

# NJC Support Staff Pay Award 2014-16

## 1. Who was involved in the pay award negotiations?

Local Government Employers (LGA) and Trade Unions, Councils and Trade union members were also consulted as part of the pay negotiations.

## 2. What are the details of the pay award?

The agreed pay increase is effective from 1<sup>st</sup> January 2015 and applies to all support staff on NJC conditions of service. The % pay increases vary as set out below with higher percentages for those grades between scale points 5-10. The details are as follows:-

Scale Point	% increase w/e 1/1/15
5	8.56
6	7.93
7	6.19
8	4.13
9	2.55
10	2.32
11 and above	2.20

Additionally, a non-consolidated lump sum payment has been agreed for all NJC employees who are in post on 1<sup>st</sup> December 2014. The lump sum payments are detailed below and are subject to the usual payroll deductions. Schools will liaise with their providers to pay this in the December payroll.



Scale Point	Non consolidated lump payment (pro rata for part-time employees)
5-7	£325
8-10	£150
11-25	£100
26-49	£100

Scale points 26-49 should also receive a further lump sum payment in April 2015 of 0.45% of the salary effective from 1<sup>st</sup> January 2015.

**3. What is a non-consolidated lump sum payment?**

It is a single one off payment that does not become part of your normal basic pay.

**4. When will the lump sum be paid?**

Your school will be able to confirm this for you.

**5. Who is entitled to the lump sum payment?**

NJC employees who are paid between SCP5 and SCP49 and who are in post on 1<sup>st</sup> December 2014. The payments do not apply to employees who are being paid above SCP49

**6. Is the lump sum payment pro rata for part time employees?**

Yes.

For example: Employee on SCP12 contracted to work 30 hours per week and is not a term time only employee. Their full time equivalent is 81.08% (30 hours / 37 hours x 100). SCP12 non-consolidated lump sum payment is £100. Therefore, this employee should receive a payment of £81.08.

**7. Is the lump sum subject to tax, pension and national insurance deductions?**

Yes, the payments are subject to the normal tax and national insurance



requirements and are pensionable.

**8. Will the pay award be reflected in the January 2015 pay?**

Your school will communicate with your HR and Payroll providers so you are paid at the new rate effective January 2015.

**9. How will the additional non-consolidated lump sum payment be made in April?**

Schools and their HR/ Payroll providers will work together to pay this award in the April 2015 salary. However, this only applies to employees on SCP 26 up to and including SCP 49.

**10. Are staff engaged on a Casual basis entitled to the non-consolidated lump sum?**

Yes, providing they have worked for the School between Monday 1<sup>st</sup> December – Sunday 7<sup>th</sup> December 2014.

The pro-rata amount paid to a Casual worker must be made by working out what the casual/relief full time equivalent is. The FTE (Full Time Equivalent) calculation uses the average number of hours worked per week during the 13 weeks before 1<sup>st</sup> December.

To calculate the pro rata lump sum payment the following formula should be used:

**Step 1: Calculate F.T.E using the formula below**

Total hours worked in preceding 13 weeks / 13 (no of weeks) / 37 (F.T.E hours)

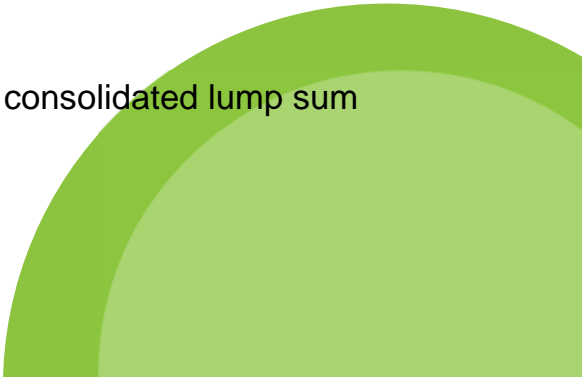
**For example:**

49hrs /13 (weeks) / 37 (hours) = 0.1019 FTE value

**Step 2: Use value from Step 1 to calculate payment**

Non consolidated lump sum payment = £150 (this will depend on the pay point they are paid on)

$$\text{£150} \times 0.1019 = \text{£ 15.29 non consolidated lump sum payment}$$





Your school will inform you of the payment date of the pro rata lump sum payment (should you be eligible) following confirmation from the schools payroll provider.

The non consolidated lump sum payment is subject to the usual payroll deductions.

