



Timelines for Implementation – Campus Trade Unions will ballot members in relation to the offer. The University has asked for those results to be communicated **by 22 July 2022** to enable implementation of the offer within salary paid at the end of August. A result after that date will delay implementation.

Contents:

- A. Summary of the offer for CCS staff
- B. Appendices
 - I. Proposed salary scales from 1 August 2022 – APM, O&F, TS & CCS – Levels 1-3
 - II. Eligibility for incremental progression

A. Summary of the Core Offer Elements for Child Care Services Staff

CCS Services Staff offer includes item 1, 5 & 6 from the O&F, TS & APM Level 1-3 offer described in Section A. This covers the cost-of-living increase and the schedule of improvements to annual leave and pension provision.

In addition, the standard maximum spine point for both CCS1 and CCS2 will increase by one spine point effective from 1 August 2022. The salary scale for CCS staff is shown in **Appendix 1**. This means that the standard maximum for:

- CCS1 – will be SP13
- CCS2 – will be SP20

*Subject to the eligibility criteria outlined in **Appendix 2**.

Note: Staff who do not receive an increment due to being above the new standard maximum for their level will receive a non-consolidated bonus as at 1 August 2022 equal to the value of an increment*

1. Additional Annual Leave

Current	Year 1	Year 2	Year 3
25 Days	26 Days	26 Days	27 Days

The University will increase the FTE annual leave allowance for to 26 days in year 1 and 27 days in year 3*.

* Additional annual leave in years 1 and 3 are effective the start of the next leave year for the staff group eg 1 October 2022 and 1 October 2024)

- All staff receive Bank and University Holidays, additional leave is pro rata for part-time colleagues

Area of Joint Working: To consider whether the University could further increase the annual leave provision for staff at Levels 1 -3, to potentially achieve 30 days in future years, the University, Unison, Unite and local managers commit to undertake joint working to explore the changes in working practices required to satisfy all parties this could be a workable change to terms and conditions.

Note: staff at Levels 4-7 are required to reasonably work the hours required to deliver the role (including no accumulation of TOIL and cover for colleagues within normal working time).

2. CRSP Pension Increases to Employee and Employer Maximum Contribution Rates

The University offer a staged increase to the maximum rate of employee and employer contributions, as detailed below.

Year	Max Employee Contribution	Max matched Employer Contribution	Total Max Contribution
Current	5%	10%	15%
Year 1 (from 1 August 2022)	6%	12%	18%
Year 2 (from 1 August 2023)	7%	14%	21%
Year 3 (from 1 August 2024)	8%	16%	24%

3. Rates of Pay for Onsite Bank Holiday and University Holiday Working

Double time will be payable for all hours worked on Bank Holidays and University Holidays for all staff at Levels 1 - 3. This rate will apply equally to both full-time and part-time staff and for all hours worked on those days.

Appendix 1 – Proposed Salary Scales from 1 August 2022

			Point	Salary From 1 August 2021	Salary From 1 August 2022				Current O&F Scales not in use from 1 August 2022		Child Care Services Pay Scale											
			3	17338	18898	Spine points 3-7 not in use from 1 August 2022			O&F1-A	O&F1-B	<table border="1"> <tr><th colspan="2">Child Care Services Pay Scale</th></tr> <tr><th>Minimum</th><td rowspan="3">CCS1</td></tr> <tr><th>Standard Max</th></tr> <tr><th>Supermax Range</th></tr> <tr><th>Minimum</th><td rowspan="2">CCS2</td></tr> <tr><th>Standard Max</th></tr> <tr><th>Supermax Range</th></tr> </table>		Child Care Services Pay Scale		Minimum	CCS1	Standard Max	Supermax Range	Minimum	CCS2	Standard Max	Supermax Range
Child Care Services Pay Scale																						
Minimum	CCS1																					
Standard Max																						
Supermax Range																						
Minimum	CCS2																					
Standard Max																						
Supermax Range																						
			4	17596	19092																	
			5	17901	19333																	
			6	18212	19578																	
			7	18529	19863																	
			8	18852	20134	Level 1 Minimum	O&F1	APM1	TS1													
			9	19209	20400																	
			10	19623	20761																	
			11	20092	21197	Level 1 Standard Max																
			12	20600	21630	Level 1 Supermax																
TS2	APM2	O&F2	Level 2 Minimum			13	21135	22149														
						14	21686	22662														
						15	22254	23144														
						16	22847	23715														
						17	23487	24285														
			Level 2 Standard Max			18	24174	24948														
			Level 2 Supermax Range			19	24871	25642														
						20	25627	26396						Level 3 Minimum	O&F3	APM3	TS3					
			21	26341	27131																	
			22	27116	27929																	
			23	27924	28762																	
			24	28756	29619																	
			25	29614	30502																	
			26	30497	31412																	
Level 3 Standard Max			27	31406	32348																	
Level 3 Supermax Range			28	32344	33314																	
			29	33309	34308																	
			30	34304	35333																	

Appendix 2 – Incremental Progression Eligibility

Eligibility Criteria: Staff will be eligible for the uplift/non-consolidated payment where they:

- have demonstrated satisfactory performance
- started employment before 1 May 2022 (subsequently 1 May 2023 and 1 May 2024 for years 2 and 3), and
- are in employment with the University on the payment date eg August or September pay date in the respective year