

# Pay award information – learning and teaching

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## Pay award details

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

The pay award is in three parts and covers the period 1 April 2022 to 31st July 2024

Salary point at time of pay award	From 1 April 2022 to 31 March 2023	From 1 April 2023 to 31 December 2023	From 1 January 2024 to 31 July 2024
Salary points below £80,000	7%	5%	2%
Salary points above £80,000	A flat uplift of £5,600	A flat uplift of £4,000	A flat uplift of £1,600

The pay award will be pro-rated for colleagues who work part-time hours.

This pay award applies to Teachers, QIOs, Instructors, Educational Psychologists, and Education Support Officers.

## Pay award information

The 2022-23 pay award, effective from 1 April 2022 to 31 March 2023, was paid to colleagues in scope on **Thursday 27 April 2023**.

The first stage of the 2023-24 pay award, effective from 1 April 2023 to 31 December 2023, was paid to colleagues in scope on **Thursday 27 April 2023**.

The second stage of the 2023-24 pay award, effective from 1 January 2024 to 31 July 2024, will be paid to colleagues in scope on **Thursday 25 January 2024**.

**Updated pay scales for learning and teaching:** [www.snct.org.uk/wiki/index.php?title=Part\\_2\\_Appendix\\_2.1\\_-\\_Revised\\_0422](http://www.snct.org.uk/wiki/index.php?title=Part_2_Appendix_2.1_-_Revised_0422)

## 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.

**Stage one of the 2023-24 pay award (April 2023):** The 2023-24 tax banding and national insurance rate will apply to all payments made in April 2023.

**Stage two of the 2023-24 pay award (January 2024):** The 2023-24 tax banding will apply to all payments made in January 2024. Changes to national insurance contribution rates effective 6 January 2024 will apply to all payments made in January 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](http://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

If you receive Universal Credit (UC) the amount you get changes if your take-home pay changes. This includes pay awards.

If you get additional pay within a Universal Credit assessment period (month), your Universal Credit 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 how, or if, you may be affected.

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](http://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/](http://www.citizensadvice.org.uk/scotland/)

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

**Email:** [advice.shop@edinburgh.gov.uk](mailto:advice.shop@edinburgh.gov.uk)

**Phone:** 0131 200 2360

### Student loan impact

Student loans will be affected if your salary goes above the threshold. The current salary threshold is £25,000.

**Student loans guidance:** [www.gov.uk/repaying-your-student-loan/what-you-pay](http://www.gov.uk/repaying-your-student-loan/what-you-pay)

### Court orders, earnings, and arrestment

Earnings arrestment's 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 arrestment's table guidance:** [www.legislation.gov.uk/ssi/2018/345/made](http://www.legislation.gov.uk/ssi/2018/345/made)

## Pension contribution rates

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

## Long term leave or absences, and overpayments

It's the managers' 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.

## 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 January 2024 the following will apply to monthly paid employees.

- Submissions for claims or change to employee contracts must be submitted by **Monday 8 January 2024**.
- Any requests for change received after 8 January will not be processed until February 2024 payroll.

## Further information

On Thursday 16 March 2023, an employee communication was issued containing links to further information.

Employees with no access to ICT systems received a communication with their paper payslip in April 2023 and 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, it's not currently possible to provide information on payments for individual employees.