Periods of Notice - Revised

1. Background

1.1. The SNCT has agreed that notice periods should be determined at a national level rather than local level. As a result the list of devolved powers will require to be updated.

1.2. The attached SNCT guidance was published on 28 February 2017. This updates and replaces SNCT 16/57.

2. Recommendation

2.1. JNC is asked to note the contents of this report and agree the change as outlined in SNCT circular SNCT 17/57.
Dear Colleague

The SNCT has agreed that periods of notice across councils should be determined at national level. These changes took effect on 1 January 2017.

This requires changes to the list of national/devolved matters. (Part 1, Appendix 1.3) and Part 4, Paragraph 14.2 to be removed.

At its meeting held on 23 February 2017, the SNCT agreed the following definition of a “working week”.

“A working week comprises any week in which a school/establishment is open on any day for pupils and/or any employee covered by the terms of the SNCT Handbook, regardless of the number of hours that the school/establishment is open or that employees work in said week.”

Holders of the Handbook should remove the existing Appendix 1.3 and Part 4, Paragraph 14.2 and insert the attached updated versions in their place. Part 2, Section 9 Periods of Notice Paragraphs 9.23 to 9.27 should be inserted.

This SNCT Circular updates and replaces SNCT/16/57 which should be removed from the SNCT Handbook and destroyed.

Yours sincerely

Tom Young (Employers’ Side) Louise Wilson (Teachers’ Panel) Stephanie Walsh (Scottish Government)

Joint Secretaries

COSLA
Verity House
19 Haymarket Yards
EDINBURGH EH12 5BH
T: 0131 474 9200
F: 0131 474 9292
E: tomy@cosla.gov.uk

Teachers’ Panel
46 Moray Place
Edinburgh
EH3 6BH
T: 0131 225 6244
F: 0131 220 3151
E: lwilson@eis.org.uk

Scottish Government Learning Directorate
2A South Victoria Quay
Edinburgh
EH6 6QG
T: 0131 2440230
F: 0131 244 0957
E: Stephanie.walsh@scotland.gsi.gov.uk
### Section 8  Disciplinary and Grievance Procedures

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 General</td>
<td>1</td>
</tr>
<tr>
<td>8.2 Discipline</td>
<td>1</td>
</tr>
<tr>
<td>8.3 Grievance</td>
<td>1</td>
</tr>
</tbody>
</table>

### Section 9  Other Provisions

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1 – 9.6 Career Long Professional Learning (CLPL)</td>
<td>1</td>
</tr>
<tr>
<td>9.7 – 9.12 Teachers on the National Teacher Induction Scheme</td>
<td>1</td>
</tr>
<tr>
<td>9.13 Permanent Contracts</td>
<td>2</td>
</tr>
<tr>
<td>9.14 – 9.17 Payment in the Event of Death or Disability Arising from Assault</td>
<td>2</td>
</tr>
<tr>
<td>9.18 Medical Examinations</td>
<td>4</td>
</tr>
<tr>
<td>9.19 – 9.20 Special Leave</td>
<td>4</td>
</tr>
<tr>
<td>9.21 Career Breaks</td>
<td>4</td>
</tr>
<tr>
<td>9.22 Code of Practice on the Role and Enhanced Contribution of the Chartered Teacher</td>
<td>4</td>
</tr>
<tr>
<td>9.23 – 9.27 Periods of Notice</td>
<td>4</td>
</tr>
</tbody>
</table>

### PART 2  Appendices

- **Appendix 2.1** SNCT Salary Tables
- **Appendix 2.2** Job Sizing of Promoted Posts
- **Annex A** Job Sizing Questionnaire
- **Annex B** Job Size Score Allocation to Salary Spines
- **Appendix 2.3** Job Sizing Review
- **Annex A** Review Criteria
- **Appendix 2.4** Job Sizing for Principal and Depute Principal Educational Psychologists
- **Annex A** Job Sizing Questionnaire for Principal and Depute Principal Educational Psychologists
- **Annex B** Allocation of Job Sizing Points to Salary Points
Chartered Teacher Spine, a Music Instructor or an ESO, QIO, or educational psychologist shall be:

- 4 working weeks, where service is less than 4 years,

- 1 week for each year of continuous service, where total service is at least 4 but less than 12 years, and

- 12 weeks, where service is 12 years or more.

9.25 The minimum period of notice to terminate employment to be given by the Council to all other members of the teaching staff, QIMs and educational principal and depute psychologists shall be:

- 8 weeks, where service is up to 8 years, including 4 working weeks.

- 1 week for each year of continuous service, where service is at least 8 but less than 12 years, and

- 12 weeks, where service is 12 years or more.

9.26 These arrangements shall not prevent a Council or a teacher from giving or agreeing to give a longer period of notice than the minimum.

9.27 A working week comprises any week in which a school/establishment is open on any day for pupils and/or any employee covered by the terms of the SNCT Handbook, regardless of the number of hours that the school/establishment is open or that employees work in said week.