

Circular STS 01/24 – Support Staff Pay and Terms and Conditions Agreement 1 September 2022 – 31 August 2025

Technical Implementation Note

1. Pay

The Pay Award consists of:

- **Year 1 – 1 September 2022 to 31 August 2023**

All full-time support staff will receive a £2,000 consolidated payment. This will be applied pro rata for part time staff and staff who commenced or left employment part way through this period.

- **Year 2 – 1 September 2023 to 31 August 2024**

All full-time support staff will receive a £1,500 consolidated payment. This will be applied pro rata for part time staff and staff who commenced or leave employment part way through this period.

- **Year 3 – 1 September 2024 to 31 August 2025**

All full-time support staff will receive a £1,500 consolidated payment. This will be applied pro rata for part time staff and staff who commence or leave employment part way through this period.

Entrants to the sector after 1 September 2022 will be appointed to the revised salary scales and any backdating applied to their date of start as appropriate.

Those who have left the sector between 1 September 2022 and the date of issue of this Circular, who have not received the Pay Award, will be entitled to the part of the Pay Award relating to the period up to the date of termination of their employment. Such individuals will be required to write to their former college and request payment.

Support staff who have left on or after 1 September 2022 or agree to leave by the date of this agreement on a voluntary severance basis will have their settlements adjusted accordingly and the relevant pension scheme advised as appropriate.

Colleges should aim to apply the Pay Award in the earliest possible pay period.

If college lecturers agree a settlement that exceeds the Pay Award for support staff over the three year period, colleges will make additional payments to support staff to ensure parity with the Pay Award given to college lecturers.

Living Wage

The Real Living Wage rates for 2022/23 and 2023/24 have already been implemented. Where individuals have already received Living Wage over and above their current scale point, this will be offset against back pay due.

2. Job Security

There will be no compulsory redundancies for support staff from the date of this agreement until 31 August 2024.

This Agreement includes a commitment to conclude a National Approach to Consultation at the start of the Academic Year 2024/25. It also commits to jointly develop a National Agreement on the avoidance of compulsory redundancies.

If there is any commitment made on job security to college lecturers, beyond what has been agreed in this paragraph 2, that same commitment will be made to support staff.

3. Terms and Conditions

Four-day Working Week

This Agreement includes a commitment to a four-day working week pilot taking place in at least one college. The pilot college(s) will be identified within Academic Year 2024/25.

Terms and Conditions Working Group

This Agreement includes a commitment to the agreed programme of work, with a mechanism in place for monitoring progress, to ensure outstanding matters are concluded by the end of the Academic Year 2024/25.

4. Job Evaluation

This Agreement includes a commitment to continuing discussions on Job Evaluation and Pay and Grading, as a matter of urgency.

5. General

This Agreement will apply in its entirety to colleges who are signatories to the National Recognition and Procedures Agreement (NRPA). For colleges who are not signatories to the NRPA, the recommendation from the NJNC is that college boards shadow this Agreement and apply the terms of this Agreement.

Clarification

If any clarification is sought this should be directed to the Joint Secretaries, john.anderson@collegeemployersscotland.ac.uk or j.stewart@unison.co.uk. A joint response will be provided to all points of clarification.

10 June 2024



Support Staff Pay and Terms and Conditions Agreement 1 September 2022 – 31 August 2025

The undernoted is agreed by the NJNC – Side Table (Support) as a National Collective Agreement of the NJNC.

Pay

Year 1 – 1 September 2022 – 31 August 2023

A consolidated Pay Award of £2000 on all salary points for support staff, effective from 1st September 2022.

Year 2 – 1 September 2023 – 31 August 2024

A consolidated Pay Award of £1500 on all salary points for support staff, effective from 1st September 2023.

Year 3 – 1 September 2024 – 31 August 2025

A consolidated Pay Award of £1500 on all salary points for support staff, effective from 1st September 2024.

As the NJNC – Side Table (Lecturing) remains in dispute on the pay element of the employers offer, should there be any change to the pay and job security offer for the Lecturing Staff Side over the three-year period, then these will also be equally applied on an individual basis to Support Staff pro-rata.

Job Security

Following discussion with the employers, there will be no compulsory redundancies for support staff from the date of this agreement until the 31 August 2024.

The employers endeavour to avoid the use of compulsory redundancies and protect jobs. The NJNC – Side Table (Support) commits to conclude a National Agreement on an Approach to Consultation at the start of the Academic Year 2024/25.

The NJNC – Side Table (Support) is also committed to furthering discussions with the Scottish Government on a Fair Work Job Security Fund at the start of the Academic Year 2024/25.

The NJNC – Side Table (Support) has also agreed to jointly develop a further National Agreement on the avoidance of compulsory redundancies.

Industrial Relations

The Support Staff Trade Unions will endeavor to ensure that Industrial Action shall only be taken when all other avenues of negotiation are fully exhausted.

The NJNC – Side Table (Support) commits to bringing about a significant improvement in Industrial Relations across the sector during the Academic Year 2024/25.

Terms and Conditions

Four-day Working Week

The employers commit to continuing a working group that would include both the employers and the support staff side. The group would agree a Terms of Reference and Remit which would include the group researching the four-day working week and a pilot in at least one college. Pilot college(s) will be identified within Academic Year 2024/25.

A full assessment of the success of the pilot with lessons learnt will also take place before consideration of wider implementation.

The working group will also work with the Scottish Government officials to access any support which is available.

Terms and Conditions Working Group

The employers continue to commit to the agreed programme of work, with a mechanism in place for monitoring progress, to ensure outstanding and new matters are concluded by the end of the Academic Year.

The employers are committed to continuing work on the two outstanding areas of work, Miscellaneous Leave and Working from Home, and Mental Health and Well Being.

Job Evaluation

The employers commit to continuing discussions on Job Evaluation and Pay and Grading as a matter of urgency.

Notes:

1. The terms of this Agreement on Pay and Terms and Conditions will be applied pro rata for part time employees.
2. Non-NRPA colleges will be encouraged to shadow any agreement.
3. The employers maintain their commitment to Living Wage Accreditation.
4. The commitment on compulsory redundancies will not apply to those support staff on fixed term contracts which naturally come to an end from the date of this agreement until 31 August 2024.
5. Those who have left the sector between 1 September 2022 and the date of issue of the Circular, who have not received the Pay Award, will be required to write to their former college and request payment.
6. Support staff who have left on or after 1 September 2022 or agree to leave by the date of this agreement on a voluntary severance basis will have their settlements adjusted accordingly and the relevant pension scheme advised as appropriate.

9 May 2024