

**EAST RENFREWSHIRE LNCT AGREEMENT**

**AGREED PROCEDURES AWARDING ADDITIONAL SALARY POINTS FOR  
TEACHING SERVICE AND RELEVANT EXPERIENCE**

APRIL 2022



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#### **1. INTRODUCTION**

1.1 Teachers who are entitled to be paid on the Main Grade Salary scale, as defined in Appendix 2.1 of the SNCT Handbook, have a right to apply for additional salary points for teaching service, and other relevant experience, as set out in the SNCT Handbook (Part 2: Section 1).

#### **2. AWARDING ADDITIONAL SALARY POINTS FOR TEACHING SERVICE**

2.1 Where previous teaching service is recognised, teachers will be placed on the relevant point on the Main Grade Salary Scale by applying the conditions set out in the SNCT handbook (Part 2: Sections 1.18 to 1.23).

#### **3. AWARDING ADDITIONAL SALARY POINTS FOR RELEVANT EXPERIENCE**

3.1 Recognised non-teaching experience includes periods of employment and periods of voluntary or other non-paid activities such as:

- (a) Experience which is relevant to the subject being taught (e.g. an industrial chemist teaching chemistry); and
- (b) More general 'life skills' which have a bearing on the depth or quality of teaching being offered (e.g. where someone has previously been involved in aspects of children's care or in education and training, whether in the workplace or in educational establishments).

3.2 For recognised non-teaching experience the following additional salary points may be awarded:

- Recognised experience of up to 5 years = 1 point.
- Recognised experience of over 5 and up to 10 years = 2 points.
- Recognised experience of over 10 and up to 15 years = 3 points.
- Recognised experience of over 15 years = 4 points.

#### **4. APPLYING FOR ADDITIONAL SALARY POINTS FOR TEACHING SERVICE AND RELEVANT EXPERIENCE**

4.1 To apply for additional salary points for teaching service and relevant experience, an individual teacher should complete the application form in Appendix 1.

4.2 Individual applications should detail the reason for the application and outline any teaching service and relevant experience the teacher wishes the Department to consider. In support of an application, the individual should submit relevant proof of experience e.g. confirmation of relevant employment and job descriptions. Without appropriate evidence the contribution of this service and experience will not be considered by the Department when reviewing an application.

4.3 Where an application for additional salary points is successful the new salary point will be applied from the post holders' start date, subject to the original application for additional salary points having been submitted within one month of the aforementioned start date. Where an application for additional salary points is submitted out with one month of the commencement of employment, any agreed additional salary points will be backdated to the 1<sup>st</sup> of the month in which the application was made.

4.4 Each individual application will be reviewed by a member of the Education HR Business Partner Team and a member of the Education Quality Improvement Team within 4 weeks of receipt of the completed application subject to appropriate supporting evidence having been submitted. The outcome of this review will be made in writing within the aforementioned period of review.

4.5 In some instances the review of an application may take longer than the agreed 4 week period. In such circumstances the teacher will be advised of the reasons for the delay and any revised timescales.

## **5. RIGHT OF APPEAL**

5.1 Teachers have the right to appeal against the decision made with regard to an application for additional salary pointage. Any appeal must be submitted in writing, within 10 working days of receipt of the written decision referred to in 4.4 above. The appeal must be submitted using the appropriate form (Appendix 2) and provide full details of the grounds of appeal. All appeals should be emailed to the HR Education Business Support mailbox, [hreducationbusinesssupport@eastrenfrewshire.gov.uk](mailto:hreducationbusinesssupport@eastrenfrewshire.gov.uk) in the first instance, who in turn will submit it to the appropriate pastoral Head of Service for consideration at Stage 2.

5.2 An appeal hearing will be convened within 20 working days of receipt of the written appeal. At the appeal hearing the appellant may be represented by their trade union representative.

5.3 The appellant or the appellant's representative shall present the case for appeal in the presence of the member of the Education Quality Improvement Team who made the decision on the original request for additional salary pointage.

5.4 The member of the Education Quality Improvement Team and Chairperson will have the opportunity to ask questions of the appellant.

5.5 The member of the Education Quality Improvement Team shall then have the opportunity to put forward their case for refusal of the request.

5.6 The appellant and/or their representative and the chairperson will have the opportunity to ask questions of the member of the Education Quality Improvement Team.

5.7 The appellant or the appellant's representative followed by the member of the Education Quality Improvement Team will have the opportunity to sum up if they so wish, introducing no new material or information.

5.8 The chairperson may communicate their decision to both parties at the conclusion of the meeting, but in any event the decision shall be confirmed in writing with the appellant within 5 working days of the appeal hearing.

5.9 There is no further right of appeal should an appeal at this level be unsuccessful.