

To: All Supply Teachers in Perth & Kinross Council

Subject: SNCT JS 20/78 - Supply Teachers Job Retention Payment

As stated in the above [circular](#), you may be entitled to a supply retention payment. If you have been employed by Perth & Kinross Council as a Supply Teacher, and have been engaged between 1 January to 31 March 2020, but were not in contract as at 20 March 2020, a retention payment should be made. We are currently gathering information to comply with this request. Please refer to the information detailed below which confirms the arrangements in place and if any action is required by you at this time.

(1) You have not been engaged on supply beyond 20 March 2020

A retention payment will be processed automatically to you. This will be based on timesheets you have submitted between 1 January 2020 to date last worked.

(2) You are engaged on supply but the contract will naturally end before 1 July 2020

Supply Teachers currently in contract are still expected to carry out duties allocated by the Head Teacher from home. To allow payment to be made, your timesheet must be submitted for the hours originally assigned to the Head Teacher. Your claims should still be submitted on a monthly basis, in line with the scheduled pay periods and deadline dates previously published. This information can be found on our website under [Pay, Pensions and Salary Scales](#)

On your last timesheet please mark up that the Engagement has come to an end. The Payroll Team will assess if a retention payment is due beyond this date.

(3) You are engaged on supply with no defined end date

Supply Teachers currently in contract are still expected to carry out duties allocated by the Head Teacher from home. To allow payment to be made, your timesheet must be submitted for the hours originally assigned to the Head Teacher. Your claims should still be submitted on a monthly basis, in line with the scheduled pay periods and deadline dates previously published. This information can be found on our website under [Pay, Pensions and Salary Scales](#)

Payment will be until the end of the school summer term.

Should you have any outstanding timesheets for work previously carried out, it is recommended you submit your claim to the appropriate Head Teacher now. It should be noted that due to the Easter Break and the short timescale for assessing the 3 month average this may not be included in the retention payment.

You can reach the Payroll team through our generic account EmploymentandPayroll@pkc.gov.uk

As we move through this unprecedented crisis we are calling on staff to cover in the Education Hubs (Children's Activity Centres) or volunteer for re tasking to other duties within the Council. If you are re tasked into another area of work, and are receiving a job retention payment, you will continue to be paid at your normal hourly rate of pay if hours worked are above the average hours paid.