

NORTHERN IRELAND COLLEGE EMPLOYERS' FORUM

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To: Directors/Chief Executives of Colleges of Further Education
 Chairs of Governing Bodies of Colleges of Further Education
 DEL Further Education Branch
 DE Salaries Branch
 Education & Library Boards
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FURTHER EDUCATION LECTURERS' NEGOTIATING COMMITTEE

**SCHEME FOR THE PLACING OF LECTURERS ON
 SALARY SCALES FROM SEPTEMBER 2006**

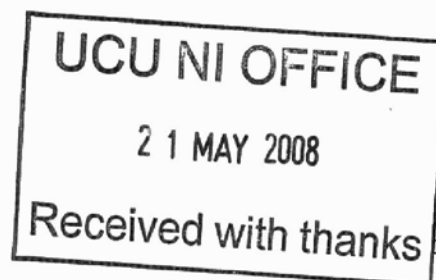
In accordance with the provisions of Article 11, Schedule 3, paragraph 10.3 of the Further Education (Northern Ireland) Order 1997 and the Constitution for Negotiating the Salaries and Conditions of Service of Lecturers Employed in Incorporated Colleges of Further Education, it has been determined that:

From 1st September 2006, the enclosed Scheme for the Placing of Lecturers on salary scales, which was ratified at the Lecturers' Negotiating Committee, supersedes any previous agreement under this title.

PLEASE PASS A COPY TO YOUR HUMAN RESOURCES DEPARTMENT



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 Chairman
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SCHEME FOR THE PLACING OF LECTURERS ON SALARY SCALES

The following has been agreed at the Lecturers' Negotiating Committee and replaces Paras. 5,6,7,8,9 and 10 and Schedule 1 and 2 of the Further Education Teachers' Salaries Regulations (Northern Ireland) 1992.

Salaries

1. The scales and range of salaries for lecturers and lecturing posts below the grade of Vice Principal, are as determined from time to time by the Lecturers' Negotiating Committee.

Placing on scales

2. A lecturer, other than a principal or vice-principal, shall be placed on the appropriate salary scale and range in accordance with Appendix 1.

Group of Institution

3. (1) The group of any Institution of further education for the purpose of placing a principal lecturer or above, within the appropriate range and salary scale, shall be determined by the Governing Body of the Institution by reference to the full-time equivalent student number count for the previous academic year.

(2) The groups referred to in paragraph (1) shall be as set out in the appropriate CEF Circular specifying lecturers' salaries.

Additional qualifications or approved courses

4. (1) A lecturer who, for the first time, obtains a qualification or successfully completes a course of training for which an addition would be awarded under sub-paragraph (1), (2) or (3)(a) of paragraph 4 of Part II of Appendix 1 were the lecturer being placed under those provisions, shall, subject to paragraph (2), be paid the same addition, as appropriate, to his/her salary from the date of obtaining the qualification or successful completion of the course subject to the maximum of the lecturer scale not being exceeded.

(2) The number of increments on the lecturer scale, which a lecturer may receive under sub-paragraphs (1) and (2) of paragraph 4 of Part II of Appendix 1 and under this scheme shall not exceed a total of two increments.

ALLOWANCES

Acting principal, vice-principal, head of department, principal lecturer and senior lecturer.

5. Where a post of principal, vice-principal, head of department, principal lecturer or senior lecturer is vacant or the holder of such a post is absent for a prolonged period and where the Governing Body of the Institution has approved the appointment of a lecturer to the appropriate post in an acting capacity, the lecturer may be paid an allowance of such amount as is necessary to ensure that during the period for which the lecturer is to be paid the allowance, he/she receives the same rate of salary as he/she would receive if he/she had been appointed to the particular post.

INCREMENTS

Award of increments

6.
 - (1) This scheme shall not apply to a principal or vice-principal.
 - (2) After a lecturer's rate of salary has been determined, increments on the scale shall, subject to the Governing Body of the Institution's approval and this scheme, be granted.
 - (3) The normal incremental date of a lecturer shall fall on the first day of September.
 - (4) A lecturer (other than a temporary teacher paid on a daily basis) on any of the salary scales who has no previous service or experience at the date of his/her appointment shall, subject to satisfactory continuous full-time service, qualify in the following year for the award of his/her first increment on the first day of September provided that at that date his/her service amounts to six months or more (start date between 1 September and 28/29 February), but if at that date his/her service amounts to less than six months (start date between 1 March and 31 August) the increment will not become due until the first day of September in the following year.
 - (5) Where a lecturer (other than a temporary teacher paid on a daily basis) is placed or replaced on any of the salary scales and for this purpose his/her past service and experience is assessed under Appendix 1 and 1a, the date on which his/her next increment shall be awarded will be the next first day of September provided that at that date his/her service amounts to six months or more (start date between 1 September and 28/29 February), but if at that date his/her service amounts to less than six months (start date between 1 March and 31 August) the increment will not become due until the first day of September in the following year.
 - (6) Where the aggregate of any periods of absence without pay of a lecturer (other than a temporary teacher paid on a daily basis) from his/her lecturing post in a period of twelve months terminating on his normal incremental date-
 - (a) amounts to six months or less it shall be counted as teaching service for the purpose of the award of increments: or
 - (b) amounts to more than six months the incremental date shall be retarded by one year.

- (7) A temporary teacher paid on a daily basis shall be awarded one increment from the first day of September of the next academic year, following completion of at least 100 working days satisfactory service in the past academic year. If at that date, his/her service in the previous academic year amounts to less than 100 working days satisfactory service, the increase will not become due until the first day of September in the following year.
- (8) An increment may at any time be withheld if a lecturer's service is considered by the Governing Body of the Institution to be unsatisfactory.
- (9) If an increment is withheld at any incremental date or at any two or more successive incremental dates and if, at the next following incremental date, the lecturer's service is considered by the Governing Body of the Institution to have reached a satisfactory standard, he/she may be allowed two increments (instead of one increment) on the appropriate scale.

Part 1

Transfer to salary scales applicable from 1st September 2006.

1. In this schedule, references to scales in operation before 1st September 2006 are references to scales in CEF Circular 2005/10.
2. A lecturer who on 1st September 2006 was, and had immediately before that date been, in lecturing service in an Institution of further education shall from that date enter the scale or salary range as appropriate corresponding to his/her scale or salary range in force immediately before that date at the corresponding incremental point on the scale or position within the salary range.

Part 2

1. A lecturer appointed or re-appointed with effect from 1st September 2006 or from a subsequent date, shall be placed on the appropriate salary scale in accordance with the relevant provisions of this Part.
2. A lecturer who on or after 1st September 2006 is re-appointed for the first time in the same capacity as that in which he/she had been employed at any time before that date, shall be placed on the appropriate scale from the date of re-appointment:
 - (a) at the incremental point corresponding to the incremental point on which he/she was paid at the date of leaving his previous employment in the same capacity; or
 - (b) at the rate determined under paragraphs 6 to 12 if this is higher than the rate determined at (a) except where the re-appointment is made with no break in service.
3. Where a lecturer has his/her rate of salary determined under this Part, and such a rate is not an exact incremental point, it shall be rounded up to the next incremental point above the rate of salary and he/she shall be placed on the scale at this incremental point.

Lecturer

4. Subject to Paragraphs 3,5,6 and 7, a lecturer on appointment shall enter the scale at the minimum to which shall be added, subject to the maximum of the scale not being exceeded:
 - (1) one increment in the case of a lecturer who holds an approved university degree with first or upper second honours or other qualification considered by the Education and Training Inspectorate to be equivalent thereto

- (2) (a) one increment in the case of a lecturer who has successfully completed a course of training or has obtained a qualification and the course or qualification is approved by the Education and Training Inspectorate for the purposes of this sub-paragraph.
 - (b) one increment in the case of a lecturer who is entitled to an addition as prescribed in sub-paragraph (1) and (2) and
 - (i) who has successfully completed an approved course of teacher training; or
 - (ii) who has obtained an approved university post-graduate certificate or diploma in education as a result of a part-time course of study: and the course, not being a course leading to the Bachelor of Education or other approved university degree, the course which contains approved teacher training to an extent acceptable to the Education and Training Inspectorate, does not form part of the lecturer's qualifications entitling him/her to receive an addition under sub-paragraph (1) and (2);
 - (3) incremental credit in accordance with Appendix 1, in respect of previous experience which the college considers to be of value to him/her in the performance of his/her duties. Claims for consideration of incremental credit must be submitted to the college no later than six months following commencement of employment.
5. A lecturer shall not receive more than one increment under the provisions of paragraph 4(2).
 6. A lecturer appointed directly after teaching service in a recognised school or Institution of further education shall be placed on the salary scale in accordance with paragraph 4 or at the salary in the former post plus (except where the salary scale in the former post had the same or higher maximum than that for the lecturer scale) an addition of a sum equal to the first increment on the lecturer scale subject to the maximum not being exceeded.
 7. Subject to paragraph 3, a lecturer shall enter the appropriate scale at such a point as the Governing Body of the Institution may determine where the salary calculated under paragraph 4 or 6 is considered inadequate taking into account any previous educational service, commercial, trade or professional expertise, research work or relevant post-graduate qualification which the college considers to be equivalent to service as a lecturer.

Senior Lecturer

8. Subject to paragraph 3, and to the maximum of the scale not being exceeded, a senior lecturer who is appointed in that capacity shall enter the appropriate scale:
 - (a) at the minimum to which shall be added incremental credit in respect of time spent as a senior lecturer in an institution of further education and in

respect of any previous educational service, commercial, trade or professional expertise, research work or relevant post-graduate qualification which the Governing Body of the Institution considers to be equivalent to service as a senior lecturer; or

- (b) where the senior lecturer was appointed directly after teaching on a lower scale under these provisions, at the salary payable in the former post plus an addition equal to one increment on the scale to which he/she is appointed, whichever is the higher; or
- (c) at such a point as the Governing Body of the Institution may determine where the salary calculated under (a) or (b) is considered inadequate.

Principal Lecturer

- 9. A principal lecturer shall be appointed to a 4-point scale being 4 consecutive points on the Management Salary Spine. The points shall be determined with reference to the college group.
- 10. Providing that the salary is not less than the minimum or more than the maximum of the college group, a principal lecturer appointed for the first time or re-appointed in that capacity shall enter the scale and range appropriate to the post as determined by the Governing Body of the Institution having regard to the duties attaching to it:
 - (a) at the minimum, to which shall be added incremental credit in respect of time spent as a principal lecturer in an Institution of further education and in respect of any previous educational service, commercial, trade or professional experience, research work or relevant post-graduate qualification which the Governing Body of the Institution considers to be equivalent to service as a principal lecturer; or
 - (b) where the principal lecturer was appointed directly after teaching service on a lower scale under these provisions at the salary payable in the former post plus an addition of a sum equal to one increment on the scale to which he/she is appointed; or
 - (c) where the Governing Body of the Institution decides a principal lecturer should be placed on a higher scale within the college group he/she shall be placed either on the minimum point on that scale or at a point at which he/she has been remunerated in his/her previous scale whichever is the higher; or
 - (d) at such a point as the Governing Body of the Institution may determine where it considers that the salary calculated under (a), (b) or (c) above is considered inadequate.

Head of Department

11. A lecturer paid as a head of department shall be paid on a 4-point scale, being 4 consecutive points on the Management Salary Spine. The points shall be determined with reference to the college group.
12. (a) Subject to 11 above and sub-paragraphs (b) and (c) below; providing that the salary is not less than the minimum or more than the maximum of the college group, a head of department appointed for the first time or re-appointed in that capacity shall enter the scale and range appropriate to the post as determined by the Governing Body of the Institution having regard to the duties attaching to it at the minimum, to which shall be added incremental credit up to and including the maximum of that scale:
 - (i) in respect of time spent as a head of department in an Institution of further education; and
 - (ii) in respect of any previous educational service, commercial or professional experience or research work which the Governing Body of the Institution considers to be equivalent to service as a head of department in an Institution of further education.
- (b) Where the head of department was appointed directly after teaching service on a lower scale under these provisions, he/she shall enter the appropriate scale subject to the maximum not being exceeded at the salary payable in the former post plus an addition of a sum equal to one increment on the scale to which he/she is appointed where this results in a higher salary than that applicable under sub-paragraph (a).
- (c) Where the Governing Body of the Institution decides a head of department should be placed on a higher scale within the college group, he/she shall be placed either on the minimum point on that scale or at a point at which he/she has been remunerated in his/her previous scale whichever is the higher; or
- (d) at such a point as the Governing Body of the Institution may determine where it considers that the salary calculated under (a), (b) or (c) above is considered inadequate subject to the maximum of the scale not being exceeded.
- (e) Where the full-time equivalent student number count for the previous academic year exceeds 2900, any lecturer appointed to a promotion post which is below that of a vice-principal post, but which in the opinion of the Governing Body of the Institution includes duties which exceed those appropriate to a head of department post, shall subject to the approval of the Governing Body of the Institution, be paid on a 4 point scale being 4 consecutive points within the range 16 - 24 of the management salary spine i.e. points 16 – 19 or 17 – 20 or 18 –21 or 19 – 22 or 20 –23 or 21 – 24 and such a lecturer shall be placed either on the minimum point of that scale or at a point at which he/she has been remunerated in his/her previous scale, whichever is the higher or at such a point as the Governing Body of the

Institution may determine, where it considers the salary calculated is inadequate.

- (f) Where in a group A2, A3, A4, B1, B2 or B3 college there is no entitlement to a vice-principal post, a head of department whose duties include being assistant to the principal, subject to approval of the Governing Body of the Institution may proceed to a salary point on the Management Salary Spine which is one point above the maximum otherwise appropriate. A college shall be entitled to designate one head of department only in this capacity.
13. For the purpose of paragraph 10, a "lower scale" means a scale which has a maximum of a lesser amount than the maximum of the scale to which a person is appointed.
 14. The Governing Body of the Institution in exercising authority under paragraphs 7, 9(c), 11(d), 13(d) and 13(e) must take account of the requirements of the Equal Pay Act (Northern Ireland) 1970 as amended.
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Amended: LNC December 2007

APPENDIX 1a

FE INCREMENTAL CREDIT

1. DAILY CALENDAR CREDIT

Calendar Credit for Temporary days worked within FE is calculated as follows:

- 1.1 Service Pre 1/2/97 (DENI Circular 1997/28 refers) – 190 working days FTE
 $365/190 = 1.921$

Therefore 1 Temporary day worked within FE equates to 1.921 day's calendar credit for incremental credit purposes.

- 1.2 Service Post 1/2/97 (DENI Circular 1997/28 refers) – 200 working days FTE
 $365/200 = 1.825$

Therefore 1 Temporary day worked with FE equates to 1.825 day's calendar credit for incremental credit purposes.

2. PART-TIME HOURLY CREDIT

Calendar Credit in respect of Part-time service within FE is calculated as follows:

- 2.1 Service Pre 1/2/97 (DENI Circular 1997/28 refers) – 30 hour week & 190 working days FTE

Calculation is based on the following:

190 max working days x 6 hour day (i.e. 30/5) = 1140 maximum hours workable in academic year.

Therefore:

$365/1140 = 0.32$ x no hours actually worked = Calendar Credit due

- 2.2 *Service Post 1/2/97 the incremental credit for part-time lecturers will be based on the following: 200 maximum working days x 6 hour day (i.e. 30/5) = 1200 maximum workable hours per academic year

Therefore Calculation is based on the following:

$365/1200 = 0.304$ x no hours actually worked = Calendar Credit due

* See CEF Circular 2001/9

2.3 There are two possible scenarios presented on Form TR21, which require calculation of incremental credit.

- I. Number of part-time hours worked per week is stated with 'from-to' period defined.
- II. An aggregate number of hours is given for a defined period.

Where I. occurs the hours should be made aggregate e.g. '7 hours per week from 5/1/98 to 27/3/98' – conversion as follows 7 hours x 12 weeks = 84 hours worked.

The above formulae can then be applied to both scenarios I. and II. To arrive at calendar credit due – either multiply by 0.32 or 0.304 only, depending on dates worked.

Please note: Where aggregate hours are spread over 1 academic year they should be split into separate years accordingly.

3. PRO-RATA CREDIT

Calculation of Pro-Rata Credit for service within FE is calculated as follows:

Number of hours contracted/30 x calendar days in month worked = Calendar Credit due

4. CREDIT FOR NON-TEACHING EXPERIENCE

Incremental Credit is awarded for other experience which the Governing Body of the Institution considers to be relevant to the lecturer in the performance of his/her duties and which is regarded as being of an equivalent standard to teaching.

In assessing the award of credit for previous experience each case is given individual consideration taking into account such factors as:-

- a. status of the employment
- b. the qualifications (if any) possessed at the time of employment
- c. the salary attached to the employment
- d. the relationship of the experience to work as a lecturer
- e. the extent of responsibility attaching to the experience being claimed
- f. any other factors which are submitted by the lecturer in support of the claim

It is not necessary to fulfil all of the criteria at 'a' to 'e' to be awarded incremental credit,

CALCULATION OF CREDIT

Incremental Credit is awarded for both Full-time and Part-time service on the following basis: -

FULL-TIME SERVICE

One increment is awarded for each full year of service. Any calendar day balance of credit remaining will be taken into account when calculating at the next first day of September, whether or not the lecturer is entitled to an increment on that date. If at that date his/her credited service amounts to more than six months, the increment will be awarded on that first day of September. If at that date his/her credited service amounts to less than six months, the increment will not become due until the first day of September in the following year.

PART-TIME SERVICE

Increments are awarded on a pro-rata basis and based on the actual number of part-time hours worked to that of a full-time equivalent employee i.e. 37 hours for non-teaching experience. Any calendar day balance of credit remaining will be taken into account when calculating at the next first day of September, whether or not the lecturer is entitled to an increment on that date. If at that date his/her credited service amounts to more than six months, the increment will be awarded on that first day of September. If at that date his/her credited service amounts to less than six months, the increment will not become due until the first day of September in the following year.

5. UNQUALIFIED SERVICE

Incremental Credit should **never** be awarded for service given by a lecturer who is employed in an Institution of Further Education but does not hold the requisite qualifications to do so.

¹ Where a male reference is used, this also refers to female

Lecturer progression

In accordance with the provisions of Article 11, Schedule 3, paragraph 10.3 of the Further Education (Northern Ireland) Order 1997 and the Constitution for Negotiating the Salaries and Conditions of Service of Lecturers Employed in Incorporated Colleges of Further Education, following the amendment of the agreement for placing of lecturers on the salary scale, the following will continue to apply independent of the original agreement:

A lecturer who has individual protection as a consequence of being responsible for a significant amount of work of Category 2/3 standard during the academic year 1989/90 shall, upon reaching point 10 of the lecturer scale, be transferred to the Senior Lecturer scale after one year subject to the college being satisfied as to his/her ability to carry out the duties of a senior lecturer. He /she thereafter shall proceed by normal progression on the senior lecturer scale. These arrangements shall not prevent the promotion of such a lecturer to senior lecturer.

Note:

1. a significant amount of work means 50% or more of the lecturer's teaching load
2. any such lecturer will have previously received notification from the Department of Education regarding individual protection.

Amended: LNC December 2007