

**NNC Scrutiny Committee report 15.08.23**

**Appendix C**

**Terms and conditions**

<b>Overtime</b>	Rates paid for working more than 37 hours/week <u>Mon-Sat:</u> time and a half <u>Sun, Public or extra Statutory holidays:</u> double time	Eligible roles at Pay Bands 1 – 5 (NNC pay points 1-13) (NJC scps 5 - 25)
<b>Enhanced rates</b>	Rates paid for working on a Saturday, Sunday, at night, on public holidays <u>Standard (8am-8pm)</u> Monday to Saturday: x 1.0 Sunday: x 1.5 Bank Holiday: x 2.0 plus time off with pay <u>Night (8pm-8am)</u> Monday to Saturday: x 1.33 Sunday: x 1.83 Bank Holiday: x 2.33 plus time off with pay	
<b>Sleeping in allowance</b>	Employees required to sleep in on the premises and up to 30 minutes call out per night, after which the additional hours provisions will apply NJC rate @ 1 April 2022 = £39.24	
<b>Annual Leave</b>	28 days (plus an additional 2 days after 2 years' service and a further 3 days after 5 years') will apply to all other job families (Levels 1-11) and all other Soulbury roles  29 days (plus an additional 2 days after 2 years' service and a further 3 days after 5 years') will apply to roles within the Strategic Management job family (Levels 12-17) and senior Soulbury roles (Principle Educational Psychologist and Senior School Improvement Manager)	

<b>Notice periods</b>	<p>Contractual notice periods:</p> <ul style="list-style-type: none"> <li>• Pay Bands 1 - 6 - 1 month</li> <li>• Pay Bands 7 - 10 and all other Soulbury pay ranges - 2 months</li> <li>• Pay Bands 11 - 17 &amp; Soulbury Scale B/SIM/SSIM pay ranges - 3 months</li> </ul> <p>Statutory notice period will apply to any employer-served notice period, where it is greater than the contractual notice.</p>
<b>Pay Progression</b>	<ul style="list-style-type: none"> <li>• Strategic Management job family (Levels 12-17) &amp; senior Soulbury (Principal Education Psychologist and Senior School Improvement Manager) roles - performance based incremental progression</li> <li>• All other job families (Levels 1-11) and other Soulbury roles – automatic incremental progression</li> </ul>
<b>Pay Protection</b>	<p>2 years pay protection at 100% protection</p>
<b>Redundancy Pay</b>	<p>The level of enhancement applied to the statutory redundancy pay scheme</p> <p>Statutory weeks (based on age) and length of service (capped at 20 years), but calculated:</p> <ul style="list-style-type: none"> <li>• using actual contractual gross weekly pay (rather than limited to the statutory weekly pay cap)</li> <li>• applying a multiplier 1.5 on the statutory scale (the number of weeks' pay for every year of service)</li> </ul>
<b>Job Evaluation Scheme</b>	<p>The allocation of the Hay and NJC job evaluation schemes to the NNC job family levels/pay grades.</p> <ul style="list-style-type: none"> <li>• Hay job evaluation scheme will underpin roles within the Strategic Management job family (Levels 12-17)</li> <li>• NJC job evaluation scheme will underpin role in all other job families (Levels 1-11)</li> </ul>