

Circular STS 05/22 – Support Staff Pay and Terms and Conditions Agreement 2021/22

Technical Implementation Note

1. Pay 1 September 2021 to 31 August 2022

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 2021. Those who have left the sector between 1 September 2021 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.

Support staff who have left on or after 1 September 2021 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.

Entrants to the sector after 1 September 2021 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.

2. Terms and Conditions

Four-day Working Week

The Agreement includes a commitment to establish a working group that includes both the employers and the support staff side. The group will agree a Terms of Reference and Remit which will include the group researching the four-day working week and a pilot in at least one college. A full assessment of the success of the pilot with lessons learnt would also take place before consideration of wider implementation.

Terms and Conditions Working Group

The Agreement includes a commitment to agree a programme of work, with a mechanism in place for monitoring progress, to ensure outstanding and new matters are concluded by, an anticipated date of July 2023, with monthly milestones agreed.

Homeworking

The established subgroup of the Terms and Conditions Working Group will continue its consideration of Homeworking following the completion of the initial report on current practice in the sector.

Support Staff – Career Development Activity

Support staff will receive a guaranteed fourteen hours per Academic Year (AY) for annual career development activity, for self-directed career development planning and research.

Support staff may take and use up to fourteen hours per AY to focus on career development/planning. This time can be used either within a whole block or over a period of time in the AY.

The time can be used outside the working environment to focus on career development/planning. It can be used to meet for example, career advisors, agencies and speak to educational bodies to research career development/change options which could be linked to the staff appraisal process. The timing of these hours should be agreed in advance with the manager and the staff member should provide a report on the use.

This element of the Agreement will apply from 1st August 2022.

Green Travel

All colleges will offer a UK Cycle to Work scheme for support staff which provides a cycle purchase loan. Colleges will also introduce a £0.20 per mile expenses rate for travel between campuses, for every cycle user for cycle wear and tear.

3. General

The 2021/22 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 the agreement and apply the changes.

The terms of this Agreement on Pay and Terms and Conditions will be applied pro rata for part time employees.

Clarification

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

June 2022



Support Staff Pay and Terms and Conditions Agreement 2021/22

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

Pay

A consolidated award of £1000 on all salary points for support staff, effective from 1st September 2021.

Terms and Conditions

Four-day Working Week

The employers commit to establishing 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. A full assessment of the success of the pilot with lessons learnt would 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 commit to agree a programme of work, with a mechanism in place for monitoring progress, to ensure outstanding and new matters are concluded by, an anticipated date of July 2023, with monthly milestones agreed.

Homeworking

The established subgroup of the Terms and Conditions Working Group will continue its consideration of this matter following the completion of the initial report on current practice in the sector.

Support Staff – Career Development Activity

Support staff will receive a guaranteed fourteen hours per academic year for annual career development activity, for self-directed career development planning and research.

Green Travel

Colleges will introduce a UK Cycle to Work scheme for all support staff which provides a cycle purchase loan. In addition, colleges will introduce a £0.20 per mile expenses rate for travel between campuses, for every cycle user for cycle wear and tear. The employers commit to ongoing discussion on this matter.

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. Staff who have left on or after 1st September 2021 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

5. Recognising the importance of career development, staff may take and use up to fourteen hours per academic year to focus on career development/planning. This time if the staff members choose can be used either within a whole block or over a period of time in the Academic Year. The day could be for staff to take and use outside the working environment to focus on career development/planning. This can be used to meet for example with career advisors, agencies and speak to educational bodies to research career development/change options and could be linked to the staff appraisal process. The timing of these hours should be agreed in advance with the manager and the staff member should provide a report on the use.

June 2022