

Scottish Negotiating Committee for Teachers

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Dear Colleague

SNCT/26

Changes to Scheme of Salaries and Conditions of Service and Previous SNCT Circulars

Agreement was reached at the SNCT on 26 June 2003 on revisions to the Scheme of Salaries and Conditions of Service and to previously issued SNCT circulars on the following matters.

- Payment structure for all teaching staff, including daily and hourly rates and entitlement to paid annual leave.
- Sickness provisions, covering arrangements for the introduction of a standard qualification period for entitlement to sick leave for all teachers.
- Revised arrangements for incremental progression for all teachers.

The main thrust of the agreement is to equalise the terms and conditions between permanent and temporary teachers. A fuller explanation of the changes is given below.

All changes are effective from the start of the new session commencing in 1 August 2003.

1. Payment Structure.

a. Rates of Pay

The daily rate of pay for all teachers will be 1/261 of the annual rate of salary. The hourly rate of pay will be calculated on the basis of 1/1827 of the annual rate of salary.

Temporary teachers will normally be employed for a complete day session and will be paid the daily rate for each day as defined above.

Where a teacher is employed for less than a complete day session, the teacher will not be employed for more than one discrete period in any day. Teachers employed for a period of less than a complete day shall be paid on an hourly rate calculated as above and, other than in exceptional circumstances, shall be obliged, on a pro rata basis, to undertake and be paid for all of the contractual commitments outlined in paragraph 2.2 of the 2001 Agreement (see Appendix 1).

Teachers employed on temporary contracts are also obliged, on a pro rata basis, to undertake additional contractual hours allocated to Continuing Professional Development.

For administrative purposes permanent teachers can continue to be paid their annual salary in equal instalments. In the case of permanent part-time or job-share teachers the annual salary is the number of hours worked per week divided by 35 and multiplied by the annual salary. Where practicable, temporary teachers can also be paid salary in equal instalments. Further guidance will be available in the code of practice in the use of temporary contracts when it is agreed.

Salaries may be paid in such instalments and at such reasonable intervals as authorities think fit. Other than in implementing the arrangements set out above the method of payment of salaries shall be determined by the authority after discussion in the Local Negotiating Committee for Teachers (LNCT).

b. Accrual of Holiday Entitlement

All teachers will accrue leave on the basis of 0.338 of a day for each day worked, pro-rata for each part day worked. This does not affect the standard leave year, which commences on 1 September each year.

c. Leave on Termination of Employment

Where a teacher leaves the employment of a council the leave entitlement is the number of days calculated as above less the number of days leave already taken. Where any balance of leave cannot be taken the teacher will be paid a days pay for each unused day of leave.

In the case of a teacher who, at the date of leaving employment, has taken more leave than the accrued entitlement the council may recover a days pay for each day taken in excess of the accrued entitlement.

These changes replace paragraphs 1.3.6, 7.4.1, 7.4.2, 7.4.4, 7.4.5, 7.4.6b, 7.4.7b, 10.8.6, 10.8.7, 10.11, 11.4, 11.6.1 and 11.6.2 of the scheme. SNCT/5 is now obsolete.

2. Sickness Provisions

All teachers are required to accrue a total of 18 weeks continuous qualifying local authority service before being entitled to sickness allowance. Continuity of qualifying service is deemed to be broken where a break exceeds 2 weeks, however, any newly qualified teacher will have until 1 November of the year following their entry to the Induction Scheme to secure a first teaching appointment without having to requalify for sickness allowance.

Teachers in post at the start of the 2003/2004 session who have already qualified for sickness allowance will retain the entitlement.

A week's qualifying service comprises any week in which a teacher is employed by a local authority (including periods of annual leave, public holidays, sickness absence, maternity leave or other special leave), regardless of the number of hours worked.

Where a teacher returns to local authority service following a break for maternity reasons they will be entitled to have previous service taken into account for the purposes of entitlement to sickness allowance provided that the break in service does not exceed 8 years and that there has been no paid employment during the break.

Subject to the remaining provisions in Part 13 - Sickness Absence, a teacher absent from duty due to sickness or injury will receive, in any one period of 12 months, sickness allowance as set out in the table below:

Service at Commencement of Absence from Duty	Full Salary for a period of	Half Salary for a period of
Less than 18 weeks	nil	nil
18 weeks but less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

These changes replace paragraphs 13.2.4 and 13.3 of the scheme.

3. Incremental Progression

All teachers on the main grade scale are entitled to a salary increment as at 1 August provided they have 26 weeks qualifying service (as defined above) in the preceding salary year. The salary year remains unchanged, running from 1 August in any year until 31 July of the following year. The first increment based on this calculation will be payable on 1 August 2004.

This change will necessitate a review of the salary placement regulations set out in SNCT/13.

Lynne Dickson (Employers' Side)
Ken Wimbor (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries

Extract from “A Teaching Profession for the 21st Century”

2.2 Working Hours: Working Week

Agreement has been reached on the working week as follows:

- the introduction of a 35 hour week for all teachers from 1 August 2001;
- a phased reduction in maximum class contact time to 22.5 hours per week equalised across the primary, secondary and special school sectors;
- during the phasing period, the class contact commitment of a teacher will be complemented by an allowance of personal time for preparation and correction: this allowance will be no less than one third of the teacher's actual class contact commitment;
- all tasks which do not require the teacher to be on the school premises can be carried out at a time and place of the teacher's choosing: teachers will notify the appropriate manager of their intention in this respect; and
- from August 2006, at the earliest, the contractual obligations of teachers will be expressed in relation solely to a 35 hour week within which a maximum of 22.5 hours will be devoted to class contact.

The full document can be accessed at
<http://www.scotland.gov.uk/library3/education/tp21a.pdf>.