

Title: Time Limited Contracts **Number:** F3 **Date:** 17th June 2011

1.1 The purpose of this document is to formalise an agreement which will replace National regulations set out in sections 6.3.1, 6.3.6 and 8.5 of the SJNC's 'Scheme of Salaries and Conditions of Service for Teaching Staff in School Education'.

2.0 **AGREEMENT ON THE USE OF TEMPORARY CONTRACTS**

2.1 Scottish Borders Council's Education & Lifelong Learning Department wishes to issue as many employees as possible with permanent contracts realising that this provides staff with a greater degree of financial security and financial flexibility than temporary contracts. When employing staff the norm should therefore be that a permanent contract should be issued.

2.2 The Authority must ensure best value for money and as part of this element of financial governance the Education and Lifelong Learning Department is obliged to ensure that it does not knowingly increase payroll costs permanently employing staff who will relatively quickly become surplus to requirements.

2.3 There are therefore, certain circumstances under which issuing certain teachers with temporary contracts will be appropriate. These are as follows:-

- To a teacher covering a maternity leave. The temporary contract would normally be for the duration of the statutory maternity leave or until the return of the absent teacher, whichever is the sooner.
- To a teacher covering a long-term illness. In such cases a number of temporary contracts may be necessary if the duration of the long-term illness is not known in advance.
- To a teacher covering a sabbatical. In such cases the temporary contract would be for the duration of the sabbatical which would be known in advance.
- To a teacher covering an Adoption Leave. The temporary contract would be for the duration of the Adoption Leave or the return of the absent teacher whichever is the sooner.
- To a teacher who is covering a time-limited secondment. In such cases the duration of the temporary contract would be for the period of the secondment of the absent teacher. If a secondment were to be repeated then a new temporary contract would be issued. This would cover secondment of permanent staff to posts within and outwith the Authority.
- To a teacher whose post is funded by a time-limited grant. In such cases the temporary contract would be for the duration of the grant funding. If it were to become obvious that a specific grant was to continue beyond a 4 year period then the department would assess whether or not it would wish the grant funded post to become permanent and if so, a permanent contract would be issued to the postholder.
- To a teacher who is covering the absence of a member of staff who has been granted special paid or unpaid leave as set out in the Authority's 'Personnel – policies and Guidelines'.
- To a teacher who is being employed in a post which may not continue.
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3.0 **FULL-TIME AND PART-TIME CONTRACTS**

3.1 The contents of this document will apply equally to full-time and part-time temporary contracts.

4.0 REDUNDANCY PAY

4.1 The contents of this document do not in any way affect any rights which teachers holding temporary contracts have to statutory redundancy pay.

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6.0 Acting-up Payments. Any teacher receiving a salary increase as a consequence of temporarily filling a management post as a consequence of the permanent postholder being absent for any of the reasons listed in 2.3 above will not be eligible for salary conservation irrespective of the duration of the acting up period.