

East Dunbartonshire Council

Education Procedure Manual 2/38

Conservation of Salary

For

Teachers and Employees on Scottish Negotiating Committee for

Teachers (SNCT) Conditions of Service

Manager's Toolkit



Education, People & Business

October 2022



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East Dunbartonshire Council

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1. PURPOSE

- 1.1. This toolkit is designed to assist Head Teachers / Line Managers in implementing East Dunbartonshire Council's Policy on Conservation of Salaries consistently and effectively. This Toolkit applies to all Teaching employees and those on Scottish Negotiating Committee for Teachers (SNCT) Conditions of Service, whose salaries are amended due to job sizing or having held a promoted post for more than 2 years.

2. CONSERVATION OF POST HOLDER'S SALARY AS A RESULT OF JOB SIZING

- 2.1. Promoted post holders in schools are placed on the appropriate salary point, as determined by the job sizing process.
- 2.2. The process is based on a questionnaire which captures information on the responsibilities of the post and, in conjunction with whole school information provided by the Council, is then used to score the job through the Job Sizing Toolkit. The questionnaire and explanatory notes are available on the SNCT website, under LNCT agreements for East Dunbartonshire Council (Procedure Manual 2/29).
- 2.3. The size of promoted posts will be subject to review where the review criteria are met. If the review results in a change in the job size score which takes a post into a lower or higher score banding, there will be a change of salary point.
- 2.4. There are two points in the year at which a review can be triggered. The main review time is at, or around, the end of the school session (to be implemented from 1 August). However, to take account of other changes that may arise, a further opportunity to request a review of the post in December (effective from 1 February) is available. Under normal circumstances, a post can only be reviewed once in any twelve month period.
- 2.5. Any responsibility which is part of a remit for 2 years, or longer, should be included in the re-sizing of the post.
- 2.6. Where a post-holder believes a review appears appropriate they should initially discuss this with their Head Teacher or manager. Where the council believes there is a need for a review, this should be discussed with the post-holder.
- 2.7. Once the criteria are met, the post-holder will complete a new job sizing questionnaire in full, prior to the appropriate review date. It should then be signed off, first by the Head Teacher and then by the Job Sizing Co-ordinators. The completed questionnaire will then be processed through the toolkit towards the end of the session/early in the summer break or after the Christmas break and any resulting change in salary point, either an increase or decrease in the substantive pay point, will be effective from 1 August or 1 February.
- 2.8. A promoted post holder appointed to a promoted post on or after 1 April 2001 and whose post is resized and the salary is downgraded, shall receive a three-year period of cash conservation, if the

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additional responsibility has been part of their remit for 2 years, or longer.

- 2.9. The post-holder should be notified of the change using Standard Letter 1 – Conservation Salary – Job Sizing. (Appendix 1).

3. CONSERVATION OF SALARY FOR PROMOTED POST HOLDERS WITH TEMPORARY APPOINTMENTS

- 3.1. Where a teacher has occupied a promoted post, on a temporary basis, for two or more consecutive school years and that temporary appointment ceases, then the teacher shall receive a three-year period of cash conservation. The two year period relates to the Teacher being in one post. For example, the Teacher is in a promoted post for Principal Teacher for Science for one year and then in a promoted post for Principal Teacher for Biology the following year. They will gain salary conservation rights once they return to their substantive post, as they have 2 years' consecutive service in that promoted post.
- 3.2. If a Teacher is in a promoted post for one role for one year and then transfers across to a different promoted post for one year, salary conservation will not apply. For example, if a Teacher is in a promoted Principal Teacher role for one year and the next year becomes an Acting Depute Head Teacher, salary conservation rights will not apply until they have been in the Acting Depute Head Teacher role for two or more years.
- 3.3. If a Teacher is in a promoted post for more than 2 years, they will receive their promoted salary until this post comes to an end and then receive conservation of salary. They cannot receive their promoted salary and a conservation of salary payment at the same time.
- 3.4. The post-holder should be notified of the change using Standard Letter 2 – Conservation Salary – End of Temporary Post. (Appendix 2). This will be issued by Employee Services

4. CONSERVATION OF SALARY FOR PROMOTED POST HOLDERS WHO ARE TRANSFERRED

- 4.1. A promoted post holder appointed to a promoted post on or after 1 April 2001 and who is transferred, for reasons other than inefficiency or indiscipline, to another post which has a lower salary, shall receive a three-year period of cash conservation.
- 4.2. The post-holder should be notified of the change using Standard Letter 2 – Conservation Salary – End of Temporary Post. (Appendix 2). This will be issued by Employee Services.

5. CONDITIONS AROUND CONSERVATION OF SALARY

- 5.1. The application of cash conservation will commence at the date at which the downgrading of the salary for the post, transfer or cessation of temporary appointment takes effect. During the period of cash conservation, the post holder will continue to receive his/her previous salary but will not receive any increase resulting from pay awards (other than in the circumstances outlined below). At the end of the period, the cash conservation will end, and the post holder will then receive the normal salary for the post she/he now holds.

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- 5.2. Conservation of salary will cease under the following circumstances:
- During any period of conservation, when the normal salary for the post occupied exceeds the conserved salary being paid (for example, through the application of pay awards), the post holder will receive the normal salary for the post with effect from that date.
 - Conservation of salary will cease following voluntary application for, and appointment to, a new post.
 - There shall be no entitlement to conservation of salary where a teacher refuses unreasonably, on two occasions, to accept an alternative equivalent, or better, post.

6. PROCESS FOR CONSERVATION OF SALARY

- 6.1. Where a Teacher is transferred or the temporary promoted post comes to an end, the Head Teacher/SSM completes a Change of Details Form and sends to Employee Services for processing.
- 6.2. If as a result of Job Sizing the salary is to be amended, the Job Sizing team will notify the Head Teacher, School Planning and Improvement team and Employee Services.
- 6.3. Employee Services will make changes on iTrent and notify Payroll to amend the salary. Employee Services will then write to confirm details to the Teacher.
- 6.4. Details are updated on the "Conservation of Salary" spreadsheet by Employee Services and sent to the HR Case Adviser and School Planning and Improvement Team.
- 6.5. When a temporary promoted post becomes available, the HR Case Adviser and School Planning and Improvement Team will review posts to identify suitable alternative positions and make an offer to the Teacher. The Head Teacher will complete the Redeployment Form (Appendix 3) prior to any decision being made.
- 6.6. All offers are recorded, so that conservation of salary can be removed where a teacher refuses unreasonably, on two occasions, to accept an alternative equivalent, or better, post. The Teacher will be informed of this when the first offer is made.

7. GUIDELINES FOR RECRUITING TO PROMOTED POSTS

- 7.1. Where the school receives additional funding (such as PEF) and wishes to use this funding to upgrade a current post (offer an uplift in salary so no new post is created), it may be advisable to advertise only within the school to allow all Teachers with the relevant skills to apply and ensure the school remains within budgeted establishment. Consideration should be given to any Teacher within that school who is already on a conserved salary to be given this post in the first instance, if they possess the necessary skills.
- 7.2. Where there is sufficient funding to create a new temporary post, the Head Teacher should liaise with HR Case Adviser and School Planning and Improvement Team to see if there is a Teacher, who is currently on a conserved salary and has the necessary skills for this post. This then allows

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us to review the conserved salary list, to see if any teachers could be offered this role. Full discussion with Head Teachers will take place before a decision is reached.

8. GDPR STATEMENT

- 8.1. East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our website: www.eastdunbarton.gov.uk/council/privacy-notices.

9. POLICY REVIEW STATEMENT

- 9.1. This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

Other Formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at: East Dunbartonshire Council, 12 Strathkelvin Place, Southbank Kirkintilloch G66 1TJ Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

Appendix 1: Standard Letter 1 – Conservation Salary – Job Sizing.

Date

Private and Confidential

Name
Address
Address
Postcode

Dear [Name]

Salary Change due to Job Sizing

I have been advised by your Head Teacher that with effect from [Date] your promoted post has been re-sized.

As you have occupied this promoted post, for two or more consecutive school years, you are entitled to receive a three-year period of cash conservation. This will be paid to you until [Date]. You will then receive the normal salary for the re-sized post you now hold.

During the period of cash conservation, you will continue to receive your previous salary but will not receive any increase resulting from pay awards. However, during any period of conservation, when the normal salary for the post occupied exceeds the conserved salary being paid (for example, through the application of pay awards), you will receive the normal salary for the post with effect from that date.

Conservation of salary will cease following voluntary application for, and appointment to, a new post.

There shall be no entitlement to conservation of salary where a teacher refuses unreasonably, on two occasions, to accept an alternative equivalent, or better, post.

If you require any further information, please do not hesitate to contact your HR Case Adviser.

Yours sincerely

Name
Job Title

Appendix 2: Standard Letter 2 – Conservation Salary – End of Temporary Contract.

Date

Private and Confidential

Name
Address
Address
Postcode

Dear [Name]

Return to Substantive Post

I have been advised by your Head Teacher that with effect from [Date] you will be returning to your substantive position of [Job Title] at [Name of School].

As you have occupied a promoted post, on a temporary basis, for two or more consecutive school years and that [temporary appointment has now ceased] or [you have been transferred to another post], you are entitled to receive a three-year period of cash conservation. This will be paid to you until [Date]. You will then receive the normal salary for the post you now hold.

During the period of cash conservation, you will continue to receive your previous salary but will not receive any increase resulting from pay awards. However, during any period of conservation, when the normal salary for the post occupied exceeds the conserved salary being paid (for example, through the application of pay awards), you will receive the normal salary for the post with effect from that date.

Conservation of salary will cease following voluntary application for, and appointment to, a new post.

There shall be no entitlement to conservation of salary where a teacher refuses unreasonably, on two occasions, to accept an alternative equivalent, or better, post.

If you require any further information, please do not hesitate to contact your HR Case Adviser.

Yours sincerely

Name
Job Title

Appendix 3: Redeployment Referral Form.

Redeployment Referral Form
 (To be completed by Line Manager)

Please confirm the following points in advance of submitting a redeployment referral. All points must be completed before submitting a referral.

		Date:
	The option of redeployment has been discussed with the HR Business Partner, please confirm the HR Business Partner	
	Any relevant alternative option(s) have been considered prior to redeployment.	
	The option of redeployment has been discussed with the employee.	
	The employee has agreed to engage in the redeployment process.	

Reason for Redeployment Referral	
Reason	Additional Comments
Job Sizing	<i>Include any details relating to consultation process, timescales etc.</i>
End of Temporary Contract in Promoted post	<i>Include any details relating to the date of temporary contract and length of service in the promoted post.</i>
Details of employee to be redeployed	
Employee Name _____	
Home Address: _____	Contact telephone numbers:
	Home: _____
	Work: _____
Post Code: _____	Mobile: _____
Email – Home: _____	
Email – Work: _____	
Employee Start Date: _____	
Work Details	
Current Post: _____	Employee No.: _____
Service _____	Location: _____
Grade: _____	Work Pattern: _____
Referring Managers Details	
Name: _____	Tel. No.: _____
Job Title: _____	Email: _____
Service: _____	Location: _____
Signed: _____	Date: _____

Supporting statement by line manager guidance:

It is important to be objective when providing a supporting statement for an employee in relation to redeployment. Please ensure that the statement provided is factually correct, including details of for example:

- The nature of your working relationship with the individual;
- Their length of service in their current role and the nature/ scope of this role;
- Their performance in this role, including particular personal strengths/ skills and identified areas for development;
- Knowledge of the Council;
- Training undertaken.

You should not include anything that you are not prepared to discuss with the employee and should arrange to discuss the content with the employee prior to submission (or provide a copy if this is not possible).

If you have concerns about conduct or performance but have never raised it with the employee, you should not include it in the statement. If you use information from another source, i.e. another manager, you should make it clear where the information came from and ensure any comments and views can be demonstrated.

Supporting statement by line manager:
Please refer to guidance above.

Signature:		Date:	
I confirm this referral is being made following discussion with the employee and Business Partner as above.			
Signature:			
Date:			

Completed form and any other supporting paperwork to be sent to the HR Case Adviser and the School Planning and Improvement Team.