point 0 if not fully registered) and will claim on a **Red S56A** timesheet for the hours worked up to a maximum of 25 and for the 6th and subsequent days you will be engaged on a fixed term temporary contract with the full range of duties and will claim on the **Yellow S56** for the hours worked up to a maximum of 35 hours per week (or pro rata if part time) at your normal incremental point.

Q. I worked for 5 days in a School on a short term supply basis and then I was asked to cover for 1 day in a different School which is a total of 6 days. Would I be paid at Point 1 for 5 days and at my normal incremental point for the further day at the different School?

A. No you would claim for 5 days on the **Red S56A** timesheet for the first School and 1 day on another **Red S56A** timesheet for the second School you covered. The cover for the first 5 days and then the 1 day at a *different* School would both be classed as 2 separate engagements of cover for 5 days or less and would both be short term supply engagements.

Q. I was asked to cover in a School for 5 days, at the end of the 5th day I was asked to cover for a *different* teacher within the same School for one day-how do I claim for this?

A. This would be classed as 2 separate engagements of short term supply cover and would be claimed on a **Red S56A** timesheet and paid at Point 1 (or Point 0 if not fully registered) of the Main Grade Scale. **Please note that there is a box down the right hand side of the Red S56A timesheet for you to enter the name (or names) of the Teacher (or Teachers) you are providing cover for.**

Working Hours

Q. What are the maximum hours I will work and claim in any one week as a Short Term Supply Teacher covering for 5 days or less?

A. The **daily engagement** will be a maximum of 4.5 hours class contact time in a 5 hours day. You will not be employed for more than one discrete block in any one day. In secondary schools where the length of the engagement of 5 hours is less than the school day of 5.5 hours, you will be advised of the times of your employment. The maximum amount of hours you can claim in any one week on a Short Term Supply Basis is 25. This comprises of a maximum of 22.5 hours class contact time and 2.5 hours non class contact time. Your **daily** working hours will be confirmed by the teleworker or HT prior to commencement of your short term supply engagement. See the Short Term Supply Teachers Ready Reckoner on page 5 for further information

Q. Is this different if I have been asked to cover on a Fixed Term Contract lasting 10 days from the outset?

A. Yes if you have been asked to cover a period of 10 days from the outset then you will fulfil the full range of duties of a Teacher and will be engaged for 35 hours per week or on a pro rata basis if engaged on a part-time fixed term contract.



Notice Periods

Q. What notice periods would need to be given to me in relation to any supply or temporary engagements?

A. If you have been engaged on a short term supply basis you should receive 24 hours notice (if already engaged for one day) if there is no further need for the cover. If the short term supply engagement is cancelled with less than 24 hours notice you are entitled to claim for any hours you were booked to work that day. For temporary contracts, a notice period of 4 weeks will be given in most circumstances. However, in cases such as where an employee returns from sickness absence a minimum of 1 day's notice will be given where the engagement has lasted less than one month and a minimum of 1 week's notice where the engagement has been one month or more. In the unlikely event that the engagement has lasted two years or more, a minimum of one week's prior notice per year is required. Please refer to the attached LNCT agreed ELL Circular: Use of Fixed Term Temporary Teaching Contracts.

Short Term Supply Teachers Ready Reckoner

Calculation of hours to be claimed by teachers on short term supply contracts

FTE	Class Contact Time		Time to be claimed for salary payment		Decimal equivalent to be entered on salary claim form
	Hrs	Mins	Hrs	Mins	Hrs
1.0	22	30	25	00	25.00
0.9	20	15	22	30	22.50
0.8	18	00	20	00	20.00
0.7	15	45	17	30	17.50
0.6	13	30	15	00	15.00
0.5	11	15	12	30	12.50
0.4	9	00	10	00	10.00
0.3	6	45	7	30	7.50
0.2	4	30	5	00	5.00
0.1	2	15	2	30	2.50

One day consists of 4½ hours class contact in a 5 hour day.

Please note - If the class contact time in any day exceeds 4½ hours you should claim for the class contact time plus 11.11%. Where the engagement lasts beyond one day, the time can be aggregated up to the weekly maximum of 22½ hours class contact in a 25 hour week.

For further information on the Code of Practice on Short Term Supply please go to http://www.snct.org.uk/wiki/index.php?title=Appendix_2.8A

Fixed Term Teachers Ready Reckoner
Calculation of hours to be claimed by teachers on fixed term contracts

FTE	Class Contact Time		Time to be claimed for salary payment		Decimal equivalent to be entered on salary claim form
	Hrs	Mins	Hrs	Mins	Hrs
1.0	22	30	35	00	35.00
0.9	20	15	31	30	31.50
0.8	18	00	28	00	28.00
0.7	15	45	24	30	24.50
0.6	13	30	21	00	21.00
0.5	11	15	17	30	17.50
0.4	9	00	14	00	14.00
0.3	6	45	10	30	10.50
0.2	4	30	7	00	7.00
0.1	2	15	3	30	3.50

For further information regarding the Code of Practice on the Use of Fixed Term Temporary Contracts please refer to the attached LNCT agreed ELL Circular : Use of Fixed Term Temporary Teaching Contracts.

FIXED TERM TEACHERS GUIDANCE

THIS GUIDANCE ONLY APPLIES TO TEACHERS EMPLOYED ON A FIXED TERM CONTRACT LASTING SIX MONTHS OR MORE

As of 15 August 2011 teachers employed on a fixed term contract lasting six months or more will be paid automatically, this includes promoted and un-promoted contracts.

Un-promoted fixed term teachers on a contract lasting less than six months should claim by yellow S56 timesheet.

Promoted fixed term teachers on a contract lasting less than six months should claim by **Temporary Responsibility Payments Form**. For more information on teachers acting up please refer to the **TRP Guidance on Arcadia/Tools and Resources/EMIS/Guidance**

Anyone in post from the 15th August 2011 or after will be paid automatically where their fixed term contract is due to last for a further six months whether that is the initial length of the contract or the length of an extension to the contract. If a teacher is initially employed for three months and the contract is extended by another four months, they will not be paid automatically since at no point was the contract expected to last a further six months from any given point. However, if they were employed for an initial three months and the contract is extended by a further six months, then they will be paid automatically.

Teachers who are currently employed on a fixed term contract which is expected to continue for six months or more from 15 August 2011 should also be paid automatically. Your Head Teacher will confirm with you the arrangements regarding this.

Forms

To ensure the teachers affected are paid correctly the school must submit an EMIS Employee Form along with the usual recruitment paperwork as usual to start the teacher in post, detailing the length of time the contract is for and the reason for the cover e.g. maternity cover.

If the teacher is currently on the temporary/short term supply payroll the school will need to send in an EMIS Employee Form to remove them. The date of termination should be the day before the new fixed term appointment begins.

If the teacher is currently on a fixed term contract which was initially due to last for less than six months and an extension of over six months is given the school should send in an EMIS Employee form to terminate them from the temporary/short term supply payroll and an EMIS Employee form to start the teacher in the post to be paid automatically for the remainder of the contract.

The teacher should stop claiming their hours by timesheet as of the start date on the EMIS Employee form.

Pay Dates

Teachers on a fixed term contract lasting over six months will be paid on the last working day of the month. Teachers who continue to claim by timesheet will be paid in the middle of each month.

Holiday Pay

The annual leave entitlement of a full time teacher or music instructor is 40 days. All teachers and music instructors will accrue paid leave on the basis of 0.2051 of a day for each day worked including any family leave, days of sickness absence and any other form of paid leave excluding annual leave.

Teachers who are paid automatically will receive a monthly payment of their annual salary divided by 12. When their fixed term contract comes to an end, then any unpaid holiday pay will be included in, or any overpaid holiday pay will be deducted from, their final salary.

Ending the Fixed Term Contract

The school must ensure that the appropriate written notice is given to the teacher before the end of the fixed term contract. The school **must** also send an EMIS Employee termination form to HR Support **at least four weeks** before the teacher is due to finish. This will ensure that there is no overpayment. If no EMIS Employee Form is received the teacher will continue to be paid automatically.

When payroll receive the EMIS Employee Form signalling the end of the automatic payment, the teacher is terminated from the payroll system. If the teacher continues/starts to do short term supply work or begins another fixed term contract lasting under six months they will need to ask the first school they then work in to complete an EMIS Employee Form to ensure they are paid on time.

Letter to existing supply teachers. Very similar for new supply teachers.

Dear Name

Re: SNCT Pay and Conditions Agreement 2011.

The Scottish Negotiating Committee for Teachers has reached agreement on changes to National Pay and Conditions. Details on the agreed changes can be found by going to www.snct.org.uk and referring to SNCT Circular 11/26 Pay and Conditions Agreement 2011.

These new arrangements will be effective from the start of the new School Session 2011-2012. Guidance is enclosed with this letter for further information.

Please note; your GTC Scotland registration will now be checked by the Teleworker or Head Teacher booking your supply engagement prior to you commencing any engagement .

Please ensure that the Head Teacher issues you with the correct timesheet (**Red S56A – Short Term Supply**) or (**Yellow S56 - Fixed Term Engagement**). The nature of the engagement will have been confirmed to you prior to commencement. The timesheets, must be completed and authorised by the Head Teacher. Once authorised, these will be sent directly to the Payroll Section within Finance by the school. Failure to complete and submit timesheets for authorisation may result in late payment of salary.

If you have your name on any other local authority supply list and are offered work outwith Aberdeenshire, or your circumstances change in any way, which affect your availability for supply work, could you please let the Teleworking team know so that your record can be amended accordingly. Please also ensure that the Teleworking team are provided with up to date contact information as it is essential that accurate information is available to the schools at all times in the interest of efficiency and avoids schools contacting you when you are not available.

Thank you for your co-operation.

Yours sincerely



Maria Walker

The Council operates a system whereby Teleworkers (working from home) will be responsible for maintaining the Supply Database and allocating Supply Teachers. To ensure that you obtain as much employment as you would like, please notify **your area** Teleworker, by **e-mail** if possible on: teacher.supply@aberdeenshire.gov.uk **each time** you finish supply teaching to update the information we hold for you on the database and your availability for further assignments.

TELEWORKING SUPPLY CONTACTS

FORMARTINE / GARIOCH

Ann Lennox – Senior Teleworker

Telephone No – 01358 725721

KINCARDINE & MEARNES / MARR

Sharon Groundwater – Teleworker

Telephone No – 01224 782957

BANFF & BANFF / BUCHAN

Jennifer McGregor – Teleworker

Telephone No – 01542 810755

GENERAL SUPPLY ABERDEENSHIRE

Liz Angus - Teleworker

Telephone No – 01466 799157

Alternatively if you do not have access to e-mail please telephone any of the above Teleworkers or 01569-766960 (Education Office) during office hours to advise us of any changes in your circumstances and your availability for supply work.

The pack sent out also includes the following three documents:

SNCT Appendix 2.8 Code of Practice on the use of Fixed term temporary contracts.

http://www.snct.org.uk/wiki/index.php?title=Appendix_2.8

SNCT Appendix 2.8A Code of practice on short term supply

http://www.snct.org.uk/wiki/index.php?title=Appendix_2.8A

Aberdeenshire LNCT agreement on the Use of Fixed term temporary contracts/transfer to permanency. See circular ST2/035 which can be found here

<http://www.snct.org.uk/lncAgreements.php>