



## **National Joint Negotiating Committee Circular 01/19**

### **Salary Placement and Progression**

This Circular is issued under the provisions of the National Joint Negotiating Committee (NJNC) and is binding on the signatories of the National Recognition and Procedures Agreement (NRPA).

Circular 03/18 – Unpromoted Lecturing Staff Salary Placement and Progression, provided initial guidance on salary placement and progression for unpromoted lecturing staff. This Circular implements and provides further guidance on aspects of the May 2017 and November 2017 NJNC Agreements, not previously implemented through NJNC Circulars, recognising that where elements of the November NJNC Agreement supersede elements of the May 2017 NJNC Agreement, the November 2017 NJNC Agreement will apply.

This Circular provides direction for colleges on salary placement and progression for unpromoted lecturing staff and should be read in conjunction with NJNC Circular 03/18 – Unpromoted Lecturing Staff Salary Placement and Progression.

The recognised lecturing qualification will be TQFE or equivalent to a minimum SCQF level 9. 'Recognised' lecturing qualifications for this purpose will be those recognised by GTCS for the purpose of registration in colleges or schools in Scotland or otherwise agreed by the NJNC.

As part of the agreed NJNC salary scale the professional gateway is at scale point 3 of the National Pay Scale ('NPS').

### **For Staff Commencing Employment after 1<sup>st</sup> April 2019**

#### **Salary Placement**

There are five scale points on the NPS for unpromoted lecturing staff and salary placement and progression for new entrants to the profession, on a full time or part time contract, after 1<sup>st</sup> April 2019 will be as follows:

#### **Scale Point 1**

This scale point will be applied to a new entrant to the profession who does not hold TQFE or equivalent to a minimum SCQF level 9 and who has less than two years relevant industry experience.

#### **Scale Point 2**

This scale point will be applied to a new entrant to the profession who does not hold TQFE or equivalent to a minimum SCQF level 9 and who has between two and five years relevant industry experience.

#### **Scale Point 3**

This scale point will be applied to a new entrant to the profession who does not hold TQFE or equivalent to a minimum SCQF level 9 and who has five years or more of relevant industry experience.

#### **Scale Point 4**

This scale point will be applied to a new entrant to the profession who holds TQFE or equivalent to a minimum SCQF level 9.

#### **Scale Point 5**

This scale point will be applied to a new entrant to the profession who holds TQFE or equivalent to a minimum SCQF level 9 and who in addition, has two years or more relevant industry experience.

#### **Awarding Additional Salary Points for Teaching Service**

A new entrant to the profession may be placed on a higher point on the NSP if additional salary points are awarded for teaching service in accordance with the undernoted paragraphs.

A week of teaching service comprises any week in which a lecturer is employed, as a lecturer by a college regardless of the numbers of hours worked. This includes periods of annual leave, public holidays, sickness absence, family leave or other special leave.

A qualifying period of teaching service comprises 32 weeks or more of teaching service obtained within a salary year. A salary point will be awarded for each qualifying period of teaching service.

A salary year in which less than 32 weeks of teaching service has been obtained is described as a partial salary year. Where a lecturer's record of service contains more than one partial salary year, the teaching service from the first partial salary year will be added to teaching service from the following such year(s), whether consecutive or not, until it equates or exceeds 32 weeks. Where this total is achieved, a salary point will be awarded.

This process will be repeated, as necessary, for any remaining salary years in the lecturer's record of service. It is, however, subject to the condition that teaching service cannot be carried forward beyond the salary year in which service has contributed to a salary point being awarded.

Teaching service includes employment in a teaching role in a school, college, polytechnic or university or having relevant experience in education.

This advice on teaching service is solely in relation to salary placement and is not a definition of continuous service for other employment related and statutory purposes.

#### **Salary Progression**

Employees commencing employment on or after 1<sup>st</sup> April 2019 will not progress beyond NSP 3 until such times as TQFE or equivalent is achieved, subject to the provisions of NJNC Circular 03/18. In all other cases, incremental progression through the scale to the next NSP will take place on an annual basis on the anniversary of the date on which the employee commenced employment in the college sector.

#### **For Staff Currently in the Sector (i.e. in employment prior to 1<sup>st</sup> April 2019)**

##### **Salary Progression**

Incremental progression through the scale to the next NSP will take place on an annual basis on 1<sup>st</sup> April.

##### **Salary Matching Applicable to All Staff**

It is recognised that to facilitate transferability of lecturing staff across the sector, the principle of matching salary will apply for all staff.

A new entrant to a college who has previous continuous college service will be appointed to a scale point no less than that held prior to the new appointment during the academic year, or, if appointed at the start of the academic year, then at the salary they would have been at if they had still been at their previous college at that point in time.

## **Scope**

The terms of this Circular will apply to all employees and new entrants to the profession, including those on a temporary, fixed term or non-permanent contract.

If any clarification is sought, this should be directed to the Joint Secretaries, [john.gribben@collegesscotland.ac.uk](mailto:john.gribben@collegesscotland.ac.uk) and [akeenan@eis.org.uk](mailto:akeenan@eis.org.uk). A joint response will be provided to all points of clarification.

NJNC Joint Secretaries

Anne Keenan  
April 2019

John Gribben