

Circular STS 01/21 – Support Staff Pay and Terms and Conditions Agreement 2020/21

Technical Implementation Note

1. Pay 1 September 2020 to 31 August 2021

The detail of the Pay Award, in its entirety, is outlined in Appendix 1 attached to this Circular.

The Pay Award is effective from 1 September 2020. Those who have left the sector between 1 September 2020 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.

Entrants to the sector after 1 September 2020 will be appointed to the revised salary scales and any backdating applied to their date of start as appropriate.

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

Salary Conservation

In accordance with Circular 05/18, salary conservation will be applied as follows:

All new salary conservation arrangements from 1 September 2018 will be subject to four years cash conservation. This means that staff on salary conservation from 1 September 2018 will not receive any pay awards or increments.

Colleges should consider exercising discretion to apply locally the four year cash conservation period to any residual support staff who are currently on pay protection arrangements which are less favourable than the National Agreement.

Worked Examples

Colleges will be aware that to enable a change to the settlement date from 1st April to 1st September an uplift of £300 or 5/12th of 2018 Public Sector Pay Policy was made to support staff on 1st April 2020. To ensure the pay element is applied consistently across the sector, **Table 1** below shows salaries using worked examples on a Full Time Equivalent (FTE) basis:

Table 1:

Gross Salary at 31 st March 2020	1 st April 2020 Salary Increase	Gross Salary 1 st April 2020	1 st September 2020 Increase - £750 or 2%	Gross Salary 1 September 2020	Overall Increase Mar-Sept 2020
£20,000	£300	£20,300	£750	£21,050	£1,050
£25,000	£313	£25,313	£750	£26,063	£1,063
£30,000	£375	£30,375	£750	£31,125	£1,125
£35,000	£438	£35,438	£750	£36,188	£1,188
£40,000	£333	£40,333	£807	£41,140	£1,140

2. Terms and Conditions

Annual Leave

The one additional day leave will be added (pro-rata) to the flexible element of leave entitlement as determined by individual colleges with effect from 1 September 2020.

Current local leave entitlements, where they exceed 45, will remain in place for staff in post prior to 1 September 2018.

Changes to hours under applications for flexible working arrangements will not impact on personal protected leave (other than pro rata calculation where hours are reduced to part-time).

First Aid

The National First Aid Allowance will be applied to all staff trained and operating as a First Aider from 1 November 2020 irrespective of their next renewal date or commencement of duties.

Breaks

As per agreement.

Terms and Conditions Working Group

The Agreement includes a commitment to explore the outstanding Terms and Conditions elements within the 2020/21 claim at the Terms and Conditions Working Group.

The following matters will be treated as high priority:

- Working from home during COVID
- Mental health
- Flexible working.

3. General

The 2020/21 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 apply the changes.

Clarification

If any clarification is sought this should be directed to the Joint Secretaries, heather.stevenson@collegesscotland.ac.uk or john.gallacher@unison.co.uk. A joint response will be provided to all points of clarification.

13 April 2021

Support Staff Pay and Terms and Conditions Agreement 2020/21

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

Pay

A consolidated award of 2.0% on all salary points (as at 1st April 2020). There will be a minimum payment of £750 (FTE) and a maximum payment of £2000 effective from 1st September 2020.

Terms and Conditions

Annual Leave

One additional flexible leave day for all support staff to be applied on an unconsolidated basis in annual leave year 2020/21.

First Aid

All First Aiders currently paid less than £500 per annum will receive the full allowance from 1st November 2020.

Breaks

To support the wellbeing of support staff in the sector, the following wording is proposed to be included in the *National Agreement – Terms and Conditions (Support Staff)*:

The full time working week for support staff is 35 hours per week normally worked between Monday and Friday. These hours will normally be worked on a daily basis between 0800 and 1800 exclusive of a lunch break and inclusive of paid morning and afternoon breaks.

Terms and Conditions Working Group

The employers commit to explore the outstanding Terms and Conditions elements within the 2020/21 claim at the Terms and Conditions Working Group. These will be incorporated into the Side Table (Support) workplan.

The request to consider specific arrangements in respect of working from home during COVID will be treated as a matter of high priority. Mental health and flexible working will also be given urgent attention.

To ensure this working group is effective and can inform the decision making process, a review of the remit – including its membership – will take place in partnership with the support staff trade unions ready to commence a timetable of meetings in early 2021.

Notes:

1. Any 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. Staff who have left on or after 1st September 2020 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.