



## **Education Resources**

### **Working time arrangements: school based mechanism**

#### **1.0 Background**

- 1.1 In August 2006 the third phase of the Teachers' Agreement in which the maximum class contact time becomes 22 ½ hours in all sectors comes into effect. The consequential adjustments to the number of hours available for collective activity and the parameters for each category can be found in the accompanying annexes.
- 1.2 In accordance with the Code of Practice on Working Time Arrangements the mechanism to reach an agreement on collective time at a school level has been determined by the JNCC.
- 1.3 Teachers' individual contracts contain an additional condition that the working time arrangements will operate in accordance with the National Code of Practice.

#### **2.0 Agreement on collective activity time**

- 2.1 In accordance with the agreed procedure, the Head Teacher and the school's accredited trade union representative(s) will prepare a draft agreement on the working week. This draft agreement must comply with the Code of Practice on Working Time Arrangements for teachers and incorporate the attached implementation guidelines.
- 2.2 The draft agreement will be circulated to the whole staff for consultation, after which the draft agreement or revised draft agreement will be subject to a confirmatory vote of all teaching staff.
- 2.3 A calendar for the coming session including the dates of all parents' meetings and liaison meetings will be drawn up and agreed.
- 2.4 Completed pro forma signed by Head teachers and trade union representatives, the agreed Working Time Arrangement and the school's calendar for the year should be submitted to the Education Manager: Personnel, Support Services & IT on or before Friday 20 June 2008.
- 2.5 In the event that the staff cannot reach agreement or at the request of a trade union representative, the 'Informal dispute procedure' will be enacted.

#### **3.0 Informal dispute procedure**

- 3.1 The informal dispute procedure shall be enacted on receipt of the following:
  - a) Notification by a Head teacher of the failure of the staff to reach an agreement;
  - b) At the request of a trade union representative

- 3.2 The JNCC will approve a management side panel and a trade union side panel.
- 3.3 When the procedure has been enacted in accordance with 3.1, one member from each panel will arrange to investigate and attempt to resolve the dispute.
- 3.4 Failure of the panel to resolve the dispute will be reported to the JNCC.
- 3.5 Nothing in this section affects a teacher's right to resort to formal grievance procedures.
- 3.6 This agreement will be reviewed no later than 31 March 2009.