

Support Staff Pay and Terms and Conditions Agreement 1st April 2018 to 31st August 2020

Pay	Pay and Terms and Conditions – 1 st April 2018 – 31 st August 2020
<p>Pay 2018/19</p>	<p>3% on salary points < or equal to £36,500 2% on salary points > £36,500 Minimum payment of £650 (FTE) Maximum payment of £1600 (FTE) for those earning £80k or more and within scope of the NRPA.</p> <p>All the above payments are consolidated and payable from 1st April 2018.</p> <p>The above award will be made on an unconsolidated basis to those employees currently in receipt of local salary conservation arrangements unless the local arrangements are more beneficial.</p> <p>This arrangement will apply to employees in receipt of local salary conservation arrangements as at 31st August 2018.</p> <p>The arrangement in respect of employees on current local salary conservation is only being offered on the basis that all other elements of the package are agreed.</p> <p>The Pay Award will be applied in the first instance, then any further uplift applied, if required, in order to ensure staff are in receipt of the Living Wage as at 1st April 2018.</p>
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<p>Change of Pay Settlement Date to 1st September 2020</p>	<p>£300 (FTE) or 5/12th of 2018 Public Sector Pay Policy whichever is the greater, on all salary points – paid from 1st April 2020</p> <p>The above payment is consolidated.</p> <p>The 5/12th payment will be calculated on the basis of: 5/12ths of 3% on salary points < or equal to £36,500 5/12ths of 2% on salary points > £36,500 Maximum payment of 5/12ths of £1600 (FTE) for those earning £80k or more and within scope of the NRPA</p> <p>The above award will be made on an unconsolidated basis to those employees currently in receipt of local salary conservation arrangements unless the local arrangements are more beneficial.</p> <p>This arrangement will apply to employees in receipt of local salary conservation arrangements as at 31st August 2018.</p> <p>The arrangement in respect of employees on current local salary conservation is only being offered on the basis that all other elements of the package are agreed.</p> <p>The Pay Award will be applied in the first instance, then any further uplift applied if required in order to ensure staff are in receipt of the Living Wage as at 1st April 2020.</p>
<p>Pay and Rewards Strategy</p>	<p>The employers are committed to a fair and equitable pay and rewards package, inclusive of terms and conditions of service.</p> <p>This commitment is underpinned by the core principle that workforce changes are designed not to disadvantage, but rather the joint aspiration is to improve conditions overall.</p> <p>The employers will ensure that all reasonable and practical steps will be taken to ensure employees whose salaries are affected detrimentally as a result of organizational/workforce change are supported through the transition stage to minimize and mitigate any financial detriment.</p> <p>The employers' genuine intention is to mitigate the effects of salary and job changes through retraining and staff development.</p>

Conditions of Service	
Annual Leave	<p>45 days inclusive of all public, fixed and closure days. The additional day will be either flexible or fixed as determined by individual colleges.</p> <p>The additional day is to be applied from 1st September 2018. The employers are clear that this will be an employers' final position on annual leave recognising that the trade unions reserve the right to revisit.</p>
Working Week and Working Day	<p>The full time working week for support staff will be 35 hours per week normally worked between Monday and Friday. The working day for support staff will normally be between 0800 and 1800. This definition has no impact or relation to the core terms and conditions relating to pay, working hours and allowances. Qualification and criteria for allowances are as specified overleaf. This definition also does not apply to existing staff specifically contracted to work out with these hours.</p>
Managing Workforce/Organisational Change Policy	<p>Committed to developing a policy, not procedure. The policy will contain a strong and firm focus on retraining.</p> <p>Collective best endeavours will be made to agree the policy by December 2018</p>
Unsocial Hours Working	<p>Time and One Third for all standard hours worked between 2100 and 0600 and on Sunday (midnight to midnight). Not paid if any other enhanced rate applies (e.g shift/overtime). This allowance will apply from 1 November 2018.</p>
Standby	<p>£100 per week for participation in a recognised locally agreed standby rota. This allowance will apply from 1st November 2018.</p>
Call-Out	<p>Minimum 2 hours payment. Travel time included. On Standby: 1.5x for hours on-call Not On Standby: 2x for hours on-call. Reasonable expenses may be claimed in conjunction with any Call-Out This allowance will apply from 1st November 2018.</p>
Shift Working	<p>14% for two alternating shift system > 14 hours 20% for three shift system including night shift. Shift Patterns to be locally determined This allowance will apply from 1st November 2018</p>

Overtime	<p>Plain time for all hours up to and including 35. 1.5x for all hours above 35 other than on a Sunday (midnight to midnight). 2x for all hours on Sunday. No overtime is payable for those earning more than £40,000 This allowance will apply from 1st November 2018.</p>
Work on a Closure or Public Holiday	<p>If required to work on a local closure/public holiday payment will be double time for all hours worked (normal hours or overtime). In addition, the member of staff is entitled to time off with pay at a later date as follows: -less than 3.5 hours this will equate to a half day off; -more than 3.5 hours this will be a full day off. This allowance will apply from 1st November 2018.</p>
Closure Day/Public Holiday (for enhanced rates)	<p>There will be a minimum of 12 local closure days. This will apply from 1st November 2018.</p>
Salary Conservation	<p>4 years cash conservation. Date of application 1st September 2018, for all new salary conservation situations, including the outcome of job evaluation.</p> <p>Any new salary conservation arrangements from 1st September 2018 will not have national pay awards applied nor will there be incremental progression.</p>
First Aid Rate	<p>£500 per annum payable from individuals next renewal date or commencement of duties. No cost of living allowance applied automatically. This allowance will apply from 1st November 2018.</p>
Transfer to Permanency	<p>Two years. Where posts are subject to time limited, specific external or project-based funding, or where staff are covering for maternity or sickness absence, the transfer to permanency will not apply.</p> <p>Where appropriate after 1 year, contracts will be reviewed to assess permanency as appropriate to support the business needs of the organisation.</p>
Modern Apprentices	<p>Modern Apprentices will be paid the Living Wage, as a minimum, applicable from 1 November 2018 and thereafter annually in accordance with increases notified by the Living Wage Foundation.</p>

Other Considerations

Workforce/Organisational Change	<p>Commitment to develop and agree a Managing Workforce/Organisational Change Policy. This will include a commitment to staff development and retraining to mitigate the impact of any salary detriment.</p> <p>Collective best endeavours will be made to agree the policy by December 2018.</p>
Employee Development	<p>A commitment to define roles specifically for support staff which support teaching and learning. This will be considered within a joint forum for partnership working.</p>
Current Local Inclusive salaries	<p>For those in receipt of an 'inclusive salary' having had previous allowance payments included in base pay in recompense, no relevant additional allowance will apply subject to the outcomes of the implementation of the National Job Evaluation scheme from 1st September 2018.</p>
Support Staff Training	<p>Employers and trade unions to work together with CDN to explore new national training programmes for support staff.</p>
Data Validation	<p>The offer is subject to data validation by SFC.</p>
Ratification	<p>The offer is subject to ratification by both sides.</p>
Equality Impact Assessment	<p>The final agreement will be subject to the conduct of an Equality Impact Assessment.</p>

19 October 2018