



Pay Award 2015/16 - College Support Staff

The Support Staff trade unions, UNISON, UNITE, and GMB confirmed on 27th January 2016 that they accept the pay offer made by the Management Side on 4th December 2015.

For all colleges who are signatories to the NRPA, they are to implement this award no later than the March 2016 pay run.

For colleges who are not signatories to the NRPA, the **strong recommendation** from the NJNC is that college boards apply this award in its entirety.

The full pay offer on which acceptance is based is provided below. College finance, HR and payroll teams are asked to note the following:

- The 1% or £300 pro rata whichever is the greater for those earning less than £30,000, consolidated* award is based on an employee's actual gross salary at the implementation date of 1st April 2015.
- If £300 is greater than the 1% on 1st April 2015, it is the £300 that should be applied.
- Accordingly, the pay award should be applied to contractual changes such as change of roles or hours that impact on salary during the pay period.
- The Living Wage that is applicable from 1st April 2015 is £7.85 per hour.
- After application of the Living Wage all employees on £7.85 per hour should receive £300 (pro rata) consolidated.
- *The 1% or £300 is to be applied on an unconsolidated basis to those staff on pay protection.
- The award is effective from 1st April 2015 and will be paid no later than March 2016.
- Standardisation of the working week to 35 hours by April 2016; all colleges who have a standard working week in excess of 35 are to put in place the necessary steps to reduce standard working hours to 35, with no detriment to pay for affected employees.
- The minimum Annual Leave entitlement in the college sector will now be 27 days, colleges who operate below 27 are to make this adjustment from the effective date of 1st April 2015.
- All support staff are to receive an additional two days annual leave (unconsolidated) for the 2015 leave year.
- Implementation of leave will be a local matter, however colleges are to ensure that all employees take advantage of these additional days and not lose them due to extant annual leave carry forward arrangements. This includes the small number of circumstances where changes to annual leave could result in a combination of consolidated and two days unconsolidated being applied in the 2015 leave year.

Commitments

A number of commitments were provided by the Management Side that do not directly impact on pay or conditions for 2015/16. The commitments were however an integral part of securing the acceptance of the pay offer. The NJNC will now take forward these commitments and updates will be provided to the sector through regular NJNC joint briefings.

Clarification

If any clarification is sought this should be directed to the joint secretaries, john.gribben@collegesscotland.ac.uk or john.gallacher@unison.co.uk, a joint response will be provided to all requests for clarification.