

Members' Guide

2007/08

Education &
Library Boards in
Northern Ireland

CLASSROOM BASED STAFF

- Classroom Assistants
- Nursery Assistants
- General/Domestic Assistants

Salary Scales
Terms & Conditions

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**NJC PAY SCALES -
CLASSROOM BASED STAFF - APRIL 2007**

CLASSROOM ASSISTANT (GENERAL)

New Scales

Spine Pt	Hourly Rate (£)	Spine Pt	Hourly Rate (£)
6	6.3432	11	7.5631
8	6.7539	12	7.7203
10	7.1044	13	7.9280

Protected Scales

Spine Pt	Unqualified (£)	Recognised (£)	Qualified (£)
6	7.0266	7.0266	
8	7.4816	7.4816	7.4816
10	7.8699	7.8699	7.8699
11		8.3780	8.3780
12		8.5521	8.5521
13			8.7823
14			8.9422
15			9.1293

**CLASSROOM ASSISTANT
(ADDITIONAL SPECIAL NEEDS)**

New Scales

Spine Pt	Hourly Rate (£)
18	8.8091
19	9.1384
20	9.4724
21	9.8181
22	10.0722
23	10.3684
24	10.7073
25	11.0466

**NJC PAY SCALES -
CLASSROOM BASED STAFF - APRIL 2007**

CLASSROOM ASSISTANT (SPECIAL NEEDS)

New Scales

Spine Pt	Hourly Rate (£)	
14	8.0724	
15	8.2413	
16	8.4394	
17	8.6392	

Protected Scales

Spine Pt	*Unqualified (£)	*Recognised (£)	*Qualified (£)
6	7.5170	7.6958	
8	7.9720	8.1508	
10	8.3603	8.5391	8.5391
11		9.0472	9.0472
12		9.2213	9.2213
13			9.4515
14			9.6114
15			9.7985

* Includes Special Needs Allowance

NURSERY ASSISTANT

New Scales

Spine Pt	Annual Salary (£)	Hourly Rate (£)
8	12678	7.4816
10	13336	7.8699
11	14197	8.3780
12	14492	8.5521
13	14882	8.7823
14	15153	8.9422
15	15470	9.1293

GENERAL/DOMESTIC ASSISTANT

Spine Pt	Hourly Rate (£)	
5	6.2526	

SPECIAL LEAVE

	CAUSE OF ABSENCE	RECOMMENDED
1.	Death of a near relative, or other relative being a member of the employee's household.	Up to 3 days' leave with pay.
2.	Death of other relative.	One day's leave with pay, but where extensive travel is involved, 2 days may be granted.
3.	Attendance at funeral other than that of a relative.	Leave with pay only where attendance is a necessary social duty. The period of absence should be the minimum part of the day necessary to fulfil that duty.
4.	Marriage.	3 days' special leave with pay if marriage takes place (a) outside a period of closing of school; or (b) within a period of closing other than the 'long' vacation
5.	Attendance at a wedding	1 day's leave with pay if the bride or groom is a near relative or if the staff member is a bridesmaid or best man, but, where extensive travel is involved, up to 2 days may be granted.
6.	Serious illness of a member of the employee's household.	Up to 3 days' leave with pay.

SPECIAL LEAVE CONTINUED

	CAUSE OF ABSENCE	RECOMMENDED
7.	Attendance at examinations	Leave with pay for each day on which an examination is attended provided the examination is designed to lead to additional qualifications.
8.	Attendance at interviews in connection with other similar appointments or other appointments within the NI education service.	Up to 1 day's leave with pay.
9.	Absence due to disruption of daily travel facilities eg flood, snow, transport strike.	Leave with pay but regard must be had to the individual circumstances.
10.	Attendance at Ordination of Profession of near relative.	1 day's leave with pay, but, where extensive travel is involved, 2 days may be granted.
11.	Attendance at Court, Industrial or other statutory Tribunal as a witness, plaintiff or defendant.	Leave with pay.
12.	Attendance at Graduation Ceremony involving employee or near relative.	1 day's leave with pay, but, where extensive travel is involved up to 2 days may be granted.
13.	Participating in, or officiating at, sporting events of international, national or provincial standing as an amateur.	Leave with pay.

SPECIAL LEAVE CONTINUED

	CAUSE OF ABSENCE	RECOMMENDED
14.	In the event of a wife's confinement.	3 days' leave with pay.
15.	Serious burglary or serious damage to house.	Time off with pay less any loss of earnings allowance received by employee for his/her service on not more than 4 days in the school year.
16.	Visit to, or accompanying spouse on special visit to a medical consultant or one parent accompanying own child on a special visit to a medical consultant.	Up to 1 day's leave with pay
17.	Accompanying own child to receive Duke of Edinburgh Gold Award.	Up to 2 days' leave with pay depending on travel arrangements
18.	Attending own child's graduation ceremony outside Northern Ireland	Up to 2 days' leave with pay depending on travel arrangements.
19.	House removal	1 day's leave with pay
20.	Birthday, New Year or Special Honours Award to a near relative.	1 day's leave with pay, but where extensive travel is involved, 2 days may be granted.

These Special Leave arrangements apply to Classroom and Nursery Assistants only.

MATERNITY LEAVE AND PAY

NOTIFICATION

An employee must notify the Board in writing of pregnancy at least 28 days before date of intention to commence maternity leave.

ENTITLEMENT TO LEAVE

52 weeks leave, 39 weeks paid either at Occupational Maternity Pay (OMP) or Statutory Maternity Pay (SMP).

ENTITLEMENT TO MATERNITY PAY

Employees **who intend to return to work**, who have at least one years' continuous service at the 11th week before the expected week of childbirth, regardless of the number of hours worked, and satisfies the SMP criteria, payment will be as follows:

- 6 weeks at 9/10ths of average earnings, inclusive of Statutory Maternity Pay;
- 12 weeks at half pay, plus Statutory Maternity Pay; if half pay and SMP exceeds full pay the excess will be deducted;
- 21 weeks Statutory Maternity Pay;
- 13 weeks unpaid Additional Maternity Leave.

Employees **who do not intend to return to work**, who have at least one years' continuous service at the 11th week before the expected week of childbirth, regardless of the number of hours worked, and satisfies SMP criteria, payment will be as follows:

- 6 weeks at 9/10ths of average earnings, inclusive of Statutory Maternity Pay;
 - 33 weeks Statutory Maternity Pay;
 - 13 weeks unpaid Additional Maternity Leave.
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ANNUAL LEAVE ENTITLEMENT

Applicable with effect from **1 OCTOBER 2006**
(**1 APRIL 2007** for new entrants)

Spinal Points/ Range (or Equivalent Salary)	Minimum Entitlement	After 5 Years' Service
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Scales 1(a), 1(b), 1(c), 2/Clerk Typist/Clerical Officer/
Senior Clerical Officer/Technician/Technician 2:

Pts 4-17	20 days	28 days
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Executive Officer/Technician:

Pts 18-25	21 days	29 days
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Senior Executive Officer/Administration Officer/
Technician 4:

Pts 26-36	23 days	30 days
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Senior Administration Officer/Assistant Principal Officer/
Principal Officer:

Pts 38-49	25 days	31 days
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Senior Principal Officer/Education Officer/Assistant
Senior Education Officer/Head of Department:

Pts 49 and over	27 days	33 days
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* Pro-rata - hours worked and weeks worked

TRAVEL AND SUBSISTENCE

MOTOR CAR ALLOWANCES

Applicable with effect from **1 APRIL 2008**

	451- 999cc	1000- 1199cc	1200- 1450cc
Essential Users			
Lump Sum per annum	£753	£849	£1,095
Per mile first 8,500	34.0p	36.9p	45.8p
Per mile after 8,500	13.3p	13.6p	15.8p

Casual Users

Per mile first 8,500	42.9p	46.9p	58.7p
Per mile after 8,500	13.3p	13.6p	15.8p

OTHER ALLOWANCES

Applicable with effect from **1 APRIL 2007**

Special Educational Needs Allowance

- Recognised/Qualified	£1,134
- Unqualified	£831

SICK ABSENCE

During 1st year of service - 1 month's full pay*
- 2 months half pay

* after completing 4 months service

During 2nd year of service - 2 months full pay
- 2 months half pay

During 3rd year of service - 4 months full pay
- 4 months half pay

During 4th & 5th years of service - 5 months full pay
- 5 months half pay

After 5 years service - 6 months full pay
- 6 months half pay

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