



# ABERDEEN

## CITY COUNCIL

### Protocol on the use of Recruitment and Retention Incentive Payments for Teachers

July 2013

## **Introduction**

On occasion, it may prove difficult to recruit the appropriate candidates to teaching posts in a particular sector, subject area or school. In order to ensure that pupils within Aberdeen City Council schools receive the best possible learning experience and that the Council can comply with the class size maxima set out in the SNCT Terms and Conditions of Employment for Teachers, it may be necessary to consider offering an additional incentive payment to attract high quality candidates to hard to fill posts in the City.

## **General Principles**

Recruitment and Retention Incentive Payments should only be offered where one or more of the following criteria are met:

- It has not been possible to recruit to the post(s) through a number of recruitment cycles
- The post is in a subject that has been identified as hard to fill
- There are no other options open to the Authority in terms of sourcing appropriate candidates
- There is a real risk of schools not being appropriately staffed
- There is a real risk the Authority will be unable to comply with the class size maxima as set out in the SNCT terms and conditions of employment for teachers.
- As the purpose of the scheme is to attract additional teachers to the City, it will not be payable to teachers who are currently under contract within the City. In circumstances in which a teacher already employed within the City moves into a post in another school which has been deemed difficult to fill due to a lack of applicants for a particular establishment, the Director has the discretion to apply the payment, in consultation with HR.

## **Provisions of the Scheme**

- The amount payable under the scheme will be £5,000 in total, paid in two instalments; £3,000 will be paid on commencement of employment with the remaining £2,000 being paid on completion of 3 years' satisfactory service. Satisfactory service means that no competence, conduct or capability issues have been raised formally with the individual. If the individual is at any time during the first 3 years managed under a formal competence, conduct or capability process, the 2<sup>nd</sup> instalment will not be paid.
- Payment will be by means of an ex gratia payment paid through the Council payroll and will be subject to Tax and National Insurance deductions.
- Teachers leaving the employment of the Council during the first 3 years will be liable to repay an element of the recruitment incentive payment in line with the following schedule:

< 6 months service	100%
6-12 months service	75%
13-24 months service	50%
25-36 months service	25%