



Plymouth CAST Book

Terms and Conditions

for

Support Staff

September 2021 (version 1.0)

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DOCUMENT CONTROL

Changes History

| Version | Date | Amended by | Recipients | Purpose |
|---------|----------------|------------|-------------------------|------------|
| 1.0 | September 2021 | N/A | All Plymouth CAST staff | New Policy |
| | | | | |
| | | | | |

Approvals

This policy requires the following approvals:

| Board | Chair | CEO | Date Approved | Version | Date for Review |
|-------|-------|-----|----------------|---------|-----------------|
| ✓ | ✓ | ✓ | 23rd July 2021 | 1.0 | N/A |

National/Local Policy

- ☒ This policy must be localised by Academies
- ☒ This policy must not be changed, it is a CAST/National Policy.

Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement? ☒ Yes ☐ No
If yes, the policy status is: ☒ Consulted and Approved ☐ Consulted and Not Approved ☐ Awaiting Consultation

Distribution

This document has been distributed to:

| Position | Date | Version |
|------------------------------------|----------------|---------|
| To all Plymouth CAST Support Staff | September 2021 | 1.0 |
| | | |
| | | |

1. REMUNERATION

1.1. Pay and Grading

The Trust's Pay and Grading Structure, including job evaluation and role profiles are unchanged by this agreement.

1.2. Working week and normal working day

The normal working week is defined as Monday to Saturday (six-day week). The normal hours of operation within the normal working week are 06:00 to 20:00 for which normal time is applied, subject to overtime and 'TOIL' arrangements (Please see Plymouth CAST TOIL Policy for details).

1.3. Standard Working Day

The standard working day, for the purposes of calculations, is 7.4 hours. The standard working week is 37 hours (1 full-time equivalent (FTE)).

An hourly rate is calculated as: -

Basic FTE annual salary divided by 52.143 and divided by 37.

1.4. Overtime

1.4.1. When working time exceeds 37 hours in one week running from Monday to Sunday, one of the following options will apply and will be subject to prior management approval.

1.4.1.1. Time over 37 hours in one week (Monday to Saturday) to be taken as time in lieu.

1.4.1.2. Overtime is payable for time worked over 37 hours in one week running Monday to Saturday, at time and a half and double time for Sundays and Public Holidays.

1.4.1.3. For roles on Grade I and above no overtime will be applied. It is the expectation that there will be a level of flexibility on time worked to fulfil the role.

1.5. Bank/Public Holiday Working

Working Bank/Public Holidays and/or Sunday where absolutely necessary will be paid as overtime unless it is normal contracted hours.

1.6. Call-out allowances

Call-out rates will be paid for emergency callouts only between the hours of 20:00 and 06:00 at time and a half with a minimum payment of 2 hours for each call out.

1.7. Overnight Residential Trips

A one-off payment of £50.00 (subject to normal deductions) will be made for each night on a residential stay. These payments will be processed in line with HMRC regulations.

2. INCREMENTS AND GRADE MOVEMENTS

2.1. New Starter Pay

All new starters will be placed on the pay scale appropriate to their skills and experience. The top SCP of a grade should not be used as a starting salary, to ensure that an employee completes a successful probation and appraisal allowing the opportunity for an annual increment to be awarded.

2.2. Internal role movements

2.2.1. For internal transfer between roles:

- 2.2.1.1.** Movement from one role to another at the same grade: the existing spinal column point shall be applied. This change should not impact incremental progression.
- 2.2.1.2.** Movement from one role to another at a lower grade: the top spinal column point of the lower grade shall be applied.
- 2.2.1.3.** Movement from one role to another at a higher grade: the bottom spinal column point of the new grade shall be applied.

2.3. Annual increments

- 2.3.1.** As per the Plymouth CAST Appraisal Policy, employees who are currently under an informal or formal capability process will not receive an annual increment on 1st September for that financial year.
- 2.3.2.** Incremental progression within a grade is awarded annually until the maximum spinal column point is reached within the grade of the role. This is not an automatic right and increments can be withheld. New

employees will be granted their first increment on 1st September where they have at least 6 months service in the grade.

3. PAYMENTS FOR OTHER DUTIES

3.1. Acting-Up Allowance

3.1.1. Employees who act up in the absence of more senior colleagues for a continuous period shall be entitled to be paid the salary of the higher graded job and at the lowest spinal point of the band– or a proportionate allowance where they are not undertaking the full duties and responsibilities of the higher graded post.

3.1.2. This arrangement must not exceed 3 months.

3.1.3. Employees who support the Trust in covering absences on a short-term basis, will be expected to fulfil tasks in line with their current grade.

3.2. First Aid Allowance

3.2.1. A first aid allowance of £180 will be paid per year for designated first aid officers, provided they are formally recognised as first aid officers and maintain a current first aid certificate. The value of this allowance will be reviewed on an annual basis but is not linked to the NJC pay award.

4. TRAVEL AND RELATED EXPENSES

See the Plymouth CAST Expenses policy.

5. ANNUAL LEAVE

5.1. Leave year

The annual leave year for each employee will run from September to August.

5.2. Leave Entitlement

- 5.2.1.** The annual leave entitlement is 28 days for a full-time employee (pro rata for part-time workers).
- 5.2.2.** The Bank/Public Holidays (pro rata for part-time workers) during the calendar year are in addition to this entitlement. No carry over from the previous employer is permitted.
- 5.2.3.** Existing employees as of 31st August 2021 with annual leave days higher than 28 days will have their current allowance protected for 2 years. These employees will move to 28 days annual leave from 1st September 2023.
- 5.2.4.** See appendix 1 for a breakdown of total paid weeks.

5.3. Carry-forward of annual leave (where applicable)

- 5.3.1.** Employees may carry forward 5 days unused annual leave (pro rata for part-time employees) which must be taken within the next annual leave year subject to prior management approval.

6. SICKNESS AND MEDICAL APPOINTMENTS

6.1. Sick pay

Sick pay will be paid as per national terms and conditions, dependent on length of service. The entitlements aligned to continuous service are as follows:

| Length of Service | Period of Full Pay | Period of Half Pay |
|---|---------------------------|---------------------------|
| During 1 st year | 1 month | 2 months * |
| During 2 nd year | 2 months | 2 months |
| During 3 rd year | 4 months | 4 months |
| During 4 th and 5 th year | 5 months | 5 months |
| After 5 th year | 6 months | 6 months |
| Industrial Injury | Separate, but as above | Not applicable |

* after 4 months' service

6.2. Medical appointments

See Plymouth CAST Special Leave Policy

7. OTHER STATUTORY ENTITLEMENTS

7.1. For the following points, please refer to the Plymouth CAST Family Friendly Policy and Procedure:

- 7.1.1.** Maternity Leave
- 7.1.2.** Maternity Pay
- 7.1.3.** Paternity Pay
- 7.1.4.** Shared Parental Leave
- 7.1.5.** Shared Parental Pay
- 7.1.6.** Parental Leave
- 7.1.7.** Adoption Entitlements
- 7.1.8.** Arrangement for adoption
- 7.1.9.** Arrangement for IVF and Fertility Treatment

7.2. FAMILY SUPPORT LEAVE

7.2.1. For the following points, please refer to the Plymouth CAST Special Leave Policy:

- 7.2.1.1.** Death
- 7.2.1.2.** Sickness of a dependent
- 7.2.1.3.** Special leave
- 7.2.1.4.** Public Duties

8. PROBATIONARY PERIODS

Probationary periods apply for all support staff roles.

| Employee Group | Length of Probationary Period |
|---|--------------------------------------|
| School Based Employees- Grade A to H | 12 Working Weeks |
| Central Office Employees- Grade A to H | 12 Working Weeks |
| School Based Employees- Grade I and above | 24 Working Weeks |
| Central Office Employees- Grade I and above | 24 Working Weeks |

9. REDUNDANCY

9.1. Redundancy Pay

- 9.1.1.** In the event of redundancy, statutory redundancy pay will be paid using actual weekly pay.
- 9.1.2.** Existing employees as of 31st August 2021 who currently have more favourable redundancy multiplier terms will be protected for 2 years from 1st September 2021. These employees will revert to statutory pay calculations using actual weekly pay from 1st September 2023.

10. SALARY PROTECTION

In the case of a staffing restructure, employees taking on a suitable alternative role paid at a lower grade, will have salary protection for 12 months from the start date of the new role.

11. NOTICE PERIODS

11.1. Notice by the employee

| Salary Scale Points | Notice Period |
|----------------------------------|----------------------------------|
| For all roles- Grade H and Under | 4 Weeks |
| For all roles- Grade I and Above | 8 Weeks (Subject to negotiation) |

11.2. Notice by the employer

| Length of Service | Notice Period |
|---------------------------------------|---|
| One month, but less than two years | Not less than one week |
| Two years, but less than twelve years | Not less than one week for each year of service |
| Twelve years or more | Twelve weeks |

APPENDIX 1- PAID WEEKS CALCULATIONS

| Working Weeks (Weeks) | Annual Leave (Days) | Bank Holidays (Days) | Total Leave (Days) | Total Leave Converted in Weeks | Total Paid Weeks (Working Weeks Plus Leave) |
|-----------------------------|---------------------|----------------------|--------------------|--------------------------------|---|
| 38 (No Inset Days) | 28 | 8 | 36 | 7.2 | 45.2 |
| 38.2 (1 Inset Day) | 28 | 8 | 36 | 7.2 | 45.4 |
| 38.4 (2 Inset Days) | 28 | 8 | 36 | 7.2 | 45.6 |
| 38.6 (3 Inset Days) | 28 | 8 | 36 | 7.2 | 45.8 |
| 38.8 (4 Inset Days) | 28 | 8 | 36 | 7.2 | 46 |
| 39 (5 Inset Days) | 28 | 8 | 36 | 7.2 | 46.2 |
| 40 (Term Time plus 2 Weeks) | 28 | 8 | 36 | 7.2 | 47.2 |
| 41 (Term Time plus 3 Weeks) | 28 | 8 | 36 | 7.2 | 47.2 |
| 42 (Term Time plus 4 Weeks) | 28 | 8 | 36 | 7.2 | 49.2 |
| 43 (Term Time plus 5 Weeks) | 28 | 8 | 36 | 7.2 | 50.2 |
| 44 (Term Time plus 6 Weeks) | 28 | 8 | 36 | 7.2 | 51.2 |
| 52.143 (All Year Contract) | 28 | 8 | 36 | 7.2 | 52.143 |

APPENDIX 2- IMPLEMENTATION DATES

| Category | Factor | Implementation Date |
|-------------------------------|--|---|
| Remuneration | Salary | Phase 2 of Harmonisation |
| | Weekly Hours (37 Hours) | September 2021 |
| | Standard Working Day (Hours) | September 2021 |
| | Overtime Payments | September 2021 |
| | Retention Payments | Phase 2 of Harmonisation |
| | Call Out Allowances | September 2021 |
| | Overnight Residential Allowance | September 2021 |
| Increments and Role Movements | New Starters Pay/New Contracts Pay | Phase 2 of Harmonisation |
| | New Starters/New Contract Terms and Conditions (Not Pay) | September 2021 |
| | Internal Role Movements (Terms, but not pay) | September 2021 |
| | Annual Increments (September) | First Increment September 2022 |
| Payments for Other Duties | Acting Up Allowance | September 2021 |
| | First Aid Allowance | September 2021 (For new allowances and employees on lower FTE amounts) For employees currently on better terms, the change will be effective from January 2022 |
| Annual Leave | Leave Year (1st September to 31st August) | September 2021 |
| | Leave Entitlement (28 Days) | September 2021 Moving current employees on lower terms from September 2021. For employees currently on better terms, there will be a period of protection for 2 years, this will cease on 31st August 2023. |
| | Long Service Days | Protection until 2023 (only for current employees entitled to these). Will be removed from 1st September 2023 |
| Sick Pay | Sick Pay | September 2021 |

| | | |
|-------------------|---------------------------|---|
| Probation | Probationary Periods | September 2021 |
| Redundancy | Redundancy Multipliers | September 2021 For employees currently on better terms, there will be a period of protection for 2 years, this will cease on 31st August 2023. |
| Salary Protection | Salary Protection | September 2021 Changes linked to phase 2 of harmonisation will be consulted separately. |
| Notice Periods | Notice Period by Employee | September 2021 |
| | Notice Period by Employer | September 2021 |
| Inset Days | Inset Days by Role | Phase 2 |