

# JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

16 August 2002

## **Joint Council Circular No. 53 – Addendum 1 Revised August 2002 (Original dated 1 June 2001)**

**Classroom Assistants and other Term-Time Only Staff in Schools  
(Secretaries and Technicians): Joint Negotiating Council Circular No 53  
dated 12 March 2001 refers**

1. JNC Circular No 53 promulgated the Agreement for classroom assistants and other term-time only staff in schools (secretaries and technicians). The Joint Secretaries of the Joint Negotiating Council have made the following determinations on the application, implementation and interpretations of the Agreement.

### ***Staff Covered***

2. The Joint Secretaries confirm that the Agreement covers the following other school based staff on term-time contracts and who are not in receipt of a retainer fee – Library Assistants, General/Domestic Assistants, Bath Assistants and any other miscellaneous term-time school based staff. (Note: Nursery Assistants are not covered by this circular)

### ***Late Applications***

3. The Joint Secretaries agree that the requirement on staff to return their options form by the deadline date of 2 April 2001 was for administrative purposes and not a requirement of the Agreement. It has been further agreed that all applications received up to Monday, 30 April 2001 will be accepted. Staff covered by paragraph 2 above will be given a period of 3 weeks to exercise their options in line with the Agreement.

### ***Annual Leave/Unpaid Leave***

4. The Joint Secretaries confirm that under 2.1(b) of the Agreement it is open to staff, from the date of this Circular, to seek to cover any school closure period, or any part thereof, with annual leave, unpaid leave or a combination of both. The normal rule that unpaid leave will only be granted when annual leave entitlement is exhausted will not apply to staff covered by the Agreement.

**Temporary Contracts**

5. The Joint Secretaries have agreed that the following principles will apply in the review of term-time temporary contracts with a view to confirming staff on permanent contracts.

*Any member of staff who has one year's continuous service or more by 31 March 2001 with their school will be confirmed as permanent.*

For the purpose of calculation of this period the following periods will be counted towards such entitlement.

- (a) incapable of work in consequence of sickness or injury;
- (b) absent from work on account of a temporary cessation of work;
- (c) absent from work in circumstances such that, by arrangement or custom, (s)he is regarded as continuing in the employment of his/her employer for any purpose;
- (d) absent from work wholly or partly because of pregnancy or childbirth.

**Consultation with Trade Unions at Local Level**

6. Boards will take forward a process of consultation with the relevant trade unions at local level.

Circular No. 53 – Addendum 1

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