

## **CLACKMANNANSHIRE COUNCIL**

### **Winding Down Scheme for Teaching Staff : Policy and Procedures**

#### **POLICY**

The Council has discretionary powers to operate a Winding down Scheme for teaching staff who meet the criteria laid down under the agreement “A Teaching Profession for the 21<sup>st</sup> Century”.

It is the policy of the Council to operate a Winding Down Scheme with the aim of maintaining quality service delivery within budget while maximising access for eligible staff to reduced working hours.

#### **DEFINITION**

For the purposes of this policy, winding down is defined as a phased retirement option which offers those teachers approaching retirement age the opportunity to reduce their teaching commitment whilst at the same time protecting their overall retirement pension entitlement. The contract must be for a minimum of 50% of existing hours. The part time work must be at the previous level.

#### **ELIGIBILITY**

- Applicants must be aged 56 or over
- Applicants must have a minimum of 25 years’ teaching service (i.e. they must have had a contract to teach for at least 25 years)
- A credit of up to 5 years for a break or breaks in service will count as qualifying service.
- The last 10 years must have been full-time reckonable service
- NOTE: Full details of SPPA eligibility requirements for Winding Down available on the SPPA website

#### **MAIN ASPECTS OF THE SCHEME**

- The Winding down contract must be for a minimum of 50% of existing hours
- Each year served under the WDS will count as one full year for the purpose of calculating pension benefits

- Pension will be based on salary which was received in the last 365 days before joining the WDS but re-valued using the Retail Price Index to the actual point of retirement
- Teacher and employer contributions will be based on actual salary
- The Winding Down contract will be for part-time work, including supply cover
- The maximum length of the Winding Down contract will be 4 years
- A minimum of three months notice of an application to participate must be given
- Winding down arrangements will normally commence at the beginning of a new session, but may exceptionally commence at the beginning of a new term
- The consent of the head of service to an employee's participation is required. Approval will be dependent on there being suitable arrangements which can be put in place to cover the other portion of the teaching post (if required)

## **PROCEDURE FOR STAFF WHO WISH TO APPLY FOR WINDING DOWN SCHEME**

Teaching staff who wish to apply for winding down must apply in writing, via their Head Teacher, to the appropriate head of service, giving a minimum of three months notice. The member of staff will continue to work on a full-time basis while the application is being considered and new working arrangements put into place.

Applicants should state the range of hours and locations they are willing to consider. Where possible the authority will endeavour to meet the teachers' preferences. However, they are asked to keep their options as wide as possible as this will increase the likelihood of a successful application, given that any arrangement put in place must ensure there is no detrimental effect on service delivery.

The head of service must advise the member of staff in writing of his/her decision on whether the request has been approved within 6 weeks of the date of the request being received. Where the application is rejected, the reasons for this will be given in writing to the member of staff within 2 weeks of the decision.

Arrangements for the distribution of hours and the working pattern will be subject to the decision of the head teacher. Where two applicants are selected to share a post, the working arrangements will be in line with the current job share scheme.

In all cases where an application for the WDS is successful, a letter of confirmation detailing the arrangements will be issued by Human Resources.

## **REMUNERATION AND WORKING ARRANGEMENTS**

1. Annual salary will be paid pro rata to hours worked in the post undertaken.

2. Hours and duties will be decided by the Head Teacher in consultation with the member of staff prior to the post being offered to the winding down applicant. In reaching a decision on these aspects, the Head Teacher should take account of:

- the needs of the service
- the wishes of the applicant
- type of work and its requirements
- if sharing a whole time post with another, any overlaps required
- the need to have a viable package to attract an applicant should a vacancy occur

This will be passed to the head of service for final approval.

3. Public holidays will be allocated pro rata to the hours worked. Any arrangements required to facilitate this should be agreed with the Head Teacher.

4. Arrangements for in service days will be subject to individual agreements with head teachers, in accordance with current practice for part-time and job-share teachers.

5. Access to Continuing Professional Development will be in accordance with current practice for part-time and job-share teachers. Detailed consideration will be given to these staff in revised arrangements to be agreed by the LNCT under the Agreement “A Teaching Profession for the 21<sup>st</sup> Century”.

Singed on behalf of:

Clackmannanshire Council

Name ..... Signature .....  
Designation ..... Date .....

The Teachers’ Side

Name ..... Signature .....  
Designation ..... Date .....