**Implementing a New Contract of Employment for Support Staff in Ealing, Hammersmith and West London College**

1. **Introduction**

Further to agreeing “Heads of Terms with Unison on September 17th 2015, the College concluded negotiations with Unison on a new contract of employment linked to a pay award in December 2015. Unison members voted to accept the new contract in February 2016. The new contract will be implemented from 1st August 2016 and this briefing provides more information for staff.

1. **New Contract of Employment linked to a Pay Award**

The main elements of the new contract are as follows:

* Pay Award

All staff on scales 3 – S02 will receive a 2% pay award with effect from 1st August, 2016. Staff in post on 1st August and not working their notice will also receive a 0.5% base salary “one-off” unconsolidated payment. The salaries and contracts of staff on grades P01-P09 will be reviewed separately before summer 2016. Revised salary scales are attached at appendix 1.

* Workplace

The new contract suggests a slight variation recognising that in future, staff might work off site in a “partner’s” premises.

* Annual Leave

The College is proposing to enhance annual leave for College staff on scales 3 – S02 with 25 days basic entitlement, rising to 28 days after 5 years, with 8 public holidays and 3 Christmas closure days in addition. The leave year will run from 1st September to 31st August but for 2016/17 by way of transition the leave year will run from 1st April 2016 to 31st August 2017. Guidance has been circulated to managers by HR.

* Working Hours

The revised arrangements are a working week of 37 hours (an addition of one hour) to be agreed with the line manager. There might be an occasional requirement to work weekends with time off being given in lieu. Guidance for line managers will be circulated shortly.

* Collective Agreements

There are no collective agreements, e.g. sickness, capability, etc. which will be incorporated into the new contracts.

* Term Time Only

The application of the new contract for Term Time Only staff will be on a pro-rata basis.

* Updating Clauses

The new contract will reflect changes in employment law and good practice.

* Staff Who Resign or Redundant Before 01.08.16

Staff who resign or are made redundant before 01.08.16 will not be in receipt of the pay award or non-consolidated bonus.

1. **Next Steps**

Briefing sessions for staff on the new contracts will be held as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Acton | Wednesday 20th April | 3.15pm | ACT340/ACT341 |
| Hammersmith | Wednesday 20th April | 4.45pm | C537/C538 |
| Southall | Wednesday 27th April | 3.30pm | SOUC203/SOUC204 |
| Ealing | Wednesday 27th April | 4.45pm | EALB314/EALB315 |

New contracts of employment will be sent to all staff w/b 16th May along with a “helpline” number.

**If you have any questions, please contact John Humphreys, HR Director at**

[j.humphreys@wlc.ac.uk](mailto:j.humphreys@wlc.ac.uk)

**Appendix 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Grade** | **SCP** | **01.02.2012 New Basic** | **LW** | **Current Gross** | **Proposed Gross with 2% Uplift** |  |
| **Sc 1/2** | 4 | £13,496 | £3,360 | £16,856.00 | £17,193.12 |  |
| **Sc 1/2** | 5 | £13,883 | £3,360 | £17,243.00 | £17,587.86 |  |
| **Sc 1/2** | 6 | £14,276 | £3,360 | £17,636.00 | £17,988.72 |  |
| **Sc 1/2** | 7 | £14,693 | £3,360 | £18,053.00 | £18,414.06 |  |
| **Sc 2** | 8 | £15,116 | £3,360 | £18,476.00 | £18,845.52 |  |
| **Sc 2** | 9 | £15,551 | £3,360 | £18,911.00 | £19,289.22 |  |
| **Sc 2** | 10 | £15,998 | £3,360 | £19,358.00 | £19,745.16 |  |
| **Sc 2** | 11 | £16,457 | £3,360 | £19,817.00 | £20,213.34 |  |
| **Sc 3** | 12 | £16,940 | £3,360 | £20,300.00 | £20,706.00 |  |
| **Sc 3** | 13 | £17,444 | £3,360 | £20,804.00 | £21,220.08 |  |
| **Sc 4** | 14 | £17,888 | £3,360 | £21,248.00 | £21,672.96 |  |
| **Sc 4** | 15 | £18,419 | £3,360 | £21,779.00 | £22,214.58 |  |
| **Sc 4** | 16 | £18,968 | £3,360 | £22,328.00 | £22,774.56 |  |
| **Sc 4** | 17 | £19,541 | £3,360 | £22,901.00 | £23,359.02 |  |
| **Sc 4** | 18 | £20,123 | £3,360 | £23,483.00 | £23,952.66 |  |
| **Sc 5** | 19 | £20,723 | £3,360 | £24,083.00 | £24,564.66 |  |
| **Sc 5** | 20 | £21,341 | £3,360 | £24,701.00 | £25,195.02 |  |
| **Sc 5** | 21 | £21,977 | £3,360 | £25,337.00 | £25,843.74 |  |
| **Sc 5** | 22 | £22,637 | £3,360 | £25,997.00 | £26,516.94 |  |
| **Sc 6** | 23 | £23,318 | £3,360 | £26,678.00 | £27,211.56 |  |
| **Sc 6** | 24 | £24,011 | £3,360 | £27,371.00 | £27,918.42 |  |
| **Sc 6** | 25 | £24,725 | £3,360 | £28,085.00 | £28,646.70 |  |
| **SO1** | 26 | £25,466 | £3,360 | £28,826.00 | £29,402.52 |  |
| **SO1** | 27 | £26,228 | £3,360 | £29,588.00 | £30,179.76 |  |
| **SO1** | 28 | £27,011 | £3,360 | £30,371.00 | £30,978.42 |  |
| **SO1** | 29 | £27,821 | £3,360 | £31,181.00 | £31,804.62 |  |
| **SO2** | 30 | £28,658 | £3,360 | £32,018.00 | £32,658.36 |  |
| **SO2** | 31 | £29,510 | £3,360 | £32,870.00 | £33,527.40 |  |
|  |  |  |  |  |  |  |