

## **NJNC Circular 03/17**

### **Salary Placement for New Unpromoted Lecturers – Interim Arrangements**

#### **Background**

This Circular provides directions for colleges for the initial salary placement of newly appointed unpromoted lecturers (the new starts) from 1<sup>st</sup> August 2017 to 31<sup>st</sup> March 2019. The arrangements are consistent with the national pay migration and harmonisation agreement for existing unpromoted lecturing staff as set out NJNC Circular 01/17 and do not disadvantage new employees.

This Circular sets out the means by which colleges insert new starts into their existing pay migration and harmonisation scales so that colleges are not required to create additional salary points which could compromise current pay migration and harmonisation processes.

#### **Continuation of Local Salary Placement Procedures**

Following implementation of Circular 01/17 '*Implementation of May 2017 National Joint Negotiating Committee (NJNC) Agreement: The Immediate Sections*', each college will have an agreed pay harmonisation salary scale (the "harmonisation scales") for both April 2017/18 and April 2018/19. These harmonisation scales will be used to determine the placement of new starts during the time period between 1 August 2017 and 1 April 2019.

The NJNC has not agreed salary placement rules for unpromoted lecturers, and so current local college salary placement procedures for unpromoted lecturers will continue to be applied until advised to the contrary. For the avoidance of doubt, the outcome of the local salary placement assessment will determine the starting salary point for new start unpromoted lecturers – who will then progress as set in the harmonisation scale associated with that starting salary point.

#### **Using Current College Specific Harmonisation Salary Scales**

For each college, a harmonisation salary scale for (April to April) 2017/18 and 2018/19 has been determined for each college to implement NJNC Agreements and NJNC Circular 01/17, and these include the 25%, 25% and 50% uplifts to close the gap between the pre-April 2017 local college salary scales and the notional salary (on the national pay scale for unpromoted lecturers) effective from 1<sup>st</sup> April 2019.

Please note that the harmonisation salary scales are specific to each college and salary values will increase from 2017/18 to 2018/19 reflecting the progress in implementing the pay gaps between pre-April 2017 and notional salary points, i.e. to get all unpromoted lecturing staff onto the national pay scale.
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The national pay scale for unpromoted lecturers of £32,000-£40,026 per annum will not apply until pay migration and harmonisation is complete, i.e. 1<sup>st</sup> April 2019.

#### **Salary Increments**

Service based salary increments are included within the NJNC pay harmonisation model and no additional service based salary increments should be awarded from 1 April 2017 to April 2019. Contracts of Employment will require to be amended to reflect this.

Colleges may have current arrangements in place to award salary increments for achievement of the PDA or TQFE qualifications. Further NJNC guidance will be issued specifically addressing how salary increments linked to qualifications should be managed.

Please note that the Professional Gateway at point 3 on the National Salary Scale will not be effective until 1<sup>st</sup> April 2019. During the pay migration period individuals who do not hold a TQFE (or equivalent qualification at SCQF Level 9) may progress to the top of the salary scale.

In addition, further guidance will be issued on the application of any cost of living awards to the salary scale points.

## **Initial Salary Placement Procedure**

The pay of 'new starts' must be implemented using the following principles:

The new employee will be salary assessed against the local college procedure. The derived salary point will then be matched to the associated salary point on the harmonisation pay scales; for new starts August 2017 to March 2018 to the 2017/18 harmonisation pay scale, and for new starts April 2018 to March 2019 to the 2018/19 harmonisation pay scale.

In the subsequent year(s) of pay migration, the new start lecturers will progress along the harmonisation pay scale until and including the notional salary – which will be a point on the national pay scale in April 2019.

Vacancies will be advertised using the appropriate local college harmonisation pay scale for (April to April) 2017/18 or 2018/19, and contracts of employment should reflect the appropriate salary range.

If any clarification is sought this should be directed to the Joint Secretaries [john.gribben@collegesscotland.ac.uk](mailto:john.gribben@collegesscotland.ac.uk) and [dbelsey@eis.org.uk](mailto:dbelsey@eis.org.uk). A joint response will be provided to all points of clarification.

NJNC Joint Secretaries – John Gribben and David Belsey  
16 August 2017

## Worked Example

### Salary Placement and Progress for New Starts at College X

Pre- April 2017 College X salary scale is a 9 point scale £27,658 – £37,819 per annum

#### Pay Migration Salary Scales –College X: Table 1

Pre- 2017 Points	April Salary	Pre-April 2017 salary points values	Harmonisation Salary Scales		National Pay Scale values at 1 April 2019
			April 2017-18 Harmonisation Salary Scale	April 2018-19 Harmonisation Salary Scale	
1		£27,658	£29,747	£31,836	£36,014
2		£28,762	£30,575	£32,388	£36,014
3		£29,749	£31,315	£32,882	£36,014
4		£30,877	£32,161	£33,446	£36,014
5		£31,975	£32,985	£33,995	£36,014
6		£33,241	£34,436	£35,630	£38,020
7		£34,477	£35,864	£37,252	£40,026
8		£35,983	£36,994	£38,005	£40,026
9		£37,819	£38,371	£38,923	£40,026

Accordingly, for College X

- From 1<sup>st</sup> April 2017, the 25% transitional salary scale will be £29,747 - £38,371 per annum
- From 1<sup>st</sup> April 2018, the 25% transitional salary scale will be £31,836 - £38,923 per annum
- From 1<sup>st</sup> April 2019, the national salary scale will apply £32,000 - £40,026 per annum.

Any new posts would be advertised between 1 August 2017 and 1 April 2018 would be placed on the April 2017-18 Harmonisation Salary Scale, with new posts between 1 April 2018 and 1 April 2019 would be placed on the April 2018-19 Harmonisation Salary Scale. The National Salary Scale of £32,000 - £40,026 per annum will not apply for recruitment until 1<sup>st</sup> April 2019.

#### Example

New start A (commencing employment on 1 August 2017) has salary point assessed by the college according to experience and qualifications at point 2 of the pre-April 2017 College X salary scale; point 2 of the pre- April 2017 scale leads to £30,575 on the April 2017-18 Harmonisation Salary Scale and this will be new start A's salary. New start A will then progress in the same way as existing staff along the harmonisation scales, i.e. no further increments will be applied and the new start A will move to £32,388 on 1<sup>st</sup> April 2018 and then to £36,014 on 1<sup>st</sup> April 2019.

New start B (commencing employment on 1 August 2017) has salary point assessed by the college according to experience and qualifications at point 5 of the pre-April 2017 College X salary scale; point 5 of the pre-April 2017 scale leads to £32,985 on the April 2017-18 Harmonisation Salary Scale and this will be new start B's salary. New start B will then progress in the same way as existing staff along the harmonisation scales, i.e. no further increments will be applied and the new start B will move to £33,995 on 1<sup>st</sup> April 2018 and then to £36,014 on 1<sup>st</sup> April 2019.

New start C commences employment on 1<sup>st</sup> August 2018 and is assessed using College salary placement procedures at pre-April 2017 College X salary point 2; point 2 of the pre-April 2017 scale leads to £32,388 on the April 2018-19 Harmonisation Salary Scale and this will be new start C's salary. New start C will then move to £36,014 on 1<sup>st</sup> April 2019.