

Dundee Negotiating Committee for Teachers



Joint Secretary Representing Management
Gillian Milne
Human Resources Manager
Dundee City Council
50 North Lindsay Street
Dundee DD1 3RJ
T 01382 433593
E gillian.milne@dundeecity.gov.uk

Joint Secretary Representing Unions
David Baxter
Harris Academy
Perth Road
DUNDEE
DD2 1NL
T 01382 435700
F 01382 435701

Minute Secretary
Gordon Winton
Committee Services Officer
Support Services Department
Dundee City Council
21 City Square
Dundee DD1 3BY
T 01382 434818
F 01382 434666
E gordon.winton@dundeecity.gov.uk

DNCT/31

June 2020

AGREEMENT IN RELATION TO SCHOOLS RE-OPENING ON 10 AUGUST 2020 FOR STAFF AND 11 AUGUST 2020 FOR PUPILS

Agreement has been reached by the DNCT in relation to pay and conditions of service matters that have arisen following the decision by the Scottish Government for all Scottish Schools to re-open on 11 August 2020.

This agreement gives guidance and instructions, to be used by all Head Teachers and Managers in relation to staffing issues resulting from this late change to previously agreed calendars and should be read in conjunction with the appropriate HR briefing note.

1. Change to Teachers Calendar of Days for 2019/20 and 2020/21

Each LNCT throughout Scotland agrees a calendar to show the setting of pupil days, in-service days, annual leave and unpaid school closure days (190 pupil days, 5 in-service days and 40 days paid leave). The balance of days are defined as unpaid closure days. This ensures the teachers' daily rate calculation of 1/235th of annual rate of salary as defined in paragraph 1.8 of the SNCT handbook is applied. This also ensures teachers pay is calculated in line with Appendix 2.19 of the handbook.

The DNCT calendar is set following agreement by Children and Families Committee of holidays and in-service days annually. As a result of calendar slippage the summer holiday period can either be for six weeks or seven weeks, three of which are determined as paid annual leave and the remaining determined as unpaid closure days, in line with paragraph 5.2 of the SNCT handbook.

2. Impact for previously Agreed DNCT Calendar for 2019/20

The following changes will be made to the 2019/20 calendar:

- The week of Monday 3 to Sunday 9 August 2020 will be changed from being 5 days of unpaid school closure to being 5 days of annual leave.
- The week of Monday 10 to Sunday 16 August 2020 will be removed from the 2019/20 calendar.

3. Impact for previously Agreed DNCT Calendar for 2020/21

- The week of Monday 10 to Sunday 16 August 2020 will be added to the 2020/21 calendar.
- Monday 10 August 2020 will be an in-service day.
- Tuesday 11 August 2020 to Sunday 16 August 2020 will be pupil days.
- Monday 17 August 2020 will be re-classified from an in-service day to a pupil day.
- Monday 28 June 2021 to Friday 2 July 2021 will be re-classified from 5 pupil days to 5 days of paid annual leave. (subject to Committee approval)
- Monday 12 July 2021 to Friday 16 July 2021 be reclassified from 5 days paid annual leave to 5 unpaid closure days.
- All other days will remain as previously agreed and published by the DNCT.

The seven week holiday has been realigned from 2019/20 to 2020/21 and the setting of 190 pupil days, 5 in-service days and 40 days annual leave is maintained over both academic sessions.

4. Publishing/Issuing of revised Calendars

In order to accommodate the realignment of the 2019/20 and 2020/21 calendars, the following actions will be undertaken.

- The Executive Director of Children and Families Service, will arrange the formal changes, as detailed in this agreement to be reported to the relevant Dundee City Council Committee for approval and publishing as revised school holidays on the council intranet.
- The management side Joint Secretary will arrange for Payroll section to update the calendar of days for purposes of determining: pupil days, in-service days, paid annual leave and unpaid closure days for session 2019/20 and 2020/21, and be realigned calendars for both years will be published on the DNCT intranet.
- The Corporate Business Support Manager will arrange for revised calendars to be built in the council's HR/Payroll system to ensure correct pay calculations are performed for all members of staff. They will also be issued to all members of payroll and staffing services to ensure all other calculations effected by the changes detailed in this agreement are observed.
- The Business Support Manager will arrange for the revised calendars to be used for all manual calculations performed by the payroll and staffing sections.
- The calculator associated with DNCT/17 – "Leave provisions for part time teachers", will be updated to reflect the realigned calendar for 2020/21, and issued to all schools and establishments.

5. Summer Retirees 2019/20

This agreement will not be applied to those teachers due to retire on 16 August 2020.

Teachers due to retire on 16 August 2020 will still retire on that date, thus ensuring no detriment to their pension. They will not require to return to work for the period 10 August 2020 to the date of their retiral and the amendments agreed to the 2019/20 calendar as per point 1 and 2 of this agreement will not be applied to them. As such they will be paid 1/24th of their annual salary in August as per the original calendar (i.e. the calendar changes agreed in this circular will not be applied to summer retirees). This will see them paid as per Appendix 2.19 of the SNCT handbook and then receive their pension from 17 August based on service to 16 August. This will also allow them (where they have indicated) to be part of the supply list for the start of the new academic session, as long as the normal service break to ensure pension is payable is observed.

6. Previously agreed changes to working arrangements effective from the start of the new academic session.

Any agreed changes to working arrangements from the start of the academic session will now be applied from the revised date of 10 August (or relevant day in the realigned first week of session. This will ensure pay is applied in line with Appendix 2.19 of the SNCT handbook, no detriment to pay is suffered by the teacher, and schools are staffed in line with previous arrangements for the entire school session.

7. Pre-booked Holiday Arrangements and Other commitments

Any teacher with a pre-booked holiday or other commitment arranged prior to confirmation of early return date of 10 August 2020 should not be unreasonably refused if proof of the arrangement is provided. In these circumstances Head Teachers, will show flexibility in arranging rota's of staff working in school during that week.

Teachers required to isolate following Government requirements after travelling abroad should be allowed to work from home during their period of quarantine. This will be recorded as paid special leave – working from home, as part of the Council's COVID-19 absence recording processes.

Head Teachers should therefore request information with regards to pre-booked holidays by Monday 19 June 2020 to allow them to plan staffing in line with the agreed framework for schools re-opening.

8. Quarantine Arrangements

Teachers must take account of the advice in place in relation to quarantine arrangements as issued by the Foreign and Commonwealth Office. They will be required to work from home during any isolation period. There is no facility to agree additional annual leave after 11 August 2020.

9. SNCT Associated Professionals

Employees engaged as Associated Professionals (Music Instructors, Education Officers, Education Support Officers and Seconded Staff Tutors with SNCT conditions) are also subject to relevant sections of this agreement that affect their pay and conditions of service. As the entitlement to holidays for some of these staff are not aligned to the agreed DNCT calendar (i.e. they request their holidays as oppose to them being fixed) and effected by section 7 or 8 of this agreement should be identified by their manager

who will make arrangements, if required, for them to either work from home, take additional annual leave, or be given special leave which may be unpaid.

In these circumstances this will be recorded in line with the appropriate Council guidance in relation to COVID-19 absence recording processes.

Gillian Milne
Joint Secretary (Management)

David Baxter
Joint Secretary (Teachers Panel)