

25 May 2020

**JS/20/80**

**SNCT Supply Teachers Job Retention Payment  
Frequently Asked Questions – FAQs**

Dear Colleague

The SNCT has considered a number of frequently asked questions regarding the Supply Teachers Job Retention Payment. This document provides a response to a number of frequently asked questions (FAQs) following the issue of circular JS/20/78 on 3rd April 2020. These FAQs should also be read in conjunction with the SNCT Circular SNCT/20/75 – SNCT School Closures, CORONAVIRUS (COVID – 19) issued on 26th March 2020.

Both circulars advise that there should be no detriment in pay arrangements for all staff.

**1. Do supply teachers need to contact the local authority to request a retention payment to be made or should this be processed automatically?**

While some local authorities will have greater capacity to create and implement a payment process without the need for supply teachers to contact them, others may not be in a position to do this. This decision should therefore be made locally. However, it is recommended to contact those teachers who are on your supply list and advise them that they may be eligible for the Job Retention Payment.

**2. If a supply teacher was engaged in supply work up until the Covid-19 school closures, what should they be paid?**

They should continue to be paid for the work that they had been engaged for, even if they were not able to fulfil the hours because of Covid-19 school closures.

**3. What happens if a supply teacher has been engaged consistently on the same hours each week but did not wish to be placed on a temporary contract?**

Under SNCT guidance, they should have been placed on a temporary contract if they were being provided with regular work. Arrangements should now be made to place

them into a contract, and they should continue to be paid the hours they were engaged for prior to the COVID-19 schools' closures.

- 4. What happens to a supply teacher's contract where they been covering regular work for a school which had a teacher absent (e.g. long-term sick leave or maternity leave) and that teacher is now returning to work?**

Relevant notice should be provided this temporary contract is now coming to an end, as the individual is returning to work. They should then be returned to the supply list and treated in the same way as someone who had been undertaking supply. In these circumstances they should be paid the Job Retention Payment as set-out in JS/20/78.

- 5. What happens if a teacher has a permanent teaching contract with the local authority, but they are also on the supply list and pick up additional hours. What will happen during this period?**

If a supply teacher has been engaged in supply work between January – March then an average earnings payment should be made to them for April, May and June for this work. Their permanent contract remains unaffected and they will be paid their normal contractual hours in addition to the Job Retention Payment.

- 6. What happens if a supply teacher is engaged on a temporary contract and has no specified end date in their written statement?**

They should continue to be paid in accordance with the terms & conditions they have been engaged on during this period.

- 7. Should the average calculation payment include any commitment or arrangement to work from 20th March 2020 to 31st March 2020 that had already been confirmed?**

Yes.

- 8. Will pension contributions (at the appropriate level) be made on job retention payments?**

Yes. Employee and employer's contributions should be made on the payments.

- 9. Should a supply teacher continue to be available to undertake supply work during the period April to June, on the days when they had previously indicated that they are available?**

Yes. If they do not continue to be available for any reason, they should contact the Education Principal Staffing Officer to discuss the reasons for this as this may impact on their eligibility for a compensatory payment (Job Retention Payment).

**10. If the local authority had not planned or budgeted to engage any supply teachers or had planned to reduce their numbers of supply teachers during April to June, how will the cost of the additional payments be met?**

The Leadership Sounding Board agreed to the payments proposed in circular JS/20/78 on 3<sup>rd</sup> April on the proviso that additional costs arising from this for Local Government will feed into the wider cost collation exercise identifying additional costs arising from COVID-19. This is linked to the agreement with Scottish Government on additional significant costs.

**11. Does the Job Retention Payment accrue annual leave?**

As the Job Retention Payment is to compensate those working on an ad-hoc basis for the inability to work during the period of school closure holiday pay will be accrued at the rate of 0.20513 for each day/part day of Job Retention Payment made.

**12. Does the period for which the Job Retention Payment is paid count as service?**

Yes. The time period paid under the Job Retention Payment is counted as qualifying service as defined by the SNCT Handbook, paragraph 1.60: A week's qualifying service comprises any week of employment by a council. This includes periods of annual leave, public holidays, sickness absence, maternity leave or other special leave, regardless of the number of hours worked. This is due to the payment being made in lieu of salary due to schools being closed.

Yours sincerely

Jane O'Donnell (Acting Employer's Side Secretary)  
Louise Wilson (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

**Joint Secretaries**