

Schools Staff Information

On 31 May 2016 the council and trade unions met and reached a collective agreement on the Unified Reward proposals.

This document outlines the changes, in detail, that will be introduced for school support staff from 1 April 2017.

Changes to the pay and grading structure

Current pay structure

The current pay structure we use has over 300 unique grades, many of which overlap with one another. Some employees are on 'fixed' scale points whilst others are in a grade that contains a number of increments (usually four).

New pay structure

From 1 April there will be 12 new grades which will replace the current grade structure. Each grade will have a range of pay allowing school support staff an opportunity for performance-related pay progression (subject to reaching the top of their grade). We think this is important as pay should reflect employee performance.

Unified Reward has aligned the pay structure at a higher level than currently – effectively increasing the value of base pay for most grades.

Unified Reward Grade Structure from 1 April 17		
Grade	Grade Minimum	Grade Maximum
Grade A	£18,375	£18,657
Grade B	£18,657	£19,281
Grade C	£18,936	£20,598
Grade D	£19,917	£21,984
Grade E	£21,276	£23,802
Grade F	£23,802	£26,805
Grade G	£26,805	£30,324
Grade H	£29,517	£32,628
Grade I	£32,628	£36,372
Grade J	£37,293	£41,898
Grade K	£44,751	£49,452
Grade L	£50,445	£56,496

Job evaluation & appeal

All jobs have been evaluated using the Hay job evaluation scheme which determines the relative worth of jobs across schools. Role profiles have been updated and evaluated by a trained and experienced job evaluation panel. A joint process with headteachers and union evaluators determined the new grade for each job. Support staff had the right to appeal against the grading outcome of their job.

Pay progression

We believe an employee's performance should be reflected in their pay. From April 2018 instead of increments, employees will receive a percentage increase to their base pay based on their performance. This will be managed through each school's annual performance review process. Employees who commence part way through the year must be in post for 6 months as at 1 April 2018 to be eligible. Employees who are not at the top of their grade will see a percentage increase as follows. The employee performance is:

Outstanding	3.0%
Good	2.25%
Satisfactory	0.5%

Or the employee has 'development needs' 0%

There will be no further pay progression once an employee has reached the maximum of their grade as is the case currently.

Rewarding outstanding performance

In addition to pay progression the council is intending to develop a Performance Related Pay scheme. Employees who achieve 'outstanding' in two consecutive years could receive a one-off payment. This scheme will be trialled from 2017 onwards. The results of the trial will be presented to councillors in 2019 and we will align our scheme with these recommendations.

Cost of living awards

The annual cost of living awards negotiated by our national employers will continue to be applied to grade Grades A to L. The 2017/18 award has been applied to the salaries in the table on page 1

Barnet Living Wage (BLW)

We will continue our commitment to the Barnet Living Wage Supplement, by ensuring that the current BLW is within Grade A.

London Weighting

We currently pay a London Weighting payment in addition to base salary. From April 2017 this amount will be consolidated into base pay (as is shown in the Unified Reward Grade Structure table).

Pay protection

Currently pay protection can vary from contractual notice period up to 12 months depending on an employee's length of service. Protection arising from the implementation of Unified Reward will last for 12 months from the date of implementation (1st April 2017). Following Unified Reward, pay protection for any other reason will be limited to six months.

It has also been agreed that following the pay protection period, a retention payment will apply to Nursery Nurses on retainer pay and protected 52 week Teaching Assistants to limit their loss to a maximum of 3.4%.

Initially this will be for a 12 month period, from 1 April 2018 to 31 March 2019. Thereafter, this retention payment will be reviewed by Headteachers every 12 months on an on-going basis.

Terms and conditions changes

Annual leave

Currently, we have various annual leave entitlements. These have been harmonised and all employees will now have an entitlement of 30 days annual leave per annum (plus the usual bank holiday entitlement).

This entitlement will be implemented for existing staff with effect from 1 April 2017.

Employees who currently have more than 30 days annual leave will have their annual leave entitlement reduced to 31 days for the leave year 2017 / 2018 and then 30 days from April 2018 / 2019.

As is the case currently, TTO workers will have their annual leave and bank holiday entitlement paid as part of their annual salary. Annual leave entitlement cannot be used during school term time.

Working week

Our standard working week will be 36 hours. Employees working fewer hours per week will have their pay pro-rated by dividing the actual number of hours worked by 36.

All employees will be paid according to the number of weeks per annum they are required to work. Employees who work term time only will have their pay pro-rated based on the weeks they work plus their annual leave and bank holiday entitlement.

Overtime and Bank Holidays

The following sets out the arrangements for pay enhancements and premiums. These will apply to jobs graded at Grade A to Grade F inclusive:

- the normal working day will be between 6am to 10pm, for which plain time will be paid
- employees must not exceed 48 hours a week calculated over a rolling four week average
- overtime (Monday-Saturday) will be at a rate of 1.25 (25% enhancement)
- Sunday working will be paid at a rate of 1.5 (50% enhancement)
- overtime worked 'out of hours' (i.e. between 10pm and 6am) will be at a rate of 1.5 (50% enhancement)
- Employees on annualised hours will be able to choose between the enhanced rate or time off in lieu
- bank holiday work will attract the enhanced rate of 2.0 (100% enhancement) or a day off in lieu
- only one enhanced rate will be applicable at any one time

- employees on Grade G to L are expected to take time off in lieu or occasionally may be paid the planned overtime rate applicable.

Where the headteacher has delegated authority they can approve contractual overtime to be paid at plain time for Grades A to F.

Contracted pay

All contractual overtime will cease. (In exceptional circumstances the headteacher may approve contractual overtime)

Retainer pay

In order to ensure a consistent and fair approach, 'retainer pay' will be removed.

Additional payments

From 1st April 2017 all other payments, either contractual or discretionary, will be removed in order to harmonise with the new terms and conditions of employment. These will include ad-hoc/discretionary payments, honoraria payments, responsibility payments and market factor supplements. Note that payments such as first aid and swimming pool allowance will continue under Unified Reward.

Car allowances

The current system of casual and essential car user mileage rates and allowances will be retained. A new criterion of 2,500 miles per annum will be applied before essential car status will be applied.

Recruitment and retention supplements

We currently use market factor supplements (MFS) to help attract and retain key staff in some areas of the council and schools. From 1 April 2017 these will be replaced by two new schemes that cover recruitment and retention difficulties. Each scheme would have a maximum of up to 10% additional pay for each element and this would replace the existing market factor supplement payment.

Occupational sick pay

The current occupational sick pay scheme is to be retained.

However, three sickness triggers will be introduced from 1st April 2017 to manage and amend the generous level of sickness absence allowed under the current scheme. It is not the intention to penalise those staff that have a disability or serious life threatening conditions with these triggers.

Trigger	Salary reduction
First trigger – a period of eight days sickness in a rolling 12-month period or the third occasion of sickness in a rolling 12-month period	One day's pay
Second trigger – another period of sickness (however long) in the rolling 12-month period	Two days' pay
Third trigger – another period of sickness (however long) in the rolling 12-month period	Three days' pay

There will be no financial penalties for 12 months; instead employees will be sent a 'warning' letter by their headteacher.

Other changes

Employee benefits

We have introduced a new employee benefits online portal with a wide range of discounted options for all school staff. These include a 'Cycle to Work' scheme where staff can purchase a bike and pay for it over a number of months, retail vouchers, gym membership, technology products at discounted rates as well as a range of insurance options at attractive prices.

Timetable of changes

From 1 April 2017 Unified Reward (UR) change

- ✓ Annual leave entitlement increased to 30 days (employees over 30 days reduced to 31 for this leave year)
- ✓ Performance Related Pay Scheme trialled
- ✓ Pay and Grading structure changed
- ✓ Overtime and Bank Holiday pay rates changed
- ✓ Occupational sick pay triggers (no financial penalties at this point)
- ✓ London Weighting and Barnet Living Wage consolidated in pay
- ✓ Pay protection for staff detrimentally impacted by UR grading changes
- ✓ Recruitment and Retention Scheme available (where difficulty recruiting or retaining staff can be evidenced)
- ✓ Essential Car Allowance criteria of 2,500 miles per annum applied before essential car status applied
- ✓ Market Factor Supplements
- ✗ Additional payments removed
- ✗ Retainer pay removed

From 1 April 2018

- ✓ Pay progression - percentage increase to base pay based on performance
- ✗ Annual leave entitlement employees with 31 days reduced to 30
- ✗ Pay protection ceases for staff detrimentally impacted by UR grading changes

From 1 April 2019

- ✓ Performance Related Payments – presentation to councillors with recommendations

More information

Queries: should be referred to your headteacher in the first instance.

All other enquiries: contact the UR Helpline: 0208 328 7912 or Email: hrpayroll-education@capita-services.co.uk

Unified Reward Information and updates: can be found on the Barnet council website and in the schools section; Working with Children (www.barnet.gov.uk/www-home/information-for-schools/Unified-Reward-Project.html)