

Pay award information – learning and teaching

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Pay award details

CoSLA (Convention of Scottish Local Authorities) and Trade Unions have agreed in principle the pay award for learning and teaching groups (Teachers, QIOs, Instructors, Educational Psychologists, and Education Support Officers) across Scotland.

- The agreed pay award is **an uplift of 4.27%** and covers the period 1 August 2024 to 31 July 2025.
- **Updated pay scales for learning and teaching:**
https://www.snct.org.uk/wiki/index.php?title=Part_2_Appendix_2.1_-_Revised_0323
- This pay award applies to Teachers, QIOs, Instructors, Educational Psychologists, and Education Support Officers.
- The pay award will be pro-rated for colleagues who work part-time hours.

Pay award information

Due to the timing of the agreement being reached and signed-off nationally, and our local commitment to launch our new HR Payroll system in October, it means that you should receive your pay increase, in full, with your November salary.

Colleagues in scope should receive their back-pay on **Thursday 28 November 2024**.

Tax, national insurance, Universal Credit, and benefits

You'll pay more tax and national insurance due to the changes to your pay. This will impact colleagues in different ways, in some cases, may cause colleagues to enter a different tax banding.

The 2024-25 tax banding and national insurance rate will apply to all payments made in November 2024.

It's your responsibility to ensure your tax code is correct to ensure you are paying the right amount of tax. More details about tax can be found on the HMRC webpage and if you have any queries about your circumstances contact HMRC directly, askHR is not able to provide tax advice to individuals.

HMRC guidance on tax: www.gov.uk/topic/personal-tax/income-tax

You should never compare payment amounts with your colleagues, as there are so many variables such as tax or pay elements that can affect this.

Universal Credit impact

Varying pay periods and Universal Credit

If your pay date varies and you're on Universal Credit, this may mean that you're classed as having more earnings in an assessment period than expected.

If you get two sets of wages during one assessment period, for example, due to being paid early in December, it may be possible to move one of your payments to a different assessment period. If this happens you should contact your Work Coach as soon as possible through your UC journal and ask them to move one of your payments.

Pay awards and Universal Credit

- If you receive Universal Credit (UC) **the amount you get changes if your take-home pay changes** - this includes awards of backdated pay.
- If you get additional pay such as a **pay award** within a UC assessment period (month), your UC payment will **either be less** than you normally receive **or your income may be too high** to qualify for a payment.

Universal Credit is calculated based on your personal circumstances. Because of this we, as your employer, do not know if, or how, you'd be affected by this.

The 2024 to 2025 pay award will be paid on Thursday 28 November 2024, including backpay to 1 August 2024.

This increase in pay, and backdated payment, means you'll either:

- Receive less UC than normal or
- You may even earn too much to qualify, and your UC claim will stop. If your claim does stop, you will see a message on your journal telling you about this.

We're sorry but it's not possible to offer colleagues payment by instalment for back pay resulting from the pay award.

How to reclaim Universal Credit

If UC payments stop because you have had additional pay, you must start up your claim again. You should do this as soon as you can to make sure you do not miss out.

1. Log into your UC journal and select the **Reclaim** tab. You'll find this at the bottom of the screen.
2. This will take you to a new screen where you'll be asked to answer a few simple questions.

If you have any problems doing this, contact your Work Coach or visit your local Job Centre Plus.

Access your Universal Credit Journal: <https://www.gov.uk/sign-in-universal-credit>

For an overview of Universal Credit visit: www.gov.uk/universal-credit

Universal Credit help and support

You can get independent help and advice about Universal Credit from:

Citizens Advice Scotland at: www.citizensadvice.org.uk/scotland/

The Advice Shop at: <http://www.edinburgh.gov.uk/advice-shop>

Email: advice.shop@edinburgh.gov.uk

Phone: 0131 200 2360

Student loan impact

Student loans will be affected if your salary goes above the earnings threshold. The earnings threshold amount is dependent on the type of repayment plan you have.

Student loans guidance: www.gov.uk/repaying-your-student-loan/what-you-pay

Court orders, earnings, and arrestment

Earnings arrestments are calculated based on your personal circumstances. Because of this we, as your employer, do not know how, or if, you may be affected.

Earnings arrestments table guidance: www.legislation.gov.uk/ssi/2018/345/made

Pension contribution rates

Pension contribution rates for SPPA will automatically be updated in November 2024 in line with changes to salary.

Long term leave or absences, and overpayments

It's the manager's responsibility to contact and communicate the pay award information to all in scope employees currently absent from the workplace. This includes employees who are ill, on maternity leave, paternity leave, special leave, career breaks, external secondments or who may be precautionary suspended from the workplace.

Payment will not be made for periods of unpaid leave.

Organisation leavers

Leavers in November 2024 - no action required to claim payment

- If you leave the organisation in November, then you'll receive your increased monthly pay and back pay in your final pay on Thursday 28 November 2024.
- You don't need to take any action to submit a request for payment of the 2024 to 2025 pay award.

Leavers between August and October 2024 - action required to claim payment

- Organisation leavers are in scope for back-dated pay awards, subject to recovery of any outstanding overpayments.
- If you leave the organisation and you receive your final pay between August and October 2024, you'll need to submit a request for payment of the 2024 to 2025 pay award. (Please follow the instructions below on '**How to claim payment**'.)
- We aim to make payment to leavers who submit a claim request on **Thursday 30 January 2025**.

How to claim payment

Details on how to claim payment are available on the Learning and Teaching pay award web page:

<https://www.edinburgh.gov.uk/work-us/pay-award-2023-2024/2>

Team budget impact for managers

The cost of the pay award will be added to budgets for City of Edinburgh Council-funded posts.

Payroll cut off dates

To allow processing time for the pay award during the month of November 2024 the following will apply to monthly paid employees.

- Submissions for claims or change to employee contracts must be submitted by **Thursday 7 November 2024**.
- Any requests for change received after 7 November will not be processed until December 2024 payroll.

Further information

On Monday 23 September 2024, an [employee communication](#) was issued containing links to further information.

Employees with no access to ICT systems received an email communication if they'd signed up to receive employee comms to their home email address.

You should direct all queries to your manager in the first instance if the communications or information does not answer your query.

As systems and payroll activities to deliver the changes to pay are ongoing, we're sorry but it's not currently possible to provide information on payments for individual employees.