

# Members' Guide 2018~20

Salary Scales, Terms and Conditions  
Education Authority

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Protecting Public Services  
Supporting Public Servants

# NJC Salary Scales with effective from 1st April 2019.

**OSP= Old Spine Point**    **NSP= New Spine Point**

## Clerical Officer

**C1/2**

OSP	2018 (£)	NSP	2019 (£)
6	16,394	1	17,364
7	16,495		
8	16,626	2	17,711
9	16,755		
10	16,863		
11	17,007	3	18,065
12	17,173		
13	17,391	4	18,426

## Senior Clerical Officer

**AP2**

OSP	2018 (£)	NSP	2019 (£)
14	17,681	5	18,795
15	17,972		
16	18,319	6	19,171
17	18,672		

## Executive Officer

**AP3/4**

OSP	2018 (£)	NSP	2019 (£)
18	18,870	7	19,554
19	19,446	8	19,945
20	19,819	9	20,344
		10	20,751
21	20,541	11	21,166
22	21,074	12	21,589
		13	22,021
23	21,693	14	22,462
24	22,401	15	22,911
		16	23,369
25	23,111	17	23,836

## Senior Executive Officer

AP5/6

OSP 2018 (£) NSP 2019 (£)

26	23,866	19	24,799
27	24,657	20	25,295
		21	25,801
28	25,463	22	26,317
29	26,470	23	26,999
30	27,358	24	27,905
31	28,221	25	28,785

*Unallocated Spine Points*

32	29,055	26	29,636
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## Administration Officer

P01 (2-5)

OSP 2018 (£) NSP 2019 (£)

33	29,909	27	30,507
34	30,756	28	31,371
35	31,401	29	32,029
36	32,233	30	32,878

*Unallocated Spine Points*

37	33,136	31	33,799
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## Senior Administration Officer

P01 (7-10)

OSP 2018 (£) NSP 2019 (£)

38	34,106	32	34,788
39	35,229	33	35,934
40	36,153	34	36,876
41	37,107	35	37,849

# NJC Salary Scales with effective from 1st April 2019.

**OSP= Old Spine Point    NSP= New Spine Point**

## Assistant Principal Officer

P02 (3-6)

OSP	2018 (£)	NSP	2019 (£)
42	38,052	36	38,813
43	39,002	37	39,782
44	39,961	38	40,760
45	40,858	39	41,675

## Principal Officer

P02 (7-10)

OSP	2018 (£)	NSP	2019 (£)
46	41,846	40	42,683
47	42,806	41	43,662
48	43,757	42	44,632
49	44,697	43	45,591

## Extended Pay Points

OSP 50-70 NSP 44-64

OSP	2018 (£)	NSP	2019 (£)
50	45,639	44	46,552
51	46,563	45	47,494
52	47,488	46	48,438
53	48,394	47	49,362
54	49,274	48	50,259
55	50,154	49	51,157
56	51,097	50	52,119

OSP	2018 (£)	NSP	2019 (£)
57	52,014	51	53,054
58	52,937	52	53,996
59	53,858	53	54,935
60	54,783	54	55,879
61	55,705	55	56,819
62	56,630	56	57,763
63	57,538	57	58,689

OSP	2018 (£)	NSP	2019 (£)
64	58,467	58	59,636
65	59,397	59	60,585
66	60,349	60	61,556
67	61,308	61	62,534
68	62,289	62	63,535
69	63,280	63	64,546
70	64,299	64	65,585

# Former Ancillary and General Staff effective from 1st April 2018.

**OSP= Old Spine Point    NSP= New Spine Point**

Scale	OPS	1st April 2018		NSP	1st April 2019	
		Salary £	Hourly Rate £		Salary £	Hourly Rate £
<b>1(a)</b>	<b>6</b>	16,394	8.7335	<b>1</b>	17,364	9.2502
<b>1(b)</b>	<b>6</b>	16,394	8.7335	<b>1</b>	17,364	9.2502
	<b>7</b>	16,495	8.7873			
	<b>8</b>	16,626	8.8571			
<b>1(c)</b>	<b>9</b>	16,755	8.9258	<b>2</b>	17,711	9.4351
	<b>10</b>	16,863	8.9833	<b>3</b>	18,065	9.6237
	<b>11</b>	17,007	9.0600			

# Former Ancillary and General Staff effective from 1st April 2018.

**OSP= Old Spine Point    NSP= New Spine Point**

Scale	1st April 2018			NSP	1st April 2019	
	OPS	Salary £	Hourly Rate £		Salary £	Hourly Rate £
2	11	17,007	9.0600	3	18,065	9.6237
	12	17,173	9.1485	4	18,426	9.8160
	13	17,391	9.2646			
3	14	17,681	9.4191	5	18,795	10.0126
	15	17,972	9.5741			
	16	18,319	9.7590	6	19,171	10.2129
	17	18,672	9.9470			

# NJC Salary Scales with effective from 1st April 2019.

Scale	OPS	1st April 2018		NSP	1st April 2019	
		Salary £	Hourly Rate £		Salary £	Hourly Rate £
4	18	18,870	10.0525	7	19,554	10.4169
	19	19,446	10.3594	8	19,945	10.6252
	20	19,819	10.5581	9	20,344	10.8377
				10	20,751	11.0546
	21	20,541	10.9427	11	21,166	11.2756



# Former Ancillary and General Staff effective from 1st April 2018.

**OSP= Old Spine Point    NSP= New Spine Point**

Scale	1st April 2018			1st April 2019		
	OPS	Salary £	Hourly Rate £	NSP	Salary £	Hourly Rate £
5	22	21,074	11.2266	12	21,589	11.5010
				13	22,021	11.7311
	23	21,693	11.5564	14	22,462	11.9661
	24	22,401	11.9336	15	22,911	12.2053
				16	23,369	12.4492
	25	23,111	12.3118	17	23,836	12.6980

## **Grounds Maintenance Staff** effective from 18th December 2018.

<b>Team Supervisor</b>	Scale 5	(SCPs 22-25)
<b>Assistant Team Supervisor</b>	Scale 3	(SCPs 14-17)
<b>Grounds Person Grade 3</b>	Scale 2	(SCPs 11-13)
<b>Grounds Person Grade 2</b>	Scale 1(c)	(SCPs 9-11)
<b>Grounds Person Grade 1</b>	Scale 1(a)	(SCPs 4-6)

# Peripatetic Instrumental Tutors effective from 1st September 2010.

## Unqualified Tutors, in post at 1st October 1990

Pay Scales for Unqualified Teachers:  
points M1 to M6

Scale	Salary £
M1	22,022
M2	23,763
M3	25,674
M4	27,649
M5	29,828
M6	32,186
	33,313 <sup>1</sup>
	34,478 <sup>1</sup>

## Unqualified Tutors, appointed after 1st October 1990

Scale	Salary £
M1	22,022
M2	23,763
M3	25,674
M4	27,649
M5	29,828

## Qualified Tutors, appointed after 1st October 1990

Pay Scales for Qualified Teachers:  
points M2 to M6

Scale	Salary £
M2	23,763
M3	25,674
M4	27,649
M5	29,828
M6	32,186
	33,313 <sup>1</sup>
	34,478 <sup>1</sup>

The Education Authority may award only one of five Management Allowances to a Music Tutor. A Management Allowance should not be awarded to a Music Tutor for a duty which is already required by the Music Tutor job description. Where a Music Tutor in receipt of a Management Allowance assumes further additional responsibility, the Education Authority may award a Management Allowance of a higher value [JNC Circular No 194 Addendum dated 13 May 2011 refers].

1. To allow for the award of Staff Development Progression

## Staff Undertaking Management Duties [JNC Circular No 194 – Addendum dated 13 May 2011 refers]

Instrumental Music Tutors appointed to posts of responsibility to undertake management, leadership and co-ordinating duties within the Music Service are entitled to receive an additional management allowance as detailed below.

Level of Management Allowance	Annual Allowance £	
	1st September 2013	1st September 2014
<b>Level 1 Management Allowance</b>	1865	1884
<b>Level 2 Management Allowance</b>	3768	3806
<b>Level 3 Management Allowance</b>	6471	6536
<b>Level 4 Management Allowance</b>	8914	9003
<b>Level 5 Management Allowance</b>	12,030	12,150

The Education Authority may award only one of five Management Allowances to a Music Tutor. A Management Allowance should not be awarded to a Music Tutor for a duty which is already required by the Music Tutor job description. Where a Music Tutor in receipt of a Management Allowance assumes further additional responsibility, the Education Authority may award a Management Allowance of a higher value [JNC Circular No 194 Addendum dated 13 May 2011 refers].

## Allowances effective from 1st April 2018.

		2018 (£)	2019 (£)
<b>Special Education Needs Allowance</b> <i>(for Staff on Protection)</i>	<i>Recognised/Qualified:</i>	1264	1289
	<i>Unqualified:</i>	927	945

### Laboratory/Workshop Technicians

<b>Laboratory Technician's Certificate Allowance</b>	205	209
<b>Laboratory Technician's Advanced Certificate Allowance</b>	149	152

<b>First Aid Allowance</b>	311 <small>per annum (pro rata)</small>	317 <small>per annum (pro rata)</small>
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	2018
<b>Call-Out Payment for Maintenance Staff Employed in the Transport Service</b>	£21.03

## **Allowances** effective from 1st April 2018.

<b>Staff in Residential Establishments</b>	<b>2018 (£)</b>	<b>2019 (£)</b>
<b>Sleeping in Duty Payments</b>	35.37	36.08
<b>Social Workers Standby Duty Allowance (per session) ?</b>	28.46	29.03
<b>Disturbance Element</b>	19.00	

## **Allowances** effective from 1st April 2018.

### **Payment to Building Supervisors (formerly designated Caretakers) for Electoral Duties**

	<b>2018 (£)</b>	<b>2019 (£)</b>
<b>1 - 2 (9.25 hours)</b>	87.13	92.62
<b>3-4 (12.45 hours)</b>	117.27	124.66
<b>5 plus (13.30 hours)</b>	125.27	133.17

Note: With effect from 1 April 2019, a new NJC pay spine was introduced. SCP 14 became new SCP 5, therefore the rates for Building Supervisors for Electoral duties will now be based on new SCP 5.

## Transport Allowances effective from 1st April 2010.

<b>Motor Car Allowances</b>	<b>451cc to 999cc</b>	<b>1000cc to 1199cc</b>	<b>1200cc to 1450cc</b>	
<b>Lump Sum per Annum</b>	£846	£963	£1,239	<b>Essential Users</b>
<b>Per Mile: first 8,500 miles</b>	36.9p	40.9p	50.5p	
<b>Per Mile: after 8,500 miles</b>	13.7p	14.4p	16.4p	
<b>Per Mile: first 8,500 miles</b>	46.9p	52.2p	65.0p	<b>Casual Users</b>
<b>Per Mile: after 8,500 miles</b>	13.7p	14.4p	16.4p	

**Revision of Pedal Cycle Rate of Mileage** effective from 1st April 2014.

20p per mile



# Meals and Out of Pocket Expenses effective from 1st January 1997.

## Subsistence Allowances

<b>Breakfast</b>	£4.48
<b>Lunch</b>	£6.17
<b>Tea</b>	£2.43
<b>Evening Meal</b>	£7.64

## Meal Charges

Resident and Non-Resident Staff

<b>Breakfast</b>	£0.61
<b>Lunch</b>	£1.09
<b>Tea</b>	£0.32
<b>Evening Meal</b>	£0.48

## Out of Pocket Expenses

Residential Training Courses

<b>Per Night</b>	£3.63
<b>Per Week</b>	£14.55

# Sick Leave

<b>Years of Service</b>	<b>Entitlement</b>
<b>During 1st year of service</b>	1 month's full pay* – 2 months half pay
<b>During 2nd year of service</b>	2 months full pay – 2 months half pay
<b>During 3rd year of service</b>	4 months full pay – 4 months half pay
<b>During 4th and 5th year of service</b>	5 months full pay – 5 months half pay
<b>After 5 years of service</b>	6 months full pay – 6 months half pay

\* after completing four months of service.

# Annual Leave Entitlement effective from 1st April 2009.

<b>Spinal Points/Range</b> (or Equivalent Salary)	<b>Minimum Entitlement</b>	<b>After 5 Years Service</b>
<i>Scales 1(a), 1(b), 1(c), 2/Clerk Typist/Clerical Officer/ Senior Clerical Officer/Technician 1/Technician 2:</i>		
<b>Spinal Points/Range 6-17</b>	21 days	28 days
<i>Executive Officer/Technician 3:</i>		
<b>Spinal Points/Range 18-25</b>	21 days	29 days
<i>Senior Executive Officer/Administration Officer/Technician 4:</i>		
<b>Spinal Points/Range 26-36</b>	23 days	30 days

# Annual Leave Entitlement effective from 1st April 2009.

<b>Spinal Points/Range</b> (or Equivalent Salary)	<b>Minimum Entitlement</b>	<b>After 5 Years Service</b>
<i>Senior Administration Officer/Assistant Principal Officer/Principal Officer:</i>		
<b>Spinal Points/Range 38-49</b>	25 days	31 days
<i>Senior Principal Officer/Education Officer/Assistant Senior Education Officer/Head of Department:</i>		
<b>Spinal Points/Range 49 and over</b>	27 days	33 days

## **Special Leave** detailing causes of absence and recommended leave.

- 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.
- 3. Attendance at funeral other than that of a relative.** Annual Leave/Unpaid Leave.
- 4. Marriage.** 5 days' special leave with pay.
- 5. Attendance at a wedding.** Annual Leave/Unpaid Leave.
- 6. Serious illness of a member of the employee's household.** One day's leave with pay. Any additional days - Annual Leave/Unpaid Leave.
- 7. Wife's confinement.** 3 days' Paternity Leave with pay.
- 8. Burglary or serious damage to home e.g. flood, fire etc.** One day's leave with pay. Any additional days - Annual Leave/Unpaid Leave
- 9. Attendance and Revision for examinations.** Leave with pay in accordance with the Scheme Relating to Facilities for study for Approved Qualifications.
- 10. Attendance at interviews in connection with appointments within the Education Authority.** Leave with pay.
- 11. Attendance at interviews in connection with appointments outside the Education Authority.** Annual Leave/Unpaid Leave.

- 12. Attendance at Conference, meetings etc, where attendance is:**
- (a) as a nominated representative of the Education Authority:** Discretionary leave not applicable.
  - (b) for any other reason:** Annual Leave/Unpaid Leave.
- 13. Absence due to disruption of daily travel facilities e.g. flood, snow, transport strike.** Leave with pay but regard must be had to the individual circumstances.
- 14. Attendance at Ordination of Profession of near relative.**  
Annual Leave/Unpaid Leave.
- 15. Attendance at Court, as a witness, plaintiff or defendant.**  
Annual Leave/Unpaid Leave.
- 16. Attendance at Graduation Ceremony involving Education Authority employee or near relative.** Annual Leave/Unpaid Leave.
- 17. Participation as an amateur in sporting events (international standing only).** To be determined by Education Authority.
- 18. Accompanying spouse on special visit to a medical consultant or parent accompanying own child on special visit to medical consultant.** Annual Leave/Unpaid Leave.
- 19. Accompanying own child to receive Duke of Edinburgh Gold Award.** Annual Leave/Unpaid Leave.

- 20. Attendance at musical festivals, feis, etc, as a competitor:** To be determined by Education Authority.
- 21. Time off for Public Duties as defined in Industrial Relations Order (NI) No.2 1976.** Leave with pay less any loss of earnings payment received for attendance. Limited to a maximum of 10 days per year.
- 22. Acting as Presiding Officer, Polling Clerk etc, at an election.** Annual Leave/ Unpaid Leave.

## Maternity Leave and Pay

### Notification of Pregnancy

An employee is obligated to notify the board in writing of their pregnancy by the 15th week before the baby is due.

### Maternity Leave Entitlement

52 weeks maternity leave, of which 39 weeks may be paid as either Occupational Maternity Pay (**OMP**) and/or Statutory Maternity Pay (**SMP**). The remaining 13 weeks Additional Maternity Leave (**AML**) will be unpaid.

### Transfer of Maternity Leave

The biological father of the child and/or the mother's husband or partner (including same-sex partner or civil partner) who has or is expected to have the main responsibility for the child's upbringing, apart from any responsibility of the mother, could have the right to take between 2 to 26 weeks Additional Paternity Leave (**APL**) in addition to the Ordinary Paternity Leave they may be entitled to. This leave can be taken from 20 weeks after the child is born and must finish before the child's first birthday. **The mother must have returned to work before the father/partner can take APL.**

## 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.

## **Paternity/Adoption/Parental Leave Provision**

Full details can be obtained in JNC circular No.118 and No.119 Adoption and Circular No.120 on Parental Leave.





# Something Changed?

Have you got a new mobile number?

Moved house, new address?

Maybe you have transferred to a new workplace, got a new job

Let us know, so we can update your details as soon as possible.

Complete our online form visit this link on our website:

<https://nipsa.org.uk/index.php/Update-1>

or alternatively  
scan the QR code



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