

X NATIONAL  
COLLECTIVE  
AGREEMENT

for Private Schools of General  
Education or Regulated Education  
**which are neither Charter Schools nor  
otherwise Subsidised**

**Edita:**

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# Foreword ✓

Over recent years workers have seen how neoliberal policies have relentlessly eroded the Welfare State and our working conditions. The cuts and the labour reforms of 2010 and 2012 contributed to a model of precariousness that we have yet to overcome. If this was not enough, the employers' organisations and the other trade unions with representation in the sector signed the X Collective Agreement on the 22nd of June 2018 which as far as we are concerned perpetuates the situation of precariousness in the sector.

After years of salary freezes which remain unresolved in the new agreement, we have taken on our responsibility to defend dignified working conditions by refusing to give in to the employers' pretensions; we have not signed the collective agreement that neither provides for the needs nor the demands of the workers in the sector. As a result of limitation of the negotiation to purely matters of pay, there were a lack of changes in areas such as the working day, paid leave, equality, health and safety, union rights and so on.

CCOO Education Federation began the necessary legal action to counter the pernicious effects of a text that we consider detrimental to the interests of the workers. At the time of printing, we are awaiting a Supreme Court summons to a hearing to decide on the legality or otherwise of the clause that allows the non-application of pay rises depending of the number of students in the school.



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\* The English version is a translation of the original in Spanish for information purposes only. In case of a discrepancy, the Spanish original will prevail.



### CHAPTER I. Scope

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#### Article 1°. Territorial scope

The current Collective Agreement will be applied in all the territory of the Spanish State.

#### Article 2°. Functional scope

The current national collective agreement will cover private schools of general education or regulated education which are not subsidised by public funds, or are not charter schools, whatever the nature or nationality of the bodies that own the schools if they deliver any of the following educational activities:

- a) Pre-school education (integrated)
- b) Primary education
- c) Compulsory secondary education
- d) High school baccalaureate
- e) Vocational training as part of the education system

For the purposes of this collective agreement, integrated education businesses are those that deliver more than one type of teaching or level of educational activity

To be covered by this collective agreement, the businesses that deliver the first and/or second cycle of pre-school education must be part of integrated educational businesses that deliver, in addition to the types of education highlighted at the beginning of this paragraph, other types of education listed in the current article.

### **Article 3°. Staff scope**

The current collective agreement covers all staff with contracts of employment who work in centres indicated in article 2 of the current Collective Agreement.

In addition to the staff mentioned in the previous paragraph, the current collective agreement covers staff working in boarding schools which belong to the types of centres indicated in article 2 of the current Collective Agreement.

### **Article 4°. Term of the Agreement**

The current Collective Agreement will have validity from the day following its publication in the Official Spanish State Gazette (BOE). Once published, the economic aspects of the agreement will apply retroactively from 1st January 2014, with the exception of those outlined in Article 67 and those included in the First Transitional Clause.

The businesses will have a time limit of three months from the publication in the the Official Spanish State Gazette (BOE) of the current Collective Agreement to pay any corresponding backpay that may be due.

The duration of the Collective Agreement will be until 31st December 2020.

### **Article 5°. Smaller-scope agreements**

ESmaller-scope Collective Agreements that may be negotiated after the signing of this Collective Agreement shall expressly exclude negotiations regarding the following: trial periods, professional categories, types of contract, except in matters pertaining to adaptation to the company scope, disciplinary regime, minimum safety and hygiene measures and geographical mobility.

The collective agreements of companies or corporate groups shall only have priority of application over this state agreement or with respect to autonomous region agreements in the areas listed in article 84.2 of the Statute of Workers' Rights.

Furthermore, in the case of negotiations at autonomous region level, which would affect the scope of this conventional text, it will be necessary to obtain the agreement of the employers' organisations and unions authorised to negotiate on behalf of this specific sector. In any event the state Agreement will be deemed to be the default rule in any non-negotiated areas at autonomous regional level.

Organisations signing this Collective Agreement undertake that their union representatives and associated schools respect this provision.

## CHAPTER II. Denouncing, Revising and Extending the Agreement

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### Article 6°. Extension of the collective agreement

The current Collective Agreement will be extended for periods of one year from 1st January 2021 by tacit agreement in the case that the Collective Agreement, or any extension of it, has not been expressly denounced at least two months before the end of the period of validity by either of the signatory parties.

### Article 7°.- Denouncing and revising the collective agreement

Following the Collective Agreement being denounced, the signatory parties agree to begin negotiation no more than one month before the end of the expiry date of the agreement or any extension of it, notwithstanding anything to the contrary in the Workers' Statute with regards to this matter.

Until a new Collective Agreement is signed, the previous Collective Agreement will remain in force.

## CHAPTER III. Agreement Joint Committee

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### Article 8°. Constitution and functions

A Joint Committee will be formed for the interpretation, mediation and arbitration of the current Collective Agreement

The initial meeting will appoint the President and Secretary, whose functions will be respectively convening and presiding over meetings, and preparing minutes, registering and filing the issues discussed.

If the parties expressly agree to arbitration, the decision of the Joint Committee will be binding.

This Joint Committee, the sole one for the whole state, will be made up of organisations which are signatories of the Collective Agreement.

### Article 9°. Registered Office and Operation of the Committee

The agreements of the Joint Committee will be made by weighted voting based on the representativeness of each organisation at the negotiating table, requiring the approval of the majority of employer and union representatives.

The Joint Committee establishes its registered office, for the reception of questions which should be sent by registered delivery, at the following address: Calle Ferraz 85, 28008 Madrid.

The Joint Committee will meet every three months and extraordinarily when the majority of the organisations from one of the parties so request. In either case, the announcement of the meeting will be made in writing with at least five days' notice, indicating the agenda, the date of the meeting, with any necessary documentation attached. Only in urgent cases, agreed by both sides can the notice be shorter.

## **CHAPTER IV. Work Organisation**

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**Article 10°.** The legal entity or private individual heading up the school is responsible for the work discipline and organisation and will ensure that current legislation is adhered to, as well as in terms of the specific nature and provisions of each School. This shall be without prejudice to the information and participation rights that the workers' representatives are entitled to in accordance with current legislation.

**Article 11°.** Staff shall be obliged to carry out services as instructed by the School Head, throughout the entire working year, or contract term if this is shorter.

### CHAPTER I

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#### Article 12°. Staff categories

In order to bring the professional classification system into line with article 22 of the Statute of Workers' Rights and the reality of the unchartered private teaching sector, a new staff category system is established which involves replacing the system in the previous agreement, based exclusively on professional categories.

The new professional classifications are based on the existence of professional groups, with different positions included in each one. For these purposes, the previous categories are converted into new positions.

Staff hired in companies adhering to the Agreement shall do so in accordance with the following groups, which are shown for illustrative purposes, companies are not required to contract staff for all positions if this is not required:

#### GROUP I. TEACHING STAFF

- Senior teacher / Head of workshop or laboratory
- Asst. teacher, helper or teaching asst.
- Workshop or laboratory teaching assistant
- Preschool educator
- Instructor

## **GROUP II. COMPLEMENTARY SERVICES STAFF**

### **SUBGROUP A: Specialised staff:**

Specialised staff are classified in two levels, based on the degree of responsibility, functions and knowledge:

- LEVEL I. Comprises, inter alia, the following positions:
  - Counsellor
  - Doctor
  - Psychologist
  - Pedagogue
  - Librarian
  - Chaplain
  - Spiritual director
- LEVEL II. Comprises, inter alia, the following positions:
  - Speech therapist
  - Nurse

### **SUBGROUP B: Support staff:**

- Extracurricular activity instructor
- Teaching supervisor

**GROUP III. ADMINISTRATIVE STAFF**

- Head of Administration or Secretary
- Administrative Associate
- Clerk
- Office assistant or telephonist
- Intendent (annex IV only)
- Apprentice/Applicant (annex IV only)

**GROUP IV. GENERAL SERVICES STAFF**

- Janitor
- Governor
- Head chef
- Cook
- Clerk
- Driver
- Attendant
- Porter and cleaner
- General services employee
- Kitchen porter (annex IV only)
- Chef's assistant (annex IV only)
- Bellboy (annex IV only)

The definitions for the different positions are shown in Annex I, which forms an integral part of this Collective Agreement.

### **Article 13°. Temporary management posts**

Temporary management posts shall include the following:

- Director
- Deputy director
- Head of Studies
- Department Head

These positions are temporary and therefore their duration shall be determined by the time during which the company tasks the individual with the responsibilities specific to the post. Once the temporary appointment has concluded, the employee will return for all intents and purposes to the position for which they were contracted.

The definitions for the different temporary management positions are shown in Annex I, which forms an integral part of this Collective Agreement.



## Contracting

### **Article 14°. General provisions**

The staff included in the scope of this Agreement shall be recruited freely by contract between the employee and the management of the school.

Employment contracts, whatever their type, must be drawn up in writing, copies of which shall be held by the recruiting party and the remaining competent bodies, in accordance with prevailing legislation. Furthermore, basic copies of each contract shall be submitted to the workers' representatives as per prevailing legislation.

Schools may recruit staff through any of the formats provided for in the prevailing legislation or any other modality enacted into law during the term of this Agreement. The Joint Committee is authorised to study and propose any possible adaptations or modifications in accordance with the possible legislative changes, calling a meeting of the Negotiation Committee to secure approval.

Employees with no written contract shall be deemed permanent staff at the end of their trial period, unless it is demonstrated that their relationship is not work related.

### **Article 15°. Automatic conversion to permanent contract**

Once the legally established maximum period has elapsed or the contracted work has been completed, provided no complaint has been filed and the employee continues rendering services, their contract will be considered tacitly extended on a permanent basis, unless proof is provided to the contrary certifying the temporary nature of the work.

Also entitled to permanency are those employees who have been under contract for more than twenty-four out of thirty months, regardless of continuity, in the same or a different position with the same company or group of companies, by means of two or more temporary contracts, directly entered into or arranged through recruitment agencies, with the same or different fixed-term contract modalities, as established in the prevailing Statute of Workers' Rights. This is not applicable to training contracts, relief contracts or substitutions.

### **Article 16°. Substitution contracts**

These are contracts entered into to substitute an employee who is entitled to reserve their post, or to temporarily cover a position during a recruitment or promotion process until the final appointment is made. The contract shall specify the name of the substitute and the reasons for the substitution.

### **Article 17°. Project-based contracts**

These contracts are for the purpose of completing a specific project, autonomously and substantively within the company's activity and, although these contracts have a time limit, the duration is initially uncertain.

Within the scope of this agreement, without prejudice to any other application or legally permitted use, the following can also be covered with contracts of this nature:

- Teaching subjects from study plans that are being phased out or are not included in new study plans.
- Teaching at levels that the company has decided to phase out, until these are fully wound down.
- Teaching extracurricular activities.

This type of contract can be used for recruiting administrative and general services staff, provided the services are rendered autonomously and substantively within the company activity.

These contracts should clearly determine the nature of the contract and specify the task or tasks constituting the purpose thereof. Their duration will be the time taken to perform the task or service, which cannot exceed 4 years.

The employee, upon completion of the contract, shall be entitled to receive the economic compensation established at the time under prevailing legislation.

### **Article 18°. Temporary contracts**

This kind of contract is entered into to deal with circumstantial market demands, accumulated tasks, etc., even if these correspond to the company's usual activity. The duration of this type of contract shall be a maximum of twelve months within a period of eighteen months from the date the need for recruitment arose. As long as this maximum duration has not elapsed, this contract can be extended once only. These contracts must clearly state the reason thereof. This type of contract cannot be used for more than two consecutive school years.

The employee shall be entitled to receive the economic compensation established at the time under prevailing legislation.

### Article 19°. Internship contracts

Internship contracts can be entered into with persons holding a university degree or intermediate or higher level vocational training diploma, or other legally-recognised equivalent in accordance with the prevailing laws regulating the education system, or professional certification enabling them to practice professionally. Internship contracts can only be entered into within the five years immediately subsequent to the issuance of the candidate's last qualification, or seven years in the case of an employee with a disability.

The duration of this type of contract shall be for a minimum of 6 months and a maximum of 2 years, and it can be extended twice until this maximum limit is reached.

During the first and second year of this type of contract, respectively, the remuneration is 85% or 95% of the salary set forth in the collective agreement for an employee working in the same or an equivalent post.

The trial period on this type of contract shall be stipulated in the job agreement.

If, upon completion of the contract, the employee were to remain within the company, a further trial period cannot be set for the same or a similar post, taking into account the duration of the internship for seniority purposes.

Only one internship contract, including extensions, can be arranged for any one qualification held.

Internship recruitment processes shall apply the criteria of prevalence, in equal conditions for men and women, in order to tend towards gender parity within the same professional group.

### Article 20°. Training and apprenticeship contracts

Training and apprenticeship contracts are aimed at professional qualification of employees in a regime which alternates remunerated work activity in a company with training received within the framework of a programme of professional training for work or the education system.

The minimum duration of this type of contract is 6 months and the maximum is three years.

For the first year, remuneration of employees contracted for training and apprenticeship shall be the average interprofessional wage proportional to the time effectively worked. For the second year and third, if applicable, remuneration will be the average interprofessional wage regardless of the time allocated to theoretical training.

The time effectively worked, which must be compatible with the time dedicated to training activities, cannot be more than 75% of the maximum working hours planned during the first year, or 85% during the second and third years. These employees cannot work overtime, unless in the case set forth in article 35.3 of the Statute of Workers' Rights. Nor can these employees work nights or do shift work.

In the event that the employee were to remain in the company at the end of the contract, a further trial period cannot be set for the same post, taking into account the duration of the previous contract for seniority purposes, and appointing them to the conventional professional category immediately senior to the one held during training.

Recruitment processes for staff hired under training contracts shall apply the criteria of prevalence, in equal conditions for men and women, in order to tend towards gender parity within the same professional group.

### **Article 21°. Part-time contracts**

Employment contracts are deemed to be part-time when it is agreed that services will be rendered for a number of hours per day, week, month or year, that is less than the full-time hours established in this Agreement.

This type of contract can be entered into on a temporary or permanent basis, except in the case of training and apprenticeship contracts. Part-time contracts must comply with legally established conditions and must state the number of working hours contracted per day, week, month or year and their distribution.

Part-time staff cannot work overtime, unless it is required to prevent or repair accidents or other extraordinary damages and emergencies.

Employees may convert from a part-time to a full-time contract, or vice-versa, on a voluntary basis. In part-time contracts with working hours of at least ten hours per week annually, additional hours can be performed (separate to those thus denominated in this agreement) when expressly agreed with the employee, in the contract or by subsequent written pact.

The number of additional hours shall not exceed 30 percent of the ordinary working hours contracted. In any event, the sum of the ordinary hours and these additional hours shall be less than the total working hours applicable to the full-term post, as established in Chapter I of Title IV of this agreement, for the corresponding category. Such additional hours shall be distributed by the employer based on the needs of the company. The employee shall know the day and time of the additional working hours with seven days' notice.

The employee may withdraw from the additional hours pact after one year from the date it was signed, by providing notification of the withdrawal with at least fifteen days' notice, in any of the following circumstances:

- 1) Tending to family responsibilities due to legal guardianship of an under twelve year-old or care for a disabled person.

- 2) For training reasons, provided proof of the scheduling incompatibility is shown.
- 3) Incompatibility with another part-time contract.

Without prejudice to the additional working hours, in permanent part-time contracts with working hours of at least ten hours per week annually, the employer may, at any time, offer the employee additional hours for voluntary acceptance, the total number of which shall not exceed 15% of the ordinary working hours contracted. Refusal by the employee to undertake these hours shall not constitute sanctionable employee conduct.

Part-time contracts shall also include contracts agreed with employees taking partial retirement, in the legally established conditions, specifying a reduction of their working hours and their wages of between 25 and 50 percent thereof. These cases must meet the general conditions set forth in the revised text of the General Social Security Act and corresponding regulations.

The aforementioned working hour and wage reduction can reach up to 75% (85% for those parties entitled to the fourth transitional provision, section 5, of the General Social Security Act) when the relief contract is agreed on a full-time permanent basis, provided the employee meets the requirements established in the revised text of the General Social Security Act.

Part-time employees who have rendered services as such in the company for three or more years shall have first-preference on occupying full-time vacancies, or to increase their working hours to the maximum established in their category if they have the capacity, qualifications and are suitable for the position, at the judgement of the employer.

### **Article 22°. Substitution contracts**

This type of contract is entered into with a person who is unemployed or who has agreed on a temporary contract with the company to cover the working hours left vacant by an employee taking partial retirement.

Except as established for cases of partial retirement, where the reduction of working hours and wage can be up to 85%, the duration of the substitution contract can be permanent and shall at least be equal to the time remaining for the substituted employee to reach the standard retirement age applicable in accordance with the revised text of the General Social Security Act. After reaching that age, if the partially retired employee were to remain in the company, the fixed-term substitution contract entered into can be extended, by agreement between the parties, for consecutive one-year periods until the full retirement of the substituted employee, at which time it will be terminated.

If the employee takes partial retirement after having reached retirement age, the company may arrange a permanent or one-year substitution contract to substitute the vacant working hours left by the employee. In this second case, the contract will be automatically renewed on an annual basis, and terminated as described in the previous paragraph.

If the substitution contract signed is fixed-term and cannot be converted into a permanent contract, upon termination thereof, the employee in question shall be entitled to compensation as per prevailing legislation.

Except as established for cases of partial retirement, where the reduction of working hours and wage can be up to 75% (85% for employees entitled to the fourth transitional provision, section 5, of the General Social Security Act), the working hours may be on a full or part-time basis. In any event, the working hours will be at least equal to the hours left vacant by the early retiree. The work schedule of the substituting employee can be alternated with the substituted employee or performed simultaneously.

The position of the substituting employee can be the same as the substituted member of staff. In any event, the contribution bases of both employees must match up, in the terms set forth in the revised text of the General Social Security Act.

The parties can agree to accumulate the remaining working hours until the standard retirement of the substituted employee into one or more periods.

### **Article 23°. Recruiting people with disabilities**

It is obligatory for companies with a workforce of 50 or more to ensure that at least 2 percent of their recruits are persons with disabilities or to adopt the alternative measures set forth in article 42.1 of Royal Legislative Decree 1/2013 of 29 November, which approves the revised text of the General Act for the rights and social inclusion of persons with disabilities.

The aforementioned annual amount will be calculated based on the total workforce of the company, irrespective of the number of work centres and the types of employment contracts used.

### **Article 24°. Permanent staff**

There is a limitation to the freedom of recruitment principle for temporary teaching staff as it is required that a minimum of forty percent of the total staff be permanent employees, not including relief contracts, substitutions and project-based contracts.

In new businesses, for the first five years from incorporation, the minimum number of permanent staff is twenty percent.

This article may be revised by the parties if general labour laws undergo changes in this respect. Staff representatives shall ensure the legal requirements established for monitoring temporary contracting are met.

**Article 25°. Trial period**

All new employees, unless otherwise agreed, shall be subject to the trial period established in this Agreement for their professional category.

The maximum length of the trial period shall be:

- a) 3 months for group I
- b) 2 months for group II
- c) 1 month for group III
- d) 15 days for group IV

Upon completion of the trial period, the employee shall form part of the school staff and the trial period will be taken into account for all intents and purposes. In the case of staff taken on as permanent, if this condition is met, the days worked are taken into account as valid for the trial period.

Irrespective of the points stated above, in the case of teaching staff hired under permanent contracts, the trial period shall be 11 months. In this case, if the post is terminated by the company after six months of rendering services, the employee shall be entitled to receive compensation until the end of the trial period, equivalent to 1.5 days of wages per month worked, counted from the start of the employment relationship.

If a temporary contract is held prior to recruitment as a permanent member of staff, the duration of said temporary period will be included within the aforementioned 11-month period.

**Article 26°. Vacancies**

When a vacancy arises in a School due to termination of an employment contract, the procedure applicable is as follows:

- 1- Teaching Staff: Vacancies arising in positions tasked with senior functions in the first group, "Teaching staff", shall be filled preferentially, where possible, by promoting junior in-house staff working in the same group, on the basis of skills, qualifications and seniority.
- 2.- Administrative Staff: Vacancies arising in positions tasked with senior functions in the "Administrative staff" group shall be filled based on the following criteria:
  - a) The position of Head of Administration or Secretary shall be appointed freely by the School Head.

- b) The Administrative Associate, by means of two alternating shifts:
    - Seniority, subject to an aptitude test, for clerks.
    - Open recruitment by the School, for clerks and administrative assistants.
  - c) Administrative assistants with five years of service in the position shall be promoted to clerks and, if there is no vacancy, they will remain as administrative assistants with the pay grade for clerks.
- 3- General Services Staff: Vacancies arising in general services positions shall be filled by in-house staff in the same group and branch, provided the employer deems that they meet the skills and aptitudes necessary to undertake the vacant position.
- 4- In the case of new recruitment or a vacancy arising, based on the skills, aptitudes and qualifications of the employee, as well as the needs and work organisation of the company, if permanent in-house staff cannot access these posts, preference shall be given to temporary or part-time staff.

### **Article 27°. Terminations**

- a) Staff wishing to voluntarily terminate their services to the School must notify their employer in writing, providing the following days' notice:

Teaching staff: One month.

Other staff: 15 calendar days.

- b) Failure by the employee to give proper notification shall entitle the School to deduct from their wages an amount equivalent to two days for each day of delayed notice.

If the School is provided with proper notice, it shall be required to pay the employee the corresponding settlement upon termination of the employment contract. Compliance with this obligation will also entail the employee's right to compensation with two days' salary for each day of delay in depositing the settlement, up to a limit of the number of days' notice.



# Working hours, annual leave, leave of absence, non-active status and retirement

## CHAPTER I. Working hours

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### Article 28°. Teaching staff

The number of working hours per year and their usual distribution over the week, for each of the professional categories included in this Agreement, are set forth below.

For teaching staff, the reference amount for weekly lessons is 27 hours. The centre will also avail of 237 additional hours per year, which can be distributed throughout the year by the employer, to deal with the special characteristics and needs of the school, and which must not exceed the daily amount of 8 working hours, including lessons.

Teaching staff will also dedicate another fifty hours per year to training, refreshing and updating knowledge. These hours will be carried out within the centre itself or at any of the training centres assigned by the signatories of the Collective Agreement. Training days shall be agreed upon with the employer.

Always respecting total weekly lesson hours contracted and the annual totals established in this Agreement, in support of the company's organisation and needs, the management may swap teaching hours with additional hours, and vice-versa.

Subject to agreement between the company and the employee, the working hours may be increased by a maximum of 90 hours. These hours shall not be overtime and shall be offered freely and accepted voluntarily, giving preference to staff on part-time contracts. These hours will be remunerated additionally, taking as reference the standard price per hour established in this Agreement.

### Article 29°. Non-teaching staff

Qualified complementary service staff hours shall be thirty-three hours per week.

The working hours of other complementary service staff and the staff in groups III and IV will be forty hours per week.

Respecting in principle their current working hours and schedule, these staff will have one Saturday off per fortnight, and therefore their average working hours per week will amount to forty.

If, due to work organisation, this day off cannot be Saturday, it will be taken on another day of the week.

The School Head will set up the most suitable working hours for porter staff and other similar custodial and maintenance services, taking into account the special circumstances and needs of each centre.

### **Article 30°. Additional hours for temporary positions**

Teaching staff in the category of Director, Deputy Director, Head of Studies or Department Head, shall add five extra hours per week to the working hours corresponding to the type of teaching they perform. These additional hours should be dedicated to the performance of their specific function in the Centre.

Tutor and coordinator functions can be performed within the schedule established for the type of teaching corresponding to the teachers holding these posts.

### **Article 31°. Rest time between working days and weeks**

The working hours of non-teaching staff will be distributed throughout the week based on the needs of the School. Each working day must not exceed eight hours, and four hours on Saturday.

When the work needs or nature of the School do not allow for a consecutive day and a half of rest to be taken on Saturday and Sunday, this break will be taken on another day of the week.

In any event, between the end of one working day and the next, there will be a rest period of at least twelve hours.

### **Article 32°. Overtime**

Hours worked in excess of the working hours established for each case in this Agreement shall be considered overtime. The school shall propose overtime and the employee may accept it freely, in accordance with prevailing legislation.

With regard to remuneration, overtime can be compensated with equivalent time in lieu.

### **Article 33°. Annual hours and irregular distribution by the school**

a) Teaching staff:

- Annual teaching hours: 1,089 hours
- Additional hours: 237 hours
- Training hours: 50 hours

In schools in which summer courses take place, the annual teaching hours of the teaching staff, except at preschool level, shall be 1,069 hours, the annual additional hours shall be 257, and the annual training hours, 50.

b) Qualified complementary services staff:

1,396 hours

c) Other complementary service staff and administrative and general services staff:

1,724 hours

In-house staff, in compensation, will perform forty hours more per year.

Teaching staff in the category of Director, Deputy Director, Head of Studies or Department Head, shall add 210 extra hours per year to the working hours corresponding to the type of teaching they perform. These additional hours should be dedicated to the performance of their specific function in the Centre.

Additionally, in relation to the teaching staff, the points set forth in the last paragraph of article 28 shall apply.

### **Article 34°. Hours spent at the workplace**

Hours merely spent on-site at the workplace shall not be considered part of the effective working schedule, nor shall they be included in overtime calculations.

### **Article 35°. Dining hall and transport supervision**

Regardless of the working hours contracted, teaching staff who are assigned and voluntarily accept the task of supervising the students in the dining hall, during recess or on school transport, shall be entitled to receive in exchange free meals in the centre throughout the duration of their supervision, or free transport, respectively.

### **Article 36°. Night shift**

Hours worked between ten in the evening and six in the morning, or other schedules that may be agreed in special circumstances, will be considered night work for remuneration purposes, unless the wages were established based on the nature of the work being nocturnal.

### **Article 37°. Continuous shift during school holidays**

During the summer holidays, i.e. July and August, administrative and general services staff will work a continuous shift of a maximum of six hours per day and forty-eight consecutive hours of rest, except in the case of boarding schools or similar centres where a continuous shift would not guarantee proper service, in which case other shifts can be arranged to ensure the different services are met.

During days with no lessons in the Christmas and Easter holidays, administrative staff will work a continuous shift of six hours per day and can establish rotas to ensure the different services are met.

### **Article 38°. Reduced working hours for child or family care**

Employees who are in legal guardianship of a child of under twelve years of age, or a person with a disability, who is not performing any other remunerated activity, shall be entitled to apply for a reduction in their daily work schedule, with the proportional salary reduction, equivalent to at least one eighth and up to a maximum of half their full working hours.

Persons needing to care for a family member, up to second degree of kinship or relationship, who for reasons of age or illness cannot fend for themselves and are not carrying out remunerated activity shall have the same entitlement.

The parent, adoptive parent, guardian for adoption or permanent fostering purposes shall be entitled to apply for a reduction in their daily work schedule, with the proportional salary reduction, equivalent to at least half their full working hours, to look after the minor in their guardianship during hospitalisation and ongoing treatment of cancer (malignant tumour, melanoma and carcinoma), or any other serious illness, which involves a long-term hospital stay and requires their direct, ongoing and permanent care. This shall be documented by a report from the public health board or corresponding regional healthcare administration and shall be applicable, at most, until the minor reaches the age of eighteen.

The working hour scheduling and period during which the reduction will be taken shall be determined by the employee within their ordinary working hours. Notice of 15 days must be given, specifying the date of commencement and completion of the reduction.

However, if two or more employees in the same company were to have the same entitlement for the same individual, the employer may limit the simultaneous reductions for genuine company operational reasons.

Employees are entitled to reduce their working hours if their schedule is not flexible or be accommodated to attend and accompany their partner to antenatal classes, with the corresponding reduction in workload, but without any loss of labour entitlements. This reduction in working hours shall be arranged by mutual agreement between the School Management and the employee.

### **Article 39°. Working calendar**

The company and workers' representatives may establish, if jointly agreed, the internal working calendar for holidays and may modify the duration thereof, days off and special leaves of absence, while safeguarding the proper running of the services they are tasked with.

## **CHAPTER II. Annual Leave**

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### **Article 40°. Common regulations**

All employees to whom this Agreement is applicable shall be entitled to one month of paid leave per full year of active service, preferably taken in summer, taking into account the characteristics of the Centre and the personal situations of each employee; or to the corresponding proportional number of days' leave, if the time worked were less than a full year.

All staff in schools to which this Agreement is applicable shall be entitled to five days of annual leave taken on days recorded as working days on the official calendar established at regional level by the competent employment authority, preferably taken during the summer period where possible and always guaranteeing it does not interfere with the proper operation of the school.

### **Article 41°. Annual leave of non-teaching staff**

Non-teaching staff, in all Schools included in the scope of this Agreement, shall be entitled to enjoy six calendar days of annual leave during Easter week, and eight calendar days during Christmas. These days shall be taken consecutively, although the Schools may establish alternating shifts between the staff in order to maintain services ongoing. A further three working days' leave shall be allocated by the School Head.

### **Article 42°. Annual leave of teaching staff**

All teaching staff shall be entitled to the same holidays as the students at Easter and Christmas.

50% of the teaching staff to whom this Agreement is applicable shall have two more weeks' holidays over the summer period, established in alternating shifts by the employer according to the needs of the School.

Schools offering summer courses or boarding are excluded from this obligation. In compensation, the other 50% of the staff at these Centres shall receive a single salary bonus of 35% in their gross wages, paid in one monthly instalment. This bonus shall be paid on an alternating basis to 50% of the staff in the first year and the other 50% in the 2nd year, and so forth.

Should the School Head deem that the School does not need 50% of the teaching staff, the surplus shall be granted two weeks' annual leave without the aforementioned 35% salary bonus entitlement.

## **CHAPTER III. Sick leave**

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### **Article 43°. Temporary Incapacity**

In cases of temporary incapacity, for the first three months, the employee will be paid 100 per cent of their regulatory base. In the event of Temporary Incapacity due to a work-related accident, the employee will continue to be paid the aforementioned amount for one additional month for each three years of seniority in the company.

### **Article 44°. Maternity, adoption, guardianship for the purposes of adoption and fostering**

Employees on maternity leave shall receive 100 per cent of their total salary remuneration. In this case, employment contracts shall be suspended, reserving the position, for 16 weeks, to be taken consecutively, and may be extended in the case of multiple births by two additional weeks per child from the second child. The period of suspension can be distributed at the discretion of the interested party, provided six weeks are taken six weeks immediately after the birth. In the event of death of a child, the suspension period will not be reduced unless, after the six weeks of mandatory rest period, the mother were to request to return to their post.

Without prejudice to the mother's six weeks of mandatory rest immediately after the birth, if both parents are working, the mother may opt for the father to take a given consecutive part of the period of leave, either simultaneously or in succession with the mother, unless returning to work at that time were to pose a risk to the mother's health. The other parent may continue using the period of suspension for maternity initially granted even if, when the time comes for the mother to return to work, she were to be in a situation of temporary incapacity.

In cases of premature birth or other cases in which the newborn must remain hospitalised after the birth, the mother or other parent may request that the suspension period be counted from the date of discharge from hospital. This excludes the six weeks immediately after the birth which are a mandatory contract suspension period for the mother.

In the case of premature births where the newborn is underweight and requires hospitalisation after the birth due to a clinical condition for over seven days, the suspension period will be extended by the number of days the newborn remains hospitalised, up to a maximum of thirteen additional weeks, in accordance with the terms set forth in the regulations.

In cases of adoption, guardianship for adoption purposes and fostering in accordance with article 45.1 d) of the Statute of Workers' Rights, the suspension shall last sixteen consecutive weeks, extendible by two weeks for each additional child in the case of multiple adoptions or guardianships for the purposes of adoption or fostering. This suspension will be at the discretion of the employee,

either on the basis of the legal resolution enacting the adoption or the administrative ruling of guardianship for the purposes of adoption or fostering, however, under no circumstances may one child be provided entitlement to more than one period of suspension.

In the case of international adoptions, when the parents are required to travel in advance to the country of origin of the adoptee, the period of suspension for each case set forth in this section may commence up to four weeks before the adoption ruling.

In the event that both parents work, the period of suspension will be shared at the discretion of the interested parties, who may take the leave simultaneously or in succession, provided the days of leave are taken consecutively and within the stated limits.

In the event of simultaneous leave, the sum of the time off may not exceed 16 weeks or the corresponding amount in the case of multiple births or adoptions.

In the event of disability of the child born, adopted or fostered, the contract suspension referred to in this section may be extended by an additional two weeks. In the event that both parents work, this additional period will be shared at the discretion of the interested parties, who may take the leave simultaneously or in succession, provided the days of leave are taken consecutively.

These periods may be taken over a full-time or part-time employment regime, subject to mutual agreement between the employer and the employee.

### **Article 45°. Paternity**

In accordance with article 48.7 of the Statute of Workers' Rights, in the case of birth, adoption, guardianship or fostering under article 45.1.d) of the Statute of Workers' Rights, the employee shall be entitled to the suspension of the employment contract for four consecutive weeks, extendible by two additional days per child in the case of multiple birth, adoption or guardianship for the purposes of adoption or fostering. This suspension is independent to the shared periods of maternity leave regulated in sections 4 and 5 of article 48 of the Statute of Workers' Rights.

In the case of births, this suspension may only be applied to the other parent. In the case of adoption, guardianship for the purposes of adoption or fostering, this entitlement shall only be applied to one of the parents, at their discretion; however, when the period of leave regulated in article 48.5 is taken in full by one of the parents, the right to suspension of employment for paternity may be exercised by the other parent.

The employee must notify the employer that they wish to opt for this entitlement, giving due notice.

These periods may be taken over a full-time or part-time employment (minimum 50%) regime, subject to mutual agreement between the employer and the employee.

For matters not expressly regulated in this article, the prevailing legislation shall apply.

### **Article 46°. Leaves of absence**

Subject to written notification and documented proof, employees may take paid leave from work for the following reasons and periods:

- a) Fifteen calendar days in the event of marriage. A minimum of fifteen calendar days' notice must be given.
- b) Three days in the event of the birth of a child, in-patient surgery or serious illness, accident, hospitalisation or death or day surgery requiring home rest of a relative with second-degree kinship or relationship. When the employee needs to travel for these purposes to another Autonomous Community or offshore island, this period will be five days. In the case of foreign employees, this term will be extended by one further day, when the employee needs to travel to another country.
- c) One day for moving habitual residence.
- d) For the time necessary to comply with a public or personal duty. When fulfilling this duty renders it impossible to perform the work due in more than 20% of the working hours for a period of three months, the School may place the employee in non-active status. In the event that, due to fulfilling the duty or post, the employee were to receive compensation, the amount thereof will be deducted from their salary entitlement in the school.
- e) One day for the wedding of a family member of up to second-degree kinship and relationship.
- f) To perform workers' union or workers' representative functions in the legally established terms.
- g) The time required for pregnant employees to attend antenatal examinations and birthing classes, subject to notification and documented proof of the need to attend these during working hours.

### **Article 47°. Unpaid leave**

All staff may request up to fifteen days' unpaid leave per year, which should be granted, provided at least fifteen days' notice is given. If this application is made when another employee is on unpaid leave, the School Head shall decide how to proceed, based on the needs of the school and having heard the cases presented by each worker's legal representatives.

### **Article 48°. Nursing**

In the event of birth, adoption or guardianship for the purposes of adoption or fostering, in accordance with article 45.1.d) of the Statute of Workers' Rights, employees are entitled to one hour of work per day for nursing purposes until the child is nine months old. This hour may be taken in two parts. The duration of this entitlement shall be proportionally incremented in cases of multiple births, adoptions or guardianships for the purposes of adoption and fostering.



Employees exercising this right may opt to replace these hours with a half-hour reduction in working hours for the same purpose or accumulate the hours into full working days of leave taken consecutively immediately after the end of the suspension from employment for maternity. This accumulation, if chosen, shall come to a period of remunerated leave of 20 calendar days.

This constitutes an individual worker's right available to men and women, but can only be exercised by one of the parents if both are working.

In the case of premature births or when the newborn must remain hospitalised after the birth, the mother or father shall be entitled to one hour off work for nursing. They shall also be entitled to reduce their working hours up to a maximum of two hours, with the proportional wage drop.

The working hour scheduling and period during which the nursing entitlement can be taken shall be determined by the employee within their ordinary working hours. Notice of 15 days must be given, specifying the date of commencement and completion of the nursing period.

## CHAPTER IV. Training and professional promotion

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### Article 49°. Training

When teaching staff attend courses, retraining and refresher courses organised by the School, enrolment fees, travel and accommodation expenses are covered by the School.

Ongoing training will be carried out in accordance with the National Work Training Agreement for private-sector teaching or an agreement replacing it and which is valid at the given time.

The company will facilitate access to courses for contracted staff who wish to learn the language of the Autonomous Community in which the School is located.

### Article 50°. Paid leave for training

Staff under this Agreement shall be entitled to:

- a) Take the paid leave necessary to sit official examinations, provided these are not part of an application process for a post in the school, and to choose their work shift, if that is the regime in place at the School, when regularly taking classes to obtain an academic or professional qualification.
- b) Adapt their ordinary working hours to attend professional training courses or obtain permission for training and professional refresher courses while maintaining their job post.

## CHAPTER V. Non-active status

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### Article 51°. Non-active status

Non-active status, which gives entitlement to maintain the job post and continue to be counted for seniority purposes during its duration, shall be granted subject to written notification to the School, in the following cases:

1. Appointment or election to a public post which renders it impossible to attend work.
2. Illness, after the first 18 months of temporary incapacity have elapsed and throughout the period in which the employee remains in this situation, even when the company has stopped paying social security contributions.
3. Exercising of workers' union representation rights at provincial level or above, provided the Union Headquarters to which the employee belongs has sufficient legal representation.
4. One year off for teaching staff wishing to dedicate a year to professional retraining after ten years of active, consecutive professional service at the same School, provided proof of their dedication and professional retraining is given, valid for the entire period of the non-active status. Failure to provide evidence shall render the non-active status voluntary leave without the right to maintain the post.
5. For the duration of an employee's pregnancy.
6. On any other legally established grounds.

Employees on non-active status must resume work within a maximum of 30 calendar days of the conclusion of the cause for non-active status, subject to written notification to the company.

Non-active status employees who do not resume their post within the established period when their non-active situation concludes, shall be terminated from the school in full.

### Article 52°. Parental leave

Employees are entitled to a maximum parental leave of three years, counted for seniority purposes, to take care of each child born or adopted or in cases of guardianship for adoption purposes or fostering, from the date of birth of the child or, if applicable, the date of the corresponding legal or administrative ruling.

Subsequent children shall give entitlement to a new period of parental leave which, if taken, will end the previous one. If two or more employees in the same company were to have the same entitlement for the same individual, the employer may limit the simultaneous reductions for genuine company operational reasons.

During the first year, from the start of each period of parental leave, the employee shall be entitled to maintain their job post. Once this has elapsed, until the parental leave has concluded, a post will be maintained in the same professional grouping or an equivalent position.

For any points not covered in this article, the conditions applicable to non-active status shall apply.

### **Article 53°. Unpaid leave for care of a family member**

Employees shall be entitled to take a period of unpaid leave of no longer than two years to care for a family member, up to second degree of kinship or relationship, who for reasons of age, accident, illness or disability cannot fend for themselves and are not carrying out remunerated activity.

During this period, which counts for seniority purposes, the employee shall be entitled to maintain their job post.

### **Article 54°. Voluntary leave of absence**

Voluntary leave of absence can be requested by employees who have completed at least one year of service in the School.

Applications shall be made in writing with at least 15 days' notice.

Voluntary leave is granted for a minimum of four months and a maximum of five years. This right can only be exercised again by the same employee if four years have elapsed since the last period of voluntary leave.

Employees on voluntary leave maintain a preferential right to resume work at the School when vacancies arise of an equivalent or similar category, provided the employee on voluntary leave has notified their wish to return to work in writing before their period of voluntary leave runs out. Otherwise, they will be terminated from the school in full.

If the voluntary leave were granted for the purposes of a scholarship, school trip, or attendance at refresher courses specific to the employee's speciality, seniority will continue to be counted during the period of voluntary leave, as well as the right to automatically resume the position, within a maximum period of seven days.

## **CHAPTER VI. Retirement**

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### **Article 55°. Types of retirement**

Workers may opt for any of the types of retirement set forth under prevailing legislation, provided the requirements established therein are met.



## Remuneration

### CHAPTER I. General Provisions

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#### Article 56°. Wage structure

Remuneration of staff covered by this Agreement shall comprise: base wage, teaching productivity bonus, professional development and retraining supplement and dedication supplement.

Wages are paid monthly in arrears, within the first five days of the following month. Wages will be paid by direct bank deposit preferably, or otherwise in cash, by cheque or through any other form of payment allowed by law.

Employees are entitled to receive advances on account of work already performed to a limit of 75 percent of their monthly salary.

#### Article 57°. Internal functional mobility in the group/subgroup

Functional mobility within the group/subgroup has no other limitations than those required by the academic or professional qualifications necessary to carry out the job. This mobility may not lead to a reduction in wage.

#### Article 58°. Functional mobility external to the professional group

Functional mobility for rendering both senior and junior functions not corresponding to the professional group shall only be possible if there also exist technical or organisational grounds and for the time necessary to deal with it. The employee will notify its decision and the grounds for it to the workers' representatives. Any other conditions shall be those established in prevailing legislation at any given time.

#### Article 59°. Functions at different education levels

Remuneration of employees performing their work at a different teaching level will be set based on the number of hours worked at each level.

### **Article 60°. Spanish staff at non-Spanish-owned schools located in Spain**

Remuneration of Spanish employees rendering services at non-Spanish-owned schools located in Spain cannot be less than the remuneration received by staff in their category who have the same nationality as the employer, or lower than the amounts stipulated in this Agreement.

### **Article 61°. Part-time hours**

Employees hired to undertake working hours that are shorter than the hours agreed herein shall receive remuneration in proportion to the total number of hours contracted.

### **Article 62°. Wages**

Wages payable to staff under this Agreement are established in the pay grade tables for 2014, 2015, 2016, 2017, 2018, 2019 and 2020 included as an integral part hereof in Annexes III and IV.

## **CHAPTER II. Salary supplements**

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### **Article 63°. Temporary supplement for governance posts**

Qualified teachers appointed as Director, Deputy Director, Head of Studies or Department Head shall receive the corresponding temporary wage supplements listed on the pay grade tables (in annexes III and IV).

### **Article 64°. Professional development and retraining supplement**

In order to promote the initiative of employees improving their training and quality of services rendered, and to encourage their professional and economic development, the employee shall accrue a supplement for training and knowledge acquired over every 5-year period, provided the training is organised or expressly authorised by the company.

The employee will be entitled to receive this supplement provided they provide proof of having completed the following in the previous five years:

- 100 hours of teacher training (group I)
- 40 hours of complementary service staff training (group II)

- 40 hours of administrative staff training (group III)
- 15 hours of general services staff training (group IV)

These amounts shall include training done by the employee to develop and recycle their position and can include 50 hours of the training established in article 33 of this agreement.

If the employee is teaching -as opposed to receiving- the training to professionals within the same company, in courses organised by or expressly authorised by the employer, teaching hours will be equivalent to 2 hours of training received.

The amount of this supplement will be the value stated in the corresponding pay scale tables, set forth in annexes III and IV to this Agreement, multiplied by the number of five-year terms completed in the company, provided the conditions set forth herein are met. This supplement will be paid into the payroll in the month following the completion of the corresponding period.

For teaching staff (group I), this supplement cannot be more than 20% of the base wage for each position, as established in the pay grade tables herein.

For complementary services staff in group II, the professional development supplement cannot be more than 30% of the base wage for each position, as established in the pay grade tables herein.

For staff in groups III and IV, this supplement cannot be more than 40% of the base wage for each position, as established in the pay grade tables herein.

### **Article 65°. Calculating seniority**

The start date for calculating seniority in the company will be the date the employee begins work at the School. Any periods during which the employee is not entitled to count seniority shall be deducted.

In the case of employees voluntarily leaving the School and resuming work there again at a later date, seniority will be counted from the date they return to work.

### **Article 66°. Extraordinary salary instalments**

Employees covered by this Agreement will receive, as one-off payments for periods over one month, three extraordinary salary instalments equivalent to a month's base wage, plus professional retraining supplement, plus supplement for completion of Secondary School diploma and the temporary government supplement, if any.

These will be paid before 1 July and 22 December each year, and the third one at an agreed time during and corresponding to the calendar year.

The school and the employees may agree to pay the three extraordinary salary instalments on a pro-rata basis in the twelve monthly salary instalments, if this was not the case to date.

### **Article 67°. Dedication supplement**

Employees covered by this Agreement with working hours equivalent to or more than 60% of the total ours shall receive a wage supplement for “dedication” as part of their salary. The amount applicable to each position is stated in the pay grade tables in Annexes III and IV. This supplement is accrued from the first of the month following the publication of this Agreement and will be paid in 15 instalments (if the tables in Annex III apply) or 14 (in the case of the Annex IV tables).

Employees with partial working hours of less than 60% will receive this supplement in proportion to their working hours contracted.

### **Article 68°. Proportionality to time worked**

Employees joining the school when the course is underway will receive the one-off payments for periods over one month stated in article 56, splitting their amount in proportion to the time of service.

### **Article 69°. Teaching productivity bonus**

All teaching staff covered by this collective agreement are entitled to receive a salary bonus for productivity, which will be paid in eleven monthly instalments. This bonus promotes and rewards the quality of teaching dedication inherent in the position and the constant updating of knowledge that it demands.

### **Article 70°. Supplement for completion of Secondary School Diploma**

Teaching staff at companies covered by Annex III of this collective agreement rendering services in the final year of Secondary School Diploma education will receive a bonus in compensation for their dedication and responsibility in the final performance of the student, promoting the accomplishment of the Diploma and enabling them to acquire, if applicable, the know-how necessary to access third-level courses of study.

These staff will receive as a supplement for the hours dedicated at this level, an amount equivalent to 14% of their base wage as established in this collective agreement.



**Article 71°. Night shift supplement**

Hours worked at night, taking into account the points stated in paragraph 5 of article 29 of this Agreement, shall be paid a bonus of 25 percent over the base wage.

**Article 72°. Island bonus**

Employees at Schools located in the Canary Islands and Balearic Island Autonomous Communities, and in Ceuta and Melilla will continue to receive an unabsorbable amount equivalent to the former island residence bonus, where applicable.

The organisations signing this collective agreement undertake to hold negotiations with the corresponding regional bodies regarding this bonus being defrayed by them.

**CHAPTER III. Non-application of the agreement****Article 73°. Non-application of the agreement**

1. When the economic, technical, organisational or production-related grounds set forth in article 82.3 of the Revised Text of the Statute of Workers' Rights concur in a school, the working conditions outlined in this Agreement may be disregarded where they affect the matters, in the terms and according to the procedures determined by prevailing regulations when these grounds concur.
2. When the working conditions disregarded are limited only to the non-application of pay increases under the provision of the salary tables for each year, it will be understood that there will be a probable case for this in those schools that have suffered a drop in enrolments of 6% or more over the period between 2015/2016 and 2017/2018, calculated based on official enrolment data provided by the corresponding Board of Education for each of these academic years; in these cases the non-application of pay increases will be limited to those outlined in the 2018 salary tables, the increases from the previous year will be applied in line with those stated.

Equally, for the academic years 2018/2019 and 2019/2020 it will be understood that there will be a probable case for this in those schools certifying a drop in enrolments equal to or greater than 5% with respect to the immediately previous year, in accordance with the criteria and procedures established herein, if this is the case, the non-application will be limited to not increasing salary rises agreed for 2019 and 2020, respectively, and the remuneration amounts for the prior year will be used.

Within a period of 30 days from the publication in the Official Spanish Gazette (BOE) of this collective agreement or from the date of application of the planned annual pay reviews, the employer shall begin a period of consultation, which will be communicated to the legal representatives of the workers, over the intention to use the provision for non-application of pay increases outlined in this article

For these purposes, it will present to the representatives the enrolment details stated in the official school organisation documents (DOC) or any other official certifying document that the school submits each academic year to the relevant administration.

The consulting period negotiations will be finalized within a maximum of fifteen days from their commencement and their results will be communicated to the Joint Committee of the Agreement. In cases of non-agreement, the dispute can be presented to the Joint Committee.

The decision of the joint committee will be taken within seven days from when the dispute was first presented.

The decision-making process shall begin following the complainant's application to the joint committee; the application will be accompanied by the documentation outlined in this section along with the hoped-for outcome.

The Joint Committee will check to see that all the requirements have been met, and in any case in which they are not, will inform the complainant that they will have a maximum of two days to meet the requirements, and if this deadline is not met, the application will be considered withdrawn and the action dropped. In cases where the requirements are met, the period to resolve the dispute will begin from the date the application was completed.

The presentation of a dispute to the Joint Committee will be immediately communicated to the other side so that they can submit any information they consider relevant within a period of two days.

The Joint Committee will analyse whether, in line with what is outlined in this section, the conditions required for the non-application requested have been met. In the case that they are, the non-application will be considered fair. The decision of the Joint Committee will have the value of any agreement reached during the consultation period and will only be challengeable in line with the Workers' Statute.

In the case of disagreement, the Joint Committee can decide to use an arbitration process to deal with the discrepancy, for this each side will nominate two arbitrators. From the resulting list of four arbitrators, each side will take turns in eliminating one choice in a series of votes, the order of the votes will be decided by drawing lots. The elimination of arbitrators will continue until only one is left.

Once the arbitrator is designated, the position will be confirmed, and the application, relevant documentation and a time limit will be given for a final ruling to be made.

The arbitrator may require the appearance of either side or request additional documentation.

The ruling, which will be reasoned, will check the information submitted, and after analysis, will make a decision accordingly. A judgment will be issued and communicated to the applicants within the time limits established in accordance with article 82.3 of the Workers' Statute.

The ruling will be binding and put into effect immediately.

## Welfare Scheme

### CHAPTER I. Health and Safety in the Workplace

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#### Article 74°. Prevention of occupational risks

In matters concerning health and safety in the workplace, the provisions of Act 31/1995 of 8 November on Prevention of Occupational Risks and concordant regulations are applicable.

For these purposes, the companies and employees covered by this Agreement shall ensure the application of the previous paragraph in accordance with the general criteria and statements set forth in the said Act.

#### Prevention Officers:

Prevention Officers are workers' representatives specifically tasked with workplace risk prevention matters.

Their powers and responsibilities are set forth in article 36 of Act 31/1995.

Article 37 of Prevention Act 31/1995 is applicable to Prevention Officers in their capacity as workers' representatives.

Prevention Officers shall be appointed by and from among the workers' representatives, within the scope of the representative bodies outlined in article 34 of Act 31/1995.

In companies with up to 30 employees, the Prevention Officer will be the Staff Officer. In companies with 31 to 49 employees, a Prevention Officer will be appointed by and from among the Staff Officers.

In companies of 50 or more employees, the Prevention Officer will be appointed by and from among the work representatives, according to the scale established in article 35, number 2 of Act 35/1995.

### **Health and Safety Committee:**

In companies or work centres with 50 or more employees, a Health and Safety Committee will be set up, comprising, in accordance with article 38 of the aforementioned law, an equal number of Prevention Officers and employer representatives.

The Health and Safety Committee shall have the powers and responsibilities set forth in article 39 of Act 31/1995.

The time credit for Prevention Officers shall be as stipulated for workers' representatives in this specific area and also the time required to perform the following tasks:

- a) Attending meetings of the Health and Safety Committee.
- b) Attending meetings called by the employer regarding risk prevention matters.
- c) Accompanying technicians when carrying out preventive evaluations.
- d) Accompanying the Work Inspection and Social Security Administration during visits to the work centre.
- e) Visiting the work centre to ascertain the circumstances giving rise to injury to employee health.
- f) Undergoing training.

### **Article 75°. Occupational illness**

The Joint Committee shall manage, overseen by the National Social Security Institute, the creation of a specialised occupational illness service to catalogue and care for the following:

- Chronic neurological illnesses
- Ear, nose and throat pathologies
- Chronic infectious and contagious diseases
- Chronic allergies

### **Article 76°. Health monitoring**

The employer will observe the stipulations concerning this area based on the risks inherent in the work, in accordance with Law 31/1995 of 8 November on Prevention of Labour Risks or prevailing regulations.

**Article 77°. Plan for health and safety signage in the workplace**

Where necessary, the employer must adopt specific measures, in accordance with Royal Decree 485/1997 of 14 April, on the minimum provisions regarding health and safety signage in the workplace, or regulations modifying it.

**Article 78°. Joint Sectoral Body for the Promotion of Health and Safety in the Workplace in the unchartered, unsubsidised regulated teaching sector**

It is agreed that a specific Body shall be set up for the promotion of health and safety in the workplace. This will be a consultative, state-wide body in the unchartered, unsubsidised regulated teaching sector, which will develop schemes for disseminating and informing about the professional risks existing in the sector, as well as the rights and obligations of the employer and the employees regarding prevention, and the promotion of preventive actions.

This body shall undertake all the responsibilities set forth in the 2015-2020 Spanish Workplace Health and Safety Strategy and its implementing provisions, if any, and shall perform any activities, actions, planning visits, projects, reports, etc., deemed necessary, as well as an annual evaluation to analyse the preventive affects of the schemes.

The body shall be called the “Joint Sectoral Body for the Promotion of Health and Safety in the Workplace in the unchartered, unsubsidised regulated teaching sector”.

The headquarters of the Joint Sectoral Body for the Promotion of Health and Safety in the Workplace in the unchartered, unsubsidised regulated teaching sector is established at the headquarters of the ACADE (Association of Independent Private Schools).

The Joint Committee is made up of the organisations negotiating this collective agreement and should have at least one representative for each of the organisations, with the same number of members on the employers’ and employees’ side.

At the first meeting held, a Chairperson and Secretary will be appointed from among the members. The position of Chair will be reserved for an employers’ representative and that of Secretary for a union rep.

The representatives listed in the previous paragraph may attend the meetings in the company of any counsel they deem necessary.

The members of the Joint Body will be appointed and substituted, if applicable, by the different business organisations comprising the body on the one hand, and, on the other, by the different union organisations therein. Its members shall hold their positions for a period of four years and may be re-elected for a further four-year period, with the exception of the Chairperson, whose position is for one year, as established above.

### **Article 79°. Protection of victims of gender-based violence**

School heads will facilitate employees who are victims of gender-based violence in the exercising of their labour rights in accordance with Constitutional Law 1/2004 of 28 December on Comprehensive Protection Measures against Gender-based Violence, such as the reduction or rescheduling of their working hours, geographical mobility, change of work centre, suspension of employment maintaining post and termination of employment contract, in the terms legally established.

## **CHAPTER II. Social improvements**

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### **Article 80°. Free teaching**

The children of staff included in this collective agreement, rendering their services on a full-time basis, shall be entitled to free enrolment in regulated teaching at the same School in which the employee is rendering services, provided the number of students availing of this condition does not exceed 20% of the total student body enrolled in that year group.

The children of employees in non-active status, other than those included in section 1) of article 51, and orphans, are entitled to apply for free enrolment. If, due to the special characteristics of the school, this entitlement cannot be exercised, the employee may appeal to the Joint Committee, which will, in turn, study the case and facilitate where possible the placement of the student in a school whose characteristics so permit.

### **Article 81°. Dining hall and transport fees**

Staff not eligible for article 35 may use the dining hall and transport services at a fee of 50% of the charge applicable to students, provided the School Head deems that the school's needs, installations and means so permit.

## **CAPITULO III. Union Rights**

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### **Article 82°. Union Rights**

Workers' rights to collective and union representation and to congregate in the workplace are governed by title two of the Statute of Workers' Rights and other prevailing regulations.

To facilitate union activity at company, provincial, regional or state level, Workers' Unions may promote accumulation of union hours by representatives or members of the Works Council, transferring time credits, members or representatives belonging to the same union in one or more companies. The time credit available each month is non-transferable.

Each Trade Union Centre under this Collective Agreement may negotiate with the business associations signing this agreement, in the corresponding field, the accumulation of union hours corresponding to the academic level in which the union hours accumulation is made. Each period of union hours accumulation must not exceed three months.

At the request of the members of the Trade Union Centres, Schools may deduct trade union fees from workers' monthly payslips. Workers interested in this direct fee stoppage, shall send the School a written request stating: Their request for the deduction to be made, their current account and the bank to which the corresponding amount should be transferred. Schools shall perform this pay stoppage and transfer until directed otherwise in writing.

Workers appointed by a trade union involved in negotiating this collective agreement are entitled to paid leave in order to take part in official meetings of its Board of Negotiations, as well as the Joint Committee, provided that these meetings are of a statutory nature and correspond to the scope of negotiations of this agreement.

Workers may attend, along with their union representatives, proportional to the union representation on the Board of Negotiations, with a maximum of two workers per organisation.





## Misconduct, Sanctions, Violations

### CHAPTER I. Misconduct

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#### Article 83°. Classes

Three types of misconduct are established for staff covered by this Agreement: Minor, serious and gross misconduct.

##### **Minor misconduct:**

- Three cases of unexcused lateness within a period of thirty days.
- Ending a class before the finish time, without justified cause, up to two times in thirty days.
- Not filing the appropriate sick leave documentation when justified leave is taken, unless there is evidence that the employee was justifiably unable to do so.
- Negligence in the timely delivery of student grades, attendance records and discipline. Committing this misconduct for a second time will be considered serious misconduct.

##### **Serious misconduct:**

- More than three and less than ten cases of unexcused lateness within a period of thirty days.
- More than one and less than three cases of unexcused absences within a period of ninety days.
- Failure to adhere to the agreed annual curriculum.
- Repeatedly demonstrating a passive and disinterested attitude to the students regarding subject information or educational training, despite comments made to this effect in writing.

- Public discussions with colleagues in the School that deprecate the image of an educator in front of the students.
- Causing serious harm to a student's person or that of their relatives.
- Committing recurring minor misconduct within a period of sixty days.

**Gross misconduct:**

- More than nine cases of unexcused lateness within a period of thirty days.
- More than two cases of unexcused absences within a period of ninety days.
- Unexcused and reiterated abandonment of teaching duties.
- Serious disrespect and verbal or physical abuse to any member of the school community.
- Serious breach of educational obligations in accordance with prevailing legislation.
- Committing recurring gross misconduct within the six months following the first violation.

**Article 84°. In-house regulations**

In-house regulations may determine and specify situations, events or omissions not outlined in this Agreement.

**Article 85°. Prescription**

Violations committed by employees shall prescribe after the following periods: minor misconduct after ten days, serious misconduct after fifteen days and gross misconduct after fifty days, from the date on which the company became aware they were committed and, in any event, six months after being committed.

**Article 86°. Removal**

Refraining from misconduct shall enable employees to remove statements of misconduct from their personal file, after the following periods: minor misconduct, after 3 months; serious misconduct, after six months; and gross misconduct, after twelve months.

## CHAPTER II. Sanctions

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### Article 87°. Classes

Minor misconduct: Verbal reprimand; and if misconduct is repeated, written reprimand.

Serious misconduct: Written reprimand, reported to the Staff Delegates and Work Council, if the employee so wishes. In the event of recurrence, suspension without pay for between five and fifteen days, recorded in the employee's personal file.

Gross misconduct:

- Suspension without pay for between sixteen and thirty days.
- Dismissal.

In both cases Staff Delegates or the Workers' Council, if any, are notified.

### Article 88°. Formalities

Sanctions caused by serious and gross misconduct must be notified in writing to the employee, stating the date and events causing the report.

Sanctions imposed are without prejudice to criminal, civil, administrative or other liability for which the employee may be held accountable.

### Article 89°. Reduction

School Management, taking into account the circumstances surrounding the event and the subsequent conduct of the employee, may reduce sanctions for minor, serious or gross misconduct in accordance with prevailing legislation.

### Article 90°. Personal file

Schools shall record sanctions imposed for serious misconduct on staff personal files and may also record reprimands and recurrences of minor misconduct.

### **Article 91°. Company violations**

Any actions against or omissions of the legal provisions of employment laws shall be deemed to be violations on the part of the company. Such violations shall be made known to and sanctioned by the Employment Authorities.

# Transitional Provisions

## **First. Abolition of travel supplement and transformation into the dedication supplement**

The former extraordinary salary supplement for travel expenses is abolished from the first day of the month following the publication of this Agreement in the Official Spanish Gazette (BOE), and transformed from that date into the new dedication supplement regulated by article 67 of the 10th Collective Agreement.

Until that date, employees shall continue to accrue the former travel supplement in the terms set forth in article 68 of the 9th Collective Agreement.

## **Second**

During the term of this Collective Agreement, the Joint Committee shall study and propose, where applicable, to the Negotiation Committee, the necessary adaptations to align salaries with the Average Interprofessional Wage approved by the Spanish Government until the publication of the next Collective Bargaining Agreement, in order to guarantee that no jobs are assigned a wage that is below the corresponding Average Interprofessional Wage for each year.

## **Third**

Any decisions of the non-application of the Collective Agreement that this document replaces, carried out in line with the provisions outlined in Article 82.3 of the Workers' Statute that may have been produced prior to the publication in the Official State Gazette of this the modification of the present Collective Agreement, will remain in place under the same terms.

The non-application of the salary tables for 2018 of the collective agreement that this replaces, as a result of the appearance of the causes outlined in section 2 of article 73 of the current Collective Agreement, that may have been agreed with the representatives of the workers will remain in place under the same terms.

Any others which may have been proposed prior to the publication in the Official State Gazette of this modification, must, in any case necessary, be adjusted to conform with the new procedure outlined in Article 73, within a time limit of three months' from the publication of the current Collective Agreement in the Official State Gazette.

# Additional Provisions

## First

A Technical Committee is created comprising the signatory organisations, whose function shall be to study any possible legislative changes arising during the term of the Agreement, in order to propose to the Negotiation Committee any modifications necessary to adapt the text to the legislation prevailing at each time.

Moreover, this Committee shall be tasked with carrying out the studies and consultations deemed necessary to propose to the Negotiation Committee any modifications in the current text of the Agreement that will lead to an improvement for the sector as a whole.

## Second. Professional development supplement

The company will be required to offer the necessary training hours for entitlement to the professional development supplement, in accordance with article 65 of this collective agreement.

If, after three quarters of the reference period has elapsed (five years), the company has not offered the mandatory training hours, it must facilitate or authorise these hours, respecting, in all other matters, the stipulations of article 65 herein.

In the event of failure by the company to meet these conditions, the employee shall accrue this supplement after the five years have elapsed, regardless of whether they have undertaken the necessary minimum amount of training hours.

In the case of periods of suspension of the employment contract which are included for seniority purposes in accordance with prevailing legislation, the training hours to be carried out will be reduced in proportion to the period of suspension.

## Third. Adherence to the ASAC

The negotiating parties of this Collective Agreement adhere to the Agreement on Autonomous Solution of Labour Conflicts (ASAC), as well as the regulations enforcing it, which are applicable to all companies and all represented employees, overseen in the first instance by the Joint Committee of this Collective Agreement.

# Final Provisions

## First

The organisations signing this agreement formally undertake to resume the work of the restructuring board, tackling, analysing and presenting to the different public, state, autonomous and local administrations the unique and difficult situation of the unchartered, unsubsidised private teaching sector, as well as the measures to adopt in order to resolve this status.

## Second. Global nature, absorption and vested rights

The conditions agreed in this Collective Agreement form an indivisible whole.

The pay rises agreed may be absorbed by others that may be established by legal provision and by those voluntarily paid out by Schools upon entry into force of this Agreement.

The total remuneration payable to staff covered by this Agreement, upon its entry into force, cannot under any circumstances be reduced by application of the standards set forth herein. The former university preparation course supplement (COU) is not compatible with the salary supplement set forth in article 70 of this Collective Agreement or, if applicable, in Annex IV.

With respect to all other situations, in the annual calculation and overall, the most beneficial conditions the employees had been benefiting from individually and collectively shall be respected.

In the extraordinary case that a company, under Annex III of this agreement, were to pay the Supplement for completion of Secondary School Diploma in the two academic years during which students are at this level, the percentage applicable to the employees affected would be 7 percent, respecting at all times the proportion of their hours dedicated to this level.

## Third. Public liability insurance

Schools shall contract public liability insurance covering all employees in the development and fulfilment of their obligations.

#### **Fourth. Recruitment Agency Workers**

The Organisations negotiating this Collective Agreement agree to match the base wages of workers recruited through temping agencies with those of the in-house personnel.

#### **Fifth. Gender-neutral language**

The signatories hereby state that, where possible, gender-neutral language has been used when drawing up this Collective Agreement in the understanding that when referring to positions and activities, such as employee, employer, delegate, member, etc., the text refers to both genders equally, except in specific cases legally corresponding to women.

#### **Sixth. Equality Plan**

Companies with a workforce of over 250 must adopt specific measures to avoid any kind of labour discrimination between men and women. These measures should be negotiated and, where applicable, agreed upon, with the workers' legal representatives in the manner determined in labour law and with the scope and contents established in Constitutional Law 3/2007 of 22 March on gender equality.



## Definition of positions and temporary management posts

### GROUP I. TEACHING STAFF

- a) **Senior Teacher / Workshop or laboratory head:** Employee who, meeting the conditions and academic qualifications required by Law, performs their educational activity for the proper development of the curricula, both in the classroom and in the workshop or laboratory, within the pedagogical and didactic framework established by the School, in accordance with prevailing legislation.
- b) **Asst. teacher, helper or teaching asst.:** Teachers appointed by the School to collaborate with the Senior teacher in the development of the curricula, under the guidelines and orientation of the lead teacher.
- c) **Workshop or laboratory teaching assistant:** Teachers designated by the school to collaborate with the senior teacher in the execution and application of the curricula to be developed in the workshop or laboratory, under the guidelines and orientation of the lead teacher.
- d) **Preschool educator:** professional who, holding the qualifications and/or skills required by law, carries out their teaching at the preschool education level of the school, promoting the comprehensive formation of the students.
- e) **Instructor:** assists the teacher in lessons dealing with material not included in the official curricula.

### GROUP II. GENERAL SERVICES STAFF

**SUBGROUP A (level I and level II): Specialised staff.- Performs a specialised or advisory function, either directly to the students or on a general basis in the school.**

### **SUBGROUP B: Support staff:**

- Extracurricular activity supervisor: Develops activities outside the official curriculum (educational, sporting, cultural or similar) with one or several groups of students.
- Education supervisor.- Is tasked with collaborating in the comprehensive training of the students and safeguarding order and the installations, performing any support tasks entrusted thereto.

### **GROUP III. ADMINISTRATIVE STAFF**

- a) **Head of Administration or Secretary:** Employee tasked with the administrative management and/or secretariat of the School. Reports to the School Head.
- b) **Administrative Associate:** Reports to the Head of Administration and/or Secretary. Is tasked with heading up an Administrative Area or Department.
- c) **Clerk:** Carries out bureaucratic accounting or management functions which call for initiative and responsibility.
- d) **Assistant or telephonist:** Category of employee tasked with performing administrative, bureaucratic or librarian functions under the direct supervision of their senior. Answers phone calls, works reception desk and other School services.
- e) **Intendent (annex IV only):** In charge of purchasing all manner of objects, furniture, supplies, fuel and other necessary items for the running of the school and its services.
- f) **Apprentice/Applicant (annex IV only):** Employee at entry level of a profession, before moving up to official status.

### **GROUP IV. GENERAL SERVICES STAFF**

- a) **Janitor:** Tasked with dealing with the needs of the School and receiving visitors and ensuring the conservation of the School's different facilities, organising cleaning and Assistant staff services.
- b) **Governor:** Coordinates cleaning staff, kitchen and dining hall staff if these do not have their own supervisors, splitting up services to ensure the best attention to the Schools facilities. Also may be responsible for kitchen equipment, keys, laundry, utensils and sundry domestic material.

- c) **Head Chef:** Directs kitchen staff in their work, is responsible for the seasoning of foods and ensures meals are served in proper conditions.
- d) **Cook:** In charge of preparing foods, ensuring food items are in good condition and responsible for the cleanliness of the kitchen and its equipment and utensils.
- e) **Clerk:** Employee possessing the skills of their craft who undertakes odd jobs and even certain tasks requiring special attention and delicacy.
- f) **Driver:** Employee holding the pertinent type of driver's licence and tasked with driving vehicles and ensuring they are maintained in proper working order.
- g) **Attendant:** In charge of ensuring the order and proper composure of the student body for the best treatment and conservation of the School facilities. Also deals with student monitoring and entertainment at events that are not regulated teaching events.
- h) **Porter and cleaner:** Performs the following tasks:
- Cleans, cares for and maintains the area entrusted to him/her.
  - Monitors persons entering and leaving the building, ensuring that the general order is maintained.
  - Opens and closes the entry doors to the Schools' premises and buildings on a timely basis.
  - Deals with deliveries and notifications, ensuring these are delivered to their addressees on a timely basis.
  - Turns lights on and off.
  - Ensures proper operation of meters, heating systems and other similar general equipment.
  - Patrols the premises and runs errands, etc.
- i) **General Services Employee:** Performs one or several of the following functions:
- Surveillance of the buildings and enclosures, by day or night, substituting, where applicable, the Porter's doorman function. Where necessary, he/she may be tasked with ensuring order and the composure of the residents during the night shift.
  - Care, repair and conservation of the gardens and building elements.
  - Any functions of the dining hall service, cleaning, sewing, washing, ironing, etc.
  - Performing activities that do not specifically constitute a craft.

- Cleaning assistant both in the kitchen and dining hall, as well as other facilities in the school.

- Running errands, making deliveries and other jobs that do not entail taking initiative or responsibility.

- j) **Chef's Assistant (annex IV only):** Takes order from the cook, assisting them in their functions.
- k) **Kitchen hand (annex IV only):** Employee tasked with assisting with cleaning work both in the kitchen and dining hall, as well as other facilities in the school.
- l) **Bellboy (annex IV only):** Employee tasked with running errands, making deliveries and other jobs that do not entail taking initiative or responsibility.

## Definition of temporary management posts

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a) **Director:** Employee appointed by the School Head to direct, guide and supervise educational activities in all aspects and others entrusted thereto.

b) **Deputy Director:** Employee responsible for assisting and, when called for, substituting the Director in their functions.

c) **Head of Studies:** Employee who, possessing the conditions and academic qualifications required by legislation, is responsible for coordination, timetable compliance, order and discipline of students and teachers in the School.

d) **Department Head:** Teacher at schools whose type of teaching so requires, directs and coordinates research, programming and teaching of the disciplines corresponding to their department.

# Interpretation of the working hours of teaching staff

### Lessons

Time, no longer than sixty minutes, during which the teacher carries out teaching activities, which may consist of verbal explanations, tests or written exercises and answering questions from students.

### Complementary activity

Complementary teaching activity comprises all activities carried out in the School in relation to teaching, such as time preparing classes within the School, evaluations, programming, meetings, supervising recess, re-sitting of exams, preparing laboratory projects and other support activities, parent-teacher meetings and other similar activities. This also includes hours that may remain free between classes due to the timetable set by the School.

However, Schools may use the teacher during this free time on tasks such as librarian work, cataloguing of laminates, slides, ordering lab material and justified subbing for another Teacher.

All full-time teaching staff covered by this Collective Agreement shall allocate one hour per week to student guidance counselling regarding educational tasks entrusted thereto by the School Head.



## Grade tables

### PAY SCALE TABLES 2014

#### Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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#### PRESCHOOL EDUCATION

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Preschool educator	881,53	50,10		139,19	<b>15.305,21</b>	42,60
Instructor	879,38	40,78		139,19	<b>15.170,31</b>	39,65

#### PRIMARY / FIRST CYCLE OF SECONDARY

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Head of Studies	1.323,54	59,73	201,66	139,19	<b>25.065,98</b>	61,75
Department Head	1.323,54	59,73	179,38	139,19	<b>24.731,76</b>	60,09
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Asst. teacher, helper or teaching asst.	1.062,34	48,59		139,19	<b>18.000,66</b>	36,63
Instructor	966,04	44,46		139,19	<b>16.510,79</b>	36,63

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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### 3rd and 4th year of Secondary/Secondary School Diploma

Director	1.392,17	64,70	352,78	139,19	<b>28.417,14</b>	85,57
Deputy Director	1.392,17	64,70	310,03	139,19	<b>27.775,76</b>	82,06
Head of Studies	1.392,18	64,70	298,10	139,19	<b>27.596,99</b>	79,68
Department Head	1.392,18	64,70	251,77	139,19	<b>26.901,99</b>	77,38
Qualified teacher	1.392,17	64,70		139,19	<b>23.125,37</b>	57,07
Asst. teacher, helper or teaching asst.	1.314,75	61,76		139,19	<b>21.931,65</b>	47,55
Workshop or laboratory teaching asst.	1.292,18	60,90		139,19	<b>21.583,76</b>	46,91
Instructor	1.187,71	56,95		139,19	<b>19.973,14</b>	45,87

### INTERMEDIATE LEVEL TRAINING

Director	1.313,70	60,88	285,62	139,19	<b>26.190,60</b>	66,46
Deputy Director	1.313,70	60,88	264,88	139,19	<b>25.879,42</b>	65,81
Head of Studies	1.313,70	60,88	244,44	139,19	<b>25.572,80</b>	63,29
Department Head	1.313,69	60,88	223,91	139,19	<b>25.264,84</b>	61,61
Senior teacher / Workshop or lab. head	1.313,70	60,88		139,19	<b>21.906,21</b>	43,74
Asst. teacher, helper or teaching asst.	1.086,47	46,57		139,19	<b>18.340,36</b>	39,20
Instructor	963,43	38,81		139,19	<b>16.409,42</b>	35,42

### SENIOR LEVEL TRAINING

Director	1.363,60	64,04	343,96	139,19	<b>27.839,98</b>	82,36
Deputy Director	1.363,60	64,04	301,71	139,19	<b>27.215,22</b>	79,06
Head of Studies	1.363,61	64,04	291,38	139,19	<b>27.060,30</b>	78,13



	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
Department Head	1.363,61	64,04	245,62	139,19	<b>26.373,88</b>	74,52
Senior teacher / Workshop or lab. head	1.363,60	64,04		139,19	<b>22.689,60</b>	54,95
Asst. teacher, helper or teaching asst.	1.266,08	59,58		139,19	<b>21.177,68</b>	45,25
Instructor	1.164,12	54,91		139,19	<b>19.596,93</b>	44,21

## Non-Teaching Staff

### OTHER STAFF

Senior qualification holder	1.329,96			139,19	<b>21.480,51</b>	57,07
Intermediate qualification holder	1.262,82			139,19	<b>20.473,41</b>	45,54
Non-graduate staff	733,01			139,19	<b>12.526,18</b>	37,10

### Administrative Staff

Head of Administration	950,70			139,19	<b>15.791,53</b>	46,20
Administrative Associate	867,51			139,19	<b>14.543,74</b>	42,54
Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Assistant	645,30			139,19	<b>11.210,57</b>	38,95

### General Services Staff

Janitor / Governor	785,08			139,19	<b>13.307,34</b>	38,95
Head Chef / Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Cook	701,42			139,19	<b>12.052,31</b>	38,95
Attendant / Porter	668,57			139,19	<b>11.559,68</b>	38,95
General services employee	645,30			139,19	<b>11.210,57</b>	38,95

**Teaching Staff**

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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**Preschool Education**

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Preschool educator	881,53	50,10		139,19	<b>15.305,21</b>	42,60
Instructor	879,38	40,78		139,19	<b>15.170,31</b>	39,65

**PRIMARY / FIRST CYCLE OF SECONDARY**

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Head of Studies	1.323,54	59,73	201,66	139,19	<b>25.065,98</b>	61,75
Department Head	1.323,54	59,73	179,38	139,19	<b>24.731,76</b>	60,09
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Asst. teacher, helper or teaching asst.	1.062,34	48,59		139,19	<b>18.000,66</b>	36,63
Instructor	966,04	44,46		139,19	<b>16.510,79</b>	36,63

**3rd and 4th year of Secondary/Secondary School Diploma**

Director	1.392,17	64,70	352,78	139,19	<b>28.417,14</b>	85,57
Deputy Director	1.392,17	64,70	310,03	139,19	<b>27.775,76</b>	82,06
Head of Studies	1.392,18	64,70	298,10	139,19	<b>27.596,99</b>	79,68

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
Department Head	1.392,18	64,70	251,77	139,19	<b>26.901,99</b>	77,38
Qualified teacher	1.392,17	64,70		139,19	<b>23.125,37</b>	57,07
Asst. teacher, helper or teaching asst.	1.314,75	61,76		139,19	<b>21.931,65</b>	47,55
Workshop or laboratory teaching asst.	1.292,18	60,90		139,19	<b>21.583,76</b>	46,91
Instructor	1.187,71	56,95		139,19	<b>19.973,14</b>	45,87

### INTERMEDIATE LEVEL TRAINING

Director	1.313,70	60,88	285,62	139,19	<b>26.190,60</b>	66,46
Deputy Director	1.313,70	60,88	264,88	139,19	<b>25.879,42</b>	65,81
Head of Studies	1.313,70	60,88	244,44	139,19	<b>25.572,80</b>	63,29
Department Head	1.313,69	60,88	223,91	139,19	<b>25.264,84</b>	61,61
Senior teacher / Workshop or lab. head	1.313,70	60,88		139,19	<b>21.906,21</b>	43,74
Asst. teacher, helper or teaching asst.	1.086,47	46,57		139,19	<b>18.340,36</b>	39,20
Instructor	963,43	38,81		139,19	<b>16.409,42</b>	35,42

### SENIOR LEVEL TRAINING

Director	1.363,60	64,04	343,96	139,19	<b>27.839,98</b>	82,36
Deputy Director	1.363,60	64,04	301,71	139,19	<b>27.215,22</b>	79,06
Head of Studies	1.363,61	64,04	291,38	139,19	<b>27.060,30</b>	78,13
Department Head	1.363,61	64,04	245,62	139,19	<b>26.373,88</b>	74,52
Senior teacher / Workshop or lab. head	1.363,60	64,04		139,19	<b>22.689,60</b>	54,95
Asst. teacher, helper or teaching asst.	1.266,08	59,58		139,19	<b>21.177,68</b>	45,25
Instructor	1.164,12	54,91		139,19	<b>19.596,93</b>	44,21

## Non-Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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### OTHER STAFF

Senior qualification holder	1.329,96			139,19	<b>21.480,51</b>	57,07
Intermediate qualification holder	1.262,82			139,19	<b>20.473,41</b>	45,54
Non-graduate staff	733,01			139,19	<b>12.526,18</b>	37,10

### Administrative Staff

Head of Administration	950,70			139,19	<b>15.791,53</b>	46,20
Administrative Associate	867,51			139,19	<b>14.543,74</b>	42,54
Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Assistant	648,60			139,19	<b>11.260,07</b>	38,95

### General Services Staff

Janitor / Governor	785,08			139,19	<b>13.307,34</b>	38,95
Head Chef / Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Cook	701,42			139,19	<b>12.052,31</b>	38,95
Attendant / Porter	668,57			139,19	<b>11.559,68</b>	38,95
General services employee	648,60			139,19	<b>11.260,07</b>	38,95

## PAY SCALE TABLES 2016

### Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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#### Preschool Education

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Preschool educator	881,53	50,10		139,19	<b>15.305,21</b>	42,60
Instructor	879,38	40,78		139,19	<b>15.170,31</b>	39,65

#### PRIMARY / FIRST CYCLE OF SECONDARY

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Head of Studies	1.323,54	59,73	201,66	139,19	<b>25.065,98</b>	61,75
Department Head	1.323,54	59,73	179,38	139,19	<b>24.731,76</b>	60,09
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Asst. teacher, helper or teaching asst.	1.062,34	48,59		139,19	<b>18.000,66</b>	36,63
Instructor	966,04	44,46		139,19	<b>16.510,79</b>	36,63

#### 3rd and 4th year of Secondary/Secondary School Diploma

Director	1.392,17	64,70	352,78	139,19	<b>28.417,14</b>	85,57
Deputy Director	1.392,17	64,70	310,03	139,19	<b>27.775,76</b>	82,06
Head of Studies	1.392,18	64,70	298,10	139,19	<b>27.596,99</b>	79,68

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
Department Head	1.392,18	64,70	251,77	139,19	<b>26.901,99</b>	77,38
Qualified teacher	1.392,17	64,70		139,19	<b>23.125,37</b>	57,07
Asst. teacher, helper or teaching asst.	1.314,75	61,76		139,19	<b>21.931,65</b>	47,55
Workshop or laboratory teaching asst.	1.292,18	60,90		139,19	<b>21.583,76</b>	46,91
Instructor	1.187,71	56,95		139,19	<b>19.973,14</b>	45,87

### INTERMEDIATE LEVEL TRAINING

Director	1.313,70	60,88	285,62	139,19	<b>26.190,60</b>	66,46
Deputy Director	1.313,70	60,88	264,88	139,19	<b>25.879,42</b>	65,81
Head of Studies	1.313,70	60,88	244,44	139,19	<b>25.572,80</b>	63,29
Department Head	1.313,69	60,88	223,91	139,19	<b>25.264,84</b>	61,61
Senior teacher / Workshop or lab. head	1.313,70	60,88		139,19	<b>21.906,21</b>	43,74
Asst. teacher, helper or teaching asst.	1.086,47	46,57		139,19	<b>18.340,36</b>	39,20
Instructor	963,43	38,81		139,19	<b>16.409,42</b>	35,42

### SENIOR LEVEL TRAINING

Director	1.363,60	64,04	343,96	139,19	<b>27.839,98</b>	82,36
Deputy Director	1.363,60	64,04	301,71	139,19	<b>27.215,22</b>	79,06
Head of Studies	1.363,61	64,04	291,38	139,19	<b>27.060,30</b>	78,13
Department Head	1.363,61	64,04	245,62	139,19	<b>26.373,88</b>	74,52
Senior teacher / Workshop or lab. head	1.363,60	64,04		139,19	<b>22.689,60</b>	54,95
Asst. teacher, helper or teaching asst.	1.266,08	59,58		139,19	<b>21.177,68</b>	45,25
Instructor	1.164,12	54,91		139,19	<b>19.596,93</b>	44,21

## Non-Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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### OTHER STAFF

Senior qualification holder	1.329,96			139,19	<b>21.480,51</b>	57,07
Intermediate qualification holder	1.262,82			139,19	<b>20.473,41</b>	45,54
Non-graduate staff	733,01			139,19	<b>12.526,18</b>	37,10

### Administrative Staff

Head of Administration	950,70			139,19	<b>15.791,53</b>	46,20
Administrative Associate	867,51			139,19	<b>14.543,74</b>	42,54
Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Assistant	655,20			139,19	<b>11.359,07</b>	38,95

### General Services Staff

Janitor / Governor	785,08			139,19	<b>13.307,34</b>	38,95
Head Chef / Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Cook	701,42			139,19	<b>12.052,31</b>	38,95
Attendant / Porter	668,57			139,19	<b>11.559,68</b>	38,95
General services employee	655,20			139,19	<b>11.359,07</b>	38,95

## Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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### Preschool Education

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Preschool educator	881,53	50,10		139,19	<b>15.305,21</b>	42,60
Instructor	879,38	40,78		139,19	<b>15.170,31</b>	39,65

### PRIMARY / FIRST CYCLE OF SECONDARY

Director	1.323,54	59,73	242,21	139,19	<b>25.674,28</b>	65,09
Deputy Director	1.323,55	59,73	233,00	139,19	<b>25.536,25</b>	62,68
Head of Studies	1.323,54	59,73	201,66	139,19	<b>25.065,98</b>	61,75
Department Head	1.323,54	59,73	179,38	139,19	<b>24.731,76</b>	60,09
Qualified teacher	1.323,54	59,73		139,19	<b>22.041,19</b>	45,56
Asst. teacher, helper or teaching asst.	1.062,34	48,59		139,19	<b>18.000,66</b>	36,63
Instructor	966,04	44,46		139,19	<b>16.510,79</b>	36,63

### 3rd and 4th year of Secondary/Secondary School Diploma

Director	1.392,17	64,70	352,78	139,19	<b>28.417,14</b>	85,57
Deputy Director	1.392,17	64,70	310,03	139,19	<b>27.775,76</b>	82,06
Head of Studies	1.392,18	64,70	298,10	139,19	<b>27.596,99</b>	79,68



	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
Department Head	1.392,18	64,70	251,77	139,19	<b>26.901,99</b>	77,38
Qualified teacher	1.392,17	64,70		139,19	<b>23.125,37</b>	57,07
Asst. teacher, helper or teaching asst.	1.314,75	61,76		139,19	<b>21.931,65</b>	47,55
Workshop or laboratory teaching asst.	1.292,18	60,90		139,19	<b>21.583,76</b>	46,91
Instructor	1.187,71	56,95		139,19	<b>19.973,14</b>	45,87

### INTERMEDIATE LEVEL TRAINING

Director	1.313,70	60,88	285,62	139,19	<b>26.190,60</b>	66,46
Deputy Director	1.313,70	60,88	264,88	139,19	<b>25.879,42</b>	65,81
Head of Studies	1.313,70	60,88	244,44	139,19	<b>25.572,80</b>	63,29
Department Head	1.313,69	60,88	223,91	139,19	<b>25.264,84</b>	61,61
Senior teacher / Workshop or lab. head	1.313,70	60,88		139,19	<b>21.906,21</b>	43,74
Asst. teacher, helper or teaching asst.	1.086,47	46,57		139,19	<b>18.340,36</b>	39,20
Instructor	963,43	38,81		139,19	<b>16.409,42</b>	35,42

### SENIOR LEVEL TRAINING

Director	1.363,60	64,04	343,96	139,19	<b>27.839,98</b>	82,36
Deputy Director	1.363,60	64,04	301,71	139,19	<b>27.215,22</b>	79,06
Head of Studies	1.363,61	64,04	291,38	139,19	<b>27.060,30</b>	78,13
Department Head	1.363,61	64,04	245,62	139,19	<b>26.373,88</b>	74,52
Senior teacher / Workshop or lab. head	1.363,60	64,04		139,19	<b>22.689,60</b>	54,95
Asst. teacher, helper or teaching asst.	1.266,08	59,58		139,19	<b>21.177,68</b>	45,25
Instructor	1.164,12	54,91		139,19	<b>19.596,93</b>	44,21

## Non-Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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### OTHER STAFF

Senior qualification holder	1.329,96			139,19	<b>21.480,51</b>	57,07
Intermediate qualification holder	1.262,82			139,19	<b>20.473,41</b>	45,54
Non-graduate staff	733,01			139,19	<b>12.526,18</b>	37,10

### Administrative Staff

Head of Administration	950,70			139,19	<b>15.791,53</b>	46,20
Administrative Associate	867,51			139,19	<b>14.543,74</b>	42,54
Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Assistant	707,70			139,19	<b>12.146,57</b>	38,95

### General Services Staff

Janitor / Governor	785,08			139,19	<b>13.307,34</b>	38,95
Head Chef / Clerk	744,63			139,19	<b>12.700,53</b>	38,95
Cook	707,70			139,19	<b>12.146,57</b>	38,95
Attendant / Porter	707,70			139,19	<b>12.146,57</b>	38,95
General services employee	707,70			139,19	<b>12.146,57</b>	38,95

## PAY SCALE TABLES 2018

## Group I. Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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## Preschool Education

Director	1.333,47	60,18	244,03	102,07	<b>25.855,40</b>	65,58
Deputy Director	1.333,48	60,18	234,75	102,07	<b>25.716,37</b>	63,15
Qualified teacher	1.333,47	60,18		102,07	<b>22.195,01</b>	45,90
Preschool educator	888,14	50,48		102,07	<b>15.408,41</b>	42,92
Instructor	885,98	41,09		102,07	<b>15.272,62</b>	39,95

## PRIMARY / FIRST CYCLE OF SECONDARY

Director	1.333,47	60,18	244,03	102,07	<b>25.855,40</b>	65,58
Deputy Director	1.333,48	60,18	234,75	102,07	<b>25.716,37</b>	63,15
Head of Studies	1.333,47	60,18	203,17	102,07	<b>25.242,59</b>	62,21
Department Head	1.333,47	60,18	180,73	102,07	<b>24.905,89</b>	60,54
Qualified teacher	1.333,47	60,18		102,07	<b>22.195,01</b>	45,90
Asst. teacher, helper or teaching asst.	1.070,31	48,95		102,07	<b>18.124,16</b>	36,90
Instructor	973,29	44,79		102,07	<b>16.623,06</b>	36,90

## 3rd and 4th year of Secondary/Secondary School Diploma

Director	1.402,61	65,19	355,43	102,07	<b>28.618,64</b>	86,21
Deputy Director	1.402,61	65,19	312,36	102,07	<b>27.972,59</b>	82,67
Head of Studies	1.402,62	65,19	300,34	102,07	<b>27.792,44</b>	80,28

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
Department Head	1.402,62	65,19	253,66	102,07	<b>27.092,28</b>	77,96
Qualified teacher	1.402,61	65,19		102,07	<b>23.287,26</b>	57,50
Asst. teacher, helper or teaching asst.	1.324,61	62,22		102,07	<b>22.084,66</b>	47,91
Workshop or laboratory teaching asst.	1.301,87	61,36		102,07	<b>21.734,04</b>	47,26
Instructor	1.196,62	57,38		102,07	<b>20.111,47</b>	46,21

### INTERMEDIATE LEVEL TRAINING

Director	1.323,55	61,34	287,76	102,07	<b>26.375,48</b>	66,96
Deputy Director	1.323,55	61,34	266,87	102,07	<b>26.062,04</b>	66,30
Head of Studies	1.323,55	61,34	246,27	102,07	<b>25.753,14</b>	63,77
Department Head	1.323,54	61,34	225,59	102,07	<b>25.442,73</b>	62,08
Senior teacher / Workshop or lab. head	1.323,55	61,34		102,07	<b>22.059,04</b>	44,07
Asst. teacher, helper or teaching asst.	1.094,62	46,92		102,07	<b>18.466,44</b>	39,50
Instructor	970,66	39,10		102,07	<b>16.521,00</b>	35,68

### SENIOR LEVEL TRAINING

Director	1.373,83	64,52	346,54	102,07	<b>28.046,27</b>	82,98
Deputy Director	1.373,83	64,52	303,97	102,07	<b>27.407,77</b>	79,65
Head of Studies	1.373,84	64,52	293,57	102,07	<b>27.251,81</b>	78,72
Department Head	1.373,84	64,52	247,46	102,07	<b>26.560,26</b>	75,08
Senior teacher / Workshop or lab. head	1.373,83	64,52		102,07	<b>22.848,18</b>	55,36
Asst. teacher, helper or teaching asst.	1.275,58	60,03		102,07	<b>21.324,98</b>	45,59
Instructor	1.172,85	55,32		102,07	<b>19.732,35</b>	44,54

## Group II. General Services Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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### SUBGROUP A: SPECIALISED STAFF

Level I	1.339,93			102,07	<b>21.630,07</b>	57,50
Level II	1.272,29			102,07	<b>20.615,42</b>	45,88

### SUBGROUP B: Support staff

Extracurricular activities supervisor	738,51			102,07	<b>12.608,66</b>	37,37
Education supervisor	738,51			102,07	<b>12.608,66</b>	37,37

## Group III: Administrative Staff

Head of Administration or Secretary	957,83			102,07	<b>15.898,47</b>	46,54
Administrative Associate	874,02			102,07	<b>14.641,32</b>	42,86
Clerk	750,22			102,07	<b>12.784,29</b>	39,24
Assistant or telephonist	735,90			102,07	<b>12.569,55</b>	39,24

## Group IV: General Services Staff

Janitor / Governor	790,97			102,07	<b>13.395,64</b>	39,24
Head Chef / Clerk	750,22			102,07	<b>12.784,29</b>	39,24
Cook	735,90			102,07	<b>12.569,55</b>	39,24
Attendant / Porter and cleaner	735,90			102,07	<b>12.569,55</b>	39,24
General services employee	735,90			102,07	<b>12.569,55</b>	39,24

**Group I. Teaching Staff**

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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**Preschool Education**

Director	1.360,14	61,38	248,91	104,11	<b>26.372,51</b>	66,89
Deputy Director	1.360,15	61,38	239,44	104,11	<b>26.230,70</b>	64,41
Qualified teacher	1.360,14	61,38		104,11	<b>22.638,91</b>	46,82
Preschool educator	905,90	51,49		104,11	<b>15.716,57</b>	43,78
Instructor	903,69	41,91		104,11	<b>15.578,08</b>	40,75

**PRIMARY / FIRST CYCLE OF SECONDARY**

Director	1.360,14	61,38	248,91	104,11	<b>26.372,51</b>	66,89
Deputy Director	1.360,15	61,38	239,44	104,11	<b>26.230,70</b>	64,41
Head of Studies	1.360,14	61,38	207,24	104,11	<b>25.747,44</b>	63,46
Department Head	1.360,14	61,38	184,34	104,11	<b>25.404,00</b>	61,75
Qualified teacher	1.360,14	61,38		104,11	<b>22.638,91</b>	46,82
Asst. teacher, helper or teaching asst.	1.091,71	49,93		104,11	<b>18.486,65</b>	37,64
Instructor	992,75	45,69		104,11	<b>16.955,52</b>	37,64

**3rd and 4th year of Secondary/Secondary School Diploma**

Director	1.430,66	66,49	362,53	104,11	<b>29.191,02</b>	87,94
Deputy Director	1.430,66	66,49	318,60	104,11	<b>28.532,04</b>	84,32
Head of Studies	1.430,67	66,49	306,34	104,11	<b>28.348,29</b>	81,88

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
Department Head	1.430,67	66,49	258,73	104,11	<b>27.634,13</b>	79,52
Qualified teacher	1.430,66	66,49		104,11	<b>23.753,00</b>	58,65
Asst. teacher, helper or teaching asst.	1.351,10	63,47		104,11	<b>22.526,36</b>	48,86
Workshop or laboratory teaching asst.	1.327,91	62,58		104,11	<b>22.168,73</b>	48,21
Instructor	1.220,55	58,52		104,11	<b>20.513,70</b>	47,14

### INTERMEDIATE LEVEL TRAINING

Director	1.350,02	62,56	293,52	104,11	<b>26.902,99</b>	68,30
Deputy Director	1.350,02	62,56	272,20	104,11	<b>26.583,28</b>	67,63
Head of Studies	1.350,02	62,56	251,20	104,11	<b>26.268,21</b>	65,05
Department Head	1.350,01	62,56	230,10	104,11	<b>25.951,59</b>	63,32
Senior teacher / Workshop or lab. head	1.350,02	62,56		104,11	<b>22.500,22</b>	44,95
Asst. teacher, helper or teaching asst.	1.116,51	47,86		104,11	<b>18.835,77</b>	40,29
Instructor	990,07	39,88		104,11	<b>16.851,42</b>	36,39

### SENIOR LEVEL TRAINING

Director	1.401,30	65,81	353,47	104,11	<b>28.607,20</b>	84,64
Deputy Director	1.401,30	65,81	310,05	104,11	<b>27.955,93</b>	81,25
Head of Studies	1.401,31	65,81	299,44	104,11	<b>27.796,85</b>	80,29
Department Head	1.401,31	65,81	252,41	104,11	<b>27.091,47</b>	76,58
Senior teacher / Workshop or lab. head	1.401,30	65,81		104,11	<b>23.305,14</b>	56,47
Asst. teacher, helper or teaching asst.	1.301,09	61,23		104,11	<b>21.751,48</b>	46,50
Instructor	1.196,31	56,43		104,11	<b>20.127,00</b>	45,43

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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## Group II: General Services Staff

### SUBGROUP A: SPECIALISED STAFF

Level I	1.366,73			104,11	<b>22.062,67</b>	58,65
Level II	1.297,74			104,11	<b>21.027,73</b>	46,80

### SUBGROUP B: Support staff

Extracurricular activities supervisor	753,28			104,11	<b>12.860,84</b>	38,12
Education supervisor	753,28			104,11	<b>12.860,84</b>	38,12

## Group III: Administrative Staff

Head of Administration or Secretary	976,98			104,11	<b>16.216,44</b>	47,47
Administrative Associate	891,50			104,11	<b>14.934,15</b>	43,72
Clerk	765,22			104,11	<b>13.039,97</b>	40,03
Assistant or telephonist	750,62			104,11	<b>12.820,94</b>	40,03

## Group IV: General Services Staff

Janitor / Governor	806,79			104,11	<b>13.663,56</b>	40,03
Head Chef / Clerk	765,22			104,11	<b>13.039,97</b>	40,03
Cook	750,62			104,11	<b>12.820,94</b>	40,03
Attendant / Porter and cleaner	750,62			104,11	<b>12.820,94</b>	40,03
General services employee	750,62			104,11	<b>12.820,94</b>	40,03



## PAY SCALE TABLES 2020

## Group I. Teaching Staff

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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## Preschool Education

Director	1.390,74	62,76	254,51	106,45	<b>26.965,89</b>	68,39
Deputy Director	1.390,75	62,76	244,83	106,45	<b>26.820,89</b>	65,86
Qualified teacher	1.390,74	62,76		106,45	<b>23.148,28</b>	47,87
Preschool educator	926,29	52,64		106,45	<b>16.070,20</b>	44,76
Instructor	924,03	42,85		106,45	<b>15.928,58</b>	41,66

## PRIMARY / FIRST CYCLE OF SECONDARY

Director	1.390,74	62,76	254,51	106,45	<b>26.965,89</b>	68,39
Deputy Director	1.390,75	62,76	244,83	106,45	<b>26.820,89</b>	65,86
Head of Studies	1.390,74	62,76	211,90	106,45	<b>26.326,76</b>	64,89
Department Head	1.390,74	62,76	188,49	106,45	<b>25.975,59</b>	63,14
Qualified teacher	1.390,74	62,76		106,45	<b>23.148,28</b>	47,87
Asst. teacher, helper or teaching asst.	1.116,28	51,06		106,45	<b>18.902,59</b>	38,49
Instructor	1.015,09	46,72		106,45	<b>17.337,02</b>	38,49

## 3rd and 4th year of Secondary/Secondary School Diploma

Director	1.462,85	67,98	370,69	106,45	<b>29.847,82</b>	89,92
Deputy Director	1.462,85	67,98	325,77	106,45	<b>29.174,01</b>	86,22
Head of Studies	1.462,86	67,98	313,24	106,45	<b>28.986,13</b>	83,72

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
Department Head	1.462,86	67,98	264,55	106,45	<b>28.255,90</b>	81,31
Qualified teacher	1.462,85	67,98		106,45	<b>24.287,44</b>	59,97
Asst. teacher, helper or teaching asst.	1.381,50	64,90		106,45	<b>23.033,20</b>	49,96
Workshop or laboratory teaching asst.	1.357,79	63,99		106,45	<b>22.667,52</b>	49,29
Instructor	1.248,01	59,84		106,45	<b>20.975,25</b>	48,20

### INTERMEDIATE LEVEL TRAINING

Director	1.380,40	63,97	300,12	106,45	<b>27.508,30</b>	69,84
Deputy Director	1.380,40	62,56	278,33	106,45	<b>27.165,92</b>	69,15
Head of Studies	1.380,40	62,56	256,85	106,45	<b>26.843,76</b>	66,51
Department Head	1.380,39	62,56	235,28	106,45	<b>26.520,01</b>	64,74
Senior teacher / Workshop or lab. head	1.380,40	62,56		106,45	<b>22.991,00</b>	45,96
Asst. teacher, helper or teaching asst.	1.141,63	47,86		106,45	<b>19.247,73</b>	41,19
Instructor	1.012,35	39,88		106,45	<b>17.220,70</b>	37,21

### SENIOR LEVEL TRAINING

Director	1.432,83	67,29	361,42	106,45	<b>29.250,86</b>	86,55
Deputy Director	1.432,83	67,29	317,03	106,45	<b>28.584,93</b>	83,07
Head of Studies	1.432,84	67,29	306,17	106,45	<b>28.422,27</b>	82,10
Department Head	1.432,84	67,29	258,09	106,45	<b>27.701,02</b>	78,30
Senior teacher / Workshop or lab. head	1.432,83	67,29		106,45	<b>23.829,51</b>	57,74
Asst. teacher, helper or teaching asst.	1.330,36	62,61		106,45	<b>22.240,89</b>	47,55
Instructor	1.223,22	57,70		106,45	<b>20.579,86</b>	46,45

	Base (15) €	Product. Bonus (11) €	Temp Post Bonus (15) €	Travel Bonus (11) €	Total €	Ret. Bonus (15) €
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## Group II: General Services Staff

### SUBGROUP A: SPECIALISED STAFF

Level I	1.397,48			106,45	<b>22.559,08</b>	59,97
Level II	1.326,94			106,45	<b>21.500,85</b>	47,85

### SUBGROUP B: Support staff

Extracurricular activities supervisor	770,23			106,45	<b>13.150,21</b>	38,98
Education supervisor	770,23			106,45	<b>13.150,21</b>	38,98

## Group III: Administrative Staff

Head of Administration or Secretary	998,97			106,45	<b>16.581,31</b>	48,54
Administrative Associate	911,56			106,45	<b>15.270,17</b>	44,70
Clerk	782,44			106,45	<b>13.333,37</b>	40,93
Assistant or telephonist	767,51			106,45	<b>13.109,41</b>	40,93

## Group IV: General Services Staff

Janitor / Governor	824,95			106,45	<b>13.970,99</b>	40,93
Head Chef / Clerk	782,44			106,45	<b>13.333,37</b>	40,93
Cook	767,51			106,45	<b>13.109,41</b>	40,93
Attendant / Porter and cleaner	767,51			106,45	<b>13.109,41</b>	40,93
General services employee	767,51			106,45	<b>13.109,41</b>	40,93



# Pay grade tables for schools formerly regulated by annex IV of the 9th Collective Agreement for Unchartered Private Schools

These schools, which adhered to Annexes IV and VI of the National Collective Agreement for unchartered, unsubsidised General Regime Schools, shall be governed by the pay scales detailed below.

In any event, with regard to all pay rises, the amounts paid on account by companies or any other voluntary pay rise applied by these, may be absorbed.

The schools and employees affected by this Annex shall not be subject to articles 56, 66, 68, 69 and 70 or Annex III of this collective agreement.

In this regard, the following Secondary School Diploma Supplement is established for the schools adhering to this Annex IV:

Teaching staff rendering services in Secondary School Diploma education will receive a bonus for their dedication and responsibility in the performance of the student, promoting the accomplishment of the Diploma and enabling them to acquire, if applicable, the know-how necessary to access third-level courses of study.

These staff will receive the supplement stated in the pay grade tables corresponding to this Annex in each of the 14 salary instalments, for teachers whose full working hours are dedicated to this teaching level.

From the entry into force of this Collective Agreement, the professional category of Workshop or Laboratory Head is integrated into Group I.

From the entry into force of this Collective Agreement, the previous professional category of Assistant Teacher is referred to as Assistant teacher, assistant or teaching assistant and integrated into Group I.

# 10th Collective Agreement for unchartered, unsubsidised schools

## PAY SCALE TABLES 2014

### Teaching Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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#### Preschool Education

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Preschool educator	1.026,27		85,22	52,49		15.305,21
Instructor, Supervisor	1.026,27		85,22	45,66		15.305,21

#### Primary-First cycle of Secondary

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Head Asst., Helper or Teacher's Asst.	1.216,56		93,70	42,29		18.062,51
Instructor, Supervisor	1.116,36		89,24	42,29		16.610,84

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### 2nd Cycle Secondary/Secondary School Diploma

Director	1.590,33	428,00	110,34	66,79	28,65	29.470,36
Deputy Director	1.590,33	376,12	110,34	66,79	25,14	28.744,03
Head of Studies	1.590,33	376,12	110,34	66,79	25,14	28.744,03
Department Head	1.590,33	305,45	110,34	66,79	20,42	27.754,67
Senior teacher, workshop or lab head	1.590,33		110,34	66,79		23.478,43
Head Asst., Helper or Teacher's Asst.	1.508,17		106,68	55,66		22.287,84
Instructor, Supervisor	1.373,50		100,68	55,66		20.336,46

Secondary school diploma bonus: for teachers with full working hours in this level in each of the 14 wage instalments

100,80

### Supplement for completion of Secondary School Diploma

Director	1.503,04	335,27	106,47	53,50	23,92	26.907,50
Deputy Director	1.503,04	310,91	106,47	53,50	22,16	26.566,42
Head of Studies	1.503,04	286,92	106,47	53,50	20,48	26.230,63
Department Head	1.503,04	262,83	106,47	53,50	18,78	25.893,25
Senior teacher, workshop or lab head	1.503,04		106,47	53,50		22.213,69
Asst. Teacher, Helper or Teacher's Asst.	1.288,36		96,90	47,92		19.102,96
Instructor, Supervisor	1.152,80		90,86	43,26		17.138,56

### Supplement for completion of Secondary School Diploma

Director	1.564,89	396,65	110,34	67,08	28,81	28.675,42
Deputy Director	1.564,89	348,58	110,34	67,08	25,27	28.002,43
Head of Studies	1.564,89	333,20	110,34	67,08	24,44	27.787,11

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
Department Head	1.564,89	283,77	110,34	67,08	20,58	27.095,04
Senior teacher, workshop or lab head	1.564,89		102,27	67,08		23.033,49
Head Asst., Helper or Teacher's Asst.	1.471,40		98,52	55,95		21.683,26
Instructor	1.340,00		93,25	53,98		19.785,81

## Non-Teaching Staff

### Graduate Staff

The wages for these staff will be the same as that of the Senior teacher at the teaching level where the work is being carried out

### Administrative Staff

Head of Administration or Secretary	1.123,59		89,56	53,02		16.715,38
Intendent	1.034,46		85,59	48,90		15.424,02
Administrative Associate	946,23		81,66	45,29		14.145,58
Clerk	902,75		79,72	44,77		13.515,41
Assistant or telephonist	790,13		74,71	44,77		11.883,61
Applicant	645,30		63,00	27,37		9.672,64

### General Services Staff

Janitor or Governor	946,08		81,64	44,77		14.143,27
Head Chef, Clerk	902,75		79,72	44,77		13.515,41
Cook	860,47		77,84	44,77		12.902,86
Attendant / Porter	825,30		76,27	44,77		12.393,12
General services employee	790,13		74,71	44,77		11.883,61
Kitchen hand or Bellboy	645,30		46,87	27,38		9.495,14



## PAY SCALE TABLES 2015

## Teaching Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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## Preschool Education

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Preschool educator	1.026,27		85,22	52,49		15.305,21
Instructor, Supervisor	1.026,27		85,22	45,66		15.305,21

## Primary-First cycle of Secondary

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Head Asst., Helper or Teacher's Asst.	1.216,56		93,70	42,29		18.062,51
Instructor, Supervisor	1.116,36		89,24	42,29		16.610,84

## 2nd Cycle Secondary/Secondary School Diploma

Director	1.590,33	428,00	110,34	66,79	28,65	29.470,36
Deputy Director	1.590,33	376,12	110,34	66,79	25,14	28.744,03

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
Head of Studies	1.590,33	376,12	110,34	66,79	25,14	28.744,03
Department Head	1.590,33	305,45	110,34	66,79	20,42	27.754,67
Senior teacher, workshop or lab head	1.590,33		110,34	66,79		23.478,43
Asst. Teacher, Helper or Teacher's Asst.	1.508,17		106,68	55,66		22.287,84
Instructor, Supervisor	1.373,50		100,68	55,66		20.336,46
Secondary school diploma bonus: for teachers with full working hours in this level in each of the 14 wage instalments 100,80						

### Supplement for completion of Secondary School Diploma

Director	1.503,04	335,27	106,47	53,50	23,92	26.907,50
Deputy Director	1.503,04	310,91	106,47	53,50	22,16	26.566,42
Head of Studies	1.503,04	286,92	106,47	53,50	20,48	26.230,63
Department Head	1.503,04	262,83	106,47	53,50	18,78	25.893,25
Senior teacher, workshop or lab head	1.503,04		106,47	53,50		22.213,69
Asst. Teacher, Helper or Teacher's Asst.	1.288,36		96,90	47,92		19.102,96
Instructor, Supervisor	1.152,80		90,86	43,26		17.138,56

### Supplement for completion of Secondary School Diploma

Director	1.564,89	396,65	110,34	67,08	28,81	28.675,42
Deputy Director	1.564,89	348,58	110,34	67,08	25,27	28.002,43
Head of Studies	1.564,89	333,20	110,34	67,08	24,44	27.787,11
Department Head	1.564,89	283,77	110,34	67,08	20,58	27.095,04
Senior teacher, workshop or lab head	1.564,89		102,27	67,08		23.033,49
Head Asst., Helper or Teacher's Asst.	1.471,40		98,52	55,95		21.683,26
Instructor	1.340,00		93,25	53,98		19.785,81

## Non-Teaching Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Graduate Staff

The wages for these staff will be the same as that of the Senior teacher at the teaching level where the work is being carried out

### Administrative Staff

Head of Administration or Secretary	1.123,59		89,56	53,02		16.715,38
Intendent	1.034,46		85,59	48,90		15.424,02
Administrative Associate	946,23		81,66	45,29		14.145,58
Clerk	902,75		79,72	44,77		13.515,41
Assistant or telephonist	790,13		74,71	44,77		11.883,61
Applicant	648,60		63,00	27,37		9.773,40

### General Services Staff

Janitor or Governor	946,08		81,64	44,77		14.143,27
Head Chef, Clerk	902,75		79,72	44,77		13.515,41
Cook	860,47		77,84	44,77		12.902,86
Attendant / Porter	825,30		76,27	44,77		12.393,12
General services employee	790,13		74,71	44,77		11.883,61
Kitchen hand or Bellboy	648,60		46,87	27,38		9.595,97

## Teaching Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Preschool Education

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Preschool educator	1.026,27		85,22	52,49		15.305,21
Instructor, Supervisor	1.026,27		85,22	45,66		15.305,21

### Primary-First cycle of Secondary

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Head Asst., Helper or Teacher's Asst.	1.216,56		93,70	42,29		18.062,51
Instructor, Supervisor	1.116,36		89,24	42,29		16.610,84

### 2nd Cycle Secondary/Secondary School Diploma

Director	1.590,33	428,00	110,34	66,79	28,65	29.470,36
Deputy Director	1.590,33	376,12	110,34	66,79	25,14	28.744,03

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
Head of Studies	1.590,33	376,12	110,34	66,79	25,14	28.744,03
Department Head	1.590,33	305,45	110,34	66,79	20,42	27.754,67
Senior teacher, workshop or lab head	1.590,33		110,34	66,79		23.478,43
Asst. Teacher, Helper or Teacher's Asst.	1.508,17		106,68	55,66		22.287,84
Instructor, Supervisor	1.373,50		100,68	55,66		20.336,46
Secondary school diploma bonus: for teachers with full working hours in this level in each of the 14 wage instalments 100,80						

### Supplement for completion of Secondary School Diploma

Director	1.503,04	335,27	106,47	53,50	23,92	26.907,50
Deputy Director	1.503,04	310,91	106,47	53,50	22,16	26.566,42
Head of Studies	1.503,04	286,92	106,47	53,50	20,48	26.230,63
Department Head	1.503,04	262,83	106,47	53,50	18,78	25.893,25
Senior teacher, workshop or lab head	1.503,04		106,47	53,50		22.213,69
Asst. Teacher, Helper or Teacher's Asst.	1.288,36		96,90	47,92		19.102,96
Instructor, Supervisor	1.152,80		90,86	43,26		17.138,56

### Supplement for completion of Secondary School Diploma

Director	1.564,89	396,65	110,34	67,08	28,81	28.675,42
Deputy Director	1.564,89	348,58	110,34	67,08	25,27	28.002,43
Head of Studies	1.564,89	333,20	110,34	67,08	24,44	27.787,11
Department Head	1.564,89	283,77	110,34	67,08	20,58	27.095,04
Senior teacher, workshop or lab head	1.564,89		102,27	67,08		23.033,49
Head Asst., Helper or Teacher's Asst.	1.471,40		98,52	55,95		21.683,26
Instructor	1.340,00		93,25	53,98		19.785,81

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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## Non-Teaching Staff

### Graduate Staff

The wages for these staff will be the same as that of the Senior teacher at the teaching level where the work is being carried out

### Administrative Staff

Head of Administration or Secretary	1.123,59		89,56	53,02		16.715,38
Intendent	1.034,46		85,59	48,90		15.424,02
Administrative Associate	946,23		81,66	45,29		14.145,58
Clerk	902,75		79,72	44,77		13.515,41
Assistant or telephonist	790,13		74,71	44,77		11.883,61
Applicant	655,20		63,00	27,37		9.865,80

### General Services Staff

Janitor or Governor	946,08		81,64	44,77		14.143,27
Head Chef, Clerk	902,75		79,72	44,77		13.515,41
Cook	860,47		77,84	44,77		12.902,86
Attendant / Porter	825,30		76,27	44,77		12.393,12
General services employee	790,13		74,71	44,77		11.883,61
Kitchen hand or Bellboy	655,20		46,87	27,38		9.688,37

## PAY SCALE TABLES 2017

### Teaching Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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#### Preschool Education

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Preschool educator	1.026,27		85,22	52,49		15.305,21
Instructor, Supervisor	1.026,27		85,22	45,66		15.305,21

#### Primary-First cycle of Secondary

Director	1.486,94	284,31	105,75	52,49	19,38	25.960,80
Deputy Director	1.486,94	263,12	105,75	52,49	17,06	25.664,04
Head of Studies	1.486,94	236,73	105,75	52,49	16,13	25.294,69
Department Head	1.486,94	210,54	105,75	52,49	14,34	24.927,99
Senior Teacher	1.486,94		105,75	52,49		21.980,43
Head Asst., Helper or Teacher's Asst.	1.216,56		93,70	42,29		18.062,51
Instructor, Supervisor	1.116,36		89,24	42,29		16.610,84

#### 2nd Cycle Secondary/Secondary School Diploma

Director	1.590,33	428,00	110,34	66,79	28,65	29.470,36
Deputy Director	1.590,33	376,12	110,34	66,79	25,14	28.744,03

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
Head of Studies	1.590,33	376,12	110,34	66,79	25,14	28.744,03
Department Head	1.590,33	305,45	110,34	66,79	20,42	27.754,67
Senior teacher, workshop or lab head	1.590,33		110,34	66,79		23.478,43
Head Asst., Helper or Teacher's Asst.	1.508,17		106,68	55,66		22.287,84
Instructor, Supervisor	1.373,50		100,68	55,66		20.336,46
Secondary school diploma bonus: for teachers with full working hours in this level in each of the 14 wage instalments 100,80						

### Supplement for completion of Secondary School Diploma

Director	1.503,04	335,27	106,47	53,50	23,92	26.907,50
Deputy Director	1.503,04	310,91	106,47	53,50	22,16	26.566,42
Head of Studies	1.503,04	286,92	106,47	53,50	20,48	26.230,63
Department Head	1.503,04	262,83	106,47	53,50	18,78	25.893,25
Senior teacher, workshop or lab head	1.503,04		106,47	53,50		22.213,69
Head Asst., Helper or Teacher's Asst.	1.288,36		96,90	47,92		19.102,96
Instructor, Supervisor	1.152,80		90,86	43,26		17.138,56

### Supplement for completion of Secondary School Diploma

Director	1.564,89	396,65	110,34	67,08	28,81	28.675,42
Deputy Director	1.564,89	348,58	110,34	67,08	25,27	28.002,43
Head of Studies	1.564,89	333,20	110,34	67,08	24,44	27.787,11
Department Head	1.564,89	283,77	110,34	67,08	20,58	27.095,04
Senior teacher, workshop or lab head	1.564,89		102,27	67,08		23.033,49
Head Asst., Helper or Teacher's Asst.	1.471,40		98,52	55,95		21.683,26
Instructor	1.340,00		93,25	53,98		19.785,81



## Non-Teaching Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Graduate Staff

The wages for these staff will be the same as that of the Senior teacher at the teaching level where the work is being carried out

### Administrative Staff

Head of Administration or Secretary	1.123,59		89,56	53,02		16.715,38
Intendent	1.034,46		85,59	48,90		15.424,02
Administrative Associate	946,23		81,66	45,29		14.145,58
Clerk	902,75		79,72	44,77		13.515,41
Assistant or telephonist	790,13		74,71	44,77		11.883,61
Applicant	707,60		63,00	27,37		10.599,40

### General Services Staff

Janitor or Governor	946,08		81,64	44,77		14.143,27
Head Chef, Clerk	902,75		79,72	44,77		13.515,41
Cook	860,47		77,84	44,77		12.902,86
Attendant / Porter	825,30		76,27	44,77		12.393,12
General services employee	790,13		74,71	44,77		11.883,61
Kitchen hand or Bellboy	707,60		46,87	27,38		10.421,97

**Group I. Teaching Staff**

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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**Preschool Education**

Senior teacher, workshop or lab head	1.498,09		83,09	52,88		22.136,55
Preschool educator	1.033,97		66,96	52,88		15.412,95
Instructor	1.033,97		66,96	46,00		15.412,95

**Primary-First cycle of Secondary**

Senior teacher, workshop or lab head	1.498,09		83,09	52,88		22.136,55
Head Asst., Helper or Teacher's Asst.	1.225,68		73,62	42,61		18.190,20
Instructor	1.124,74		70,12	42,61		16.727,99

**2nd Cycle Secondary/Secondary School Diploma**

Senior teacher, workshop or lab head	1.602,26		86,70	67,30		23.645,35
Head Asst., Helper or Teacher's Asst.	1.519,48		83,82	56,08		22.446,26
Workshop or laboratory teaching asst.	1.519,48		83,82	56,08		22.446,26
Instructor	1.383,80		79,11	56,08		20.480,70

Secondary school diploma bonus: for teachers with full working hours in this level in each of the 14 wage instalments 101,56

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Supplement for completion of Secondary School Diploma

Senior teacher, workshop or lab head	1.514,31		83,65	53,90		22.371,52
Head Asst., Helper or Teacher's Asst.	1.298,02		76,14	48,28		19.238,23
Workshop or laboratory teaching asst.	1.298,02		76,14	48,28		19.238,23
Instructor	1.161,45		71,39	43,58		17.259,72

### Supplement for completion of Secondary School Diploma

Sr. teacher/ lab. or workshop head	1.576,63		80,36	67,58		23.197,75
Head Asst., Helper or Teacher's Asst.	1.482,44		77,41	56,37		21.837,85
Workshop or laboratory teaching asst.	1.482,44		77,41	56,37		21.837,85
Instructor	1.350,05		73,27	54,39		19.926,43

## Group II. General Services Staff

### SUBGROUP A.

Specialised Level I and II staff. The wages for these staff will be the same as that of the Senior teacher at the level of teaching at which the work is carried out.

### SUBGROUP B. Support staff

Education supervisor	831,49		59,92	45,10		12.479,74
Extracurricular activities supervisor	831,49		59,92	45,10		12.479,74

### Group III. Administrative Staff

Head of Administration or Secretary	1.132,02	70,37	53,42	16.833,47
Administrative Associate	953,33	64,17	45,63	14.244,94
Clerk	909,52	62,64	45,10	13.610,18
Assistant or telephonist	796,06	58,70	45,10	11.966,60
Intendent	1.042,22	67,25	49,27	15.532,60
Apprentice / Applicant	735,90	49,50	27,58	10.995,60

### Group IV. General Services Staff

Janitor or Governor	953,18	64,15	45,10	14.242,50
Head Chef, Clerk	909,52	62,64	45,10	13.610,18
Cook	866,93	61,16	45,10	12.993,20
Attendant, Porter and Cleaner	831,49	59,92	45,10	12.479,80
General services employee	796,06	58,70	45,10	11.966,60
Kitchen hand or Bellboy	735,90	36,83	27,58	10.818,17

## PAY SCALE TABLES 2018

### Temporary Management Posts

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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#### Preschool Education

Director	1.498,09	286,44	83,09	52,88	19,52	26.146,76
Deputy Director	1.498,09	265,09	83,09	52,88	17,19	25.847,86
Head of Studies	1.498,09	238,51	83,09	52,88	16,25	25.475,63
Department Head	1.498,09	212,12	83,09	52,88	14,45	25.106,25

#### Primary / 1st and 2nd year Secondary

Director	1.498,09	286,44	83,09	52,88	19,52	26.146,76
Deputy Director	1.498,09	265,09	83,09	52,88	17,19	25.847,86
Head of Studies	1.498,09	238,51	83,09	52,88	16,25	25.475,63
Department Head	1.498,09	212,12	83,09	52,88	14,45	25.106,25

#### 3rd and 4th year of Secondary/Secondary School Diploma

Director	1.602,26	431,21	86,70	67,30	28,86	29.682,27
Deputy Director	1.602,26	378,94	86,70	67,30	25,33	28.950,46
Head of Studies	1.602,26	378,94	86,70	67,30	25,33	28.950,46
Department Head	1.602,26	307,74	86,70	67,30	20,57	27.953,72

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Supplement for completion of Secondary School Diploma

Director	1.514,31	337,79	83,65	53,90	24,10	27.100,54
Deputy Director	1.514,31	313,24	83,65	53,90	22,33	26.756,88
Head of Studies	1.514,31	289,07	83,65	53,90	20,64	26.418,57
Department Head	1.514,31	264,80	83,65	53,90	18,92	26.078,67

### Supplement for completion of Secondary School Diploma

Director	1.576,63	399,62	86,70	67,58	29,03	28.881,26
Deputy Director	1.576,63	351,19	86,70	67,58	25,46	28.203,24
Head of Studies	1.576,63	335,70	86,70	67,58	24,62	27.986,36
Department Head	1.576,63	285,90	86,70	67,58	20,73	27.289,08

## PAY SCALE TABLES 2019

## Group I. Teaching Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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## Preschool Education

Senior teacher, workshop or lab head	1.528,05		84,75	53,94		22.579,28
Preschool educator	1.054,65		68,30	53,94		15.721,21
Instructor	1.054,65		68,30	46,92		15.721,21

## Primary-First cycle of Secondary

Senior teacher, workshop or lab head	1.528,05		84,75	53,94		22.579,28
Head Asst., Helper or Teacher's Asst.	1.250,19		75,09	43,46		18.554,00
Instructor	1.147,23		71,52	43,46		17.062,55

## 2nd Cycle Secondary/Secondary School Diploma

Senior teacher, workshop or lab head	1.634,30		88,43	68,64		24.118,26
Head Asst., Helper or Teacher's Asst.	1.549,87		85,50	57,20		22.895,18
Workshop or laboratory teaching asst.	1.549,87		85,50	57,20		22.895,18
Instructor	1.411,48		80,69	57,20		20.890,31

Secondary school diploma bonus: for teachers with full working hours in this level in each of the 14 wage instalments 103,59

## Supplement for completion of Secondary School Diploma

Senior teacher, workshop or lab head	1.544,60		85,33	54,98		22.818,95
Head Asst., Helper or Teacher's Asst.	1.323,98		77,66	49,24		19.623,00
Workshop or laboratory teaching asst.	1.323,98		77,66	49,24		19.623,00
Instructor	1.184,67		72,82	44,46		17.604,92

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Supplement for completion of Secondary School Diploma

Senior teacher, workshop or lab head	1.608,16		81,96	68,94		23.661,71
Head Asst., Helper or Teacher's Asst.	1.512,09		78,96	57,50		22.274,61
Workshop or laboratory teaching asst.	1.512,09		78,96	57,50		22.274,61
Instructor	1.377,05		74,73	55,48		20.324,96

## Group II. General Services Staff

### SUBGROUP A.

Specialised Level I and II staff. The wages for these staff will be the same as that of the Senior teacher at the level of teaching at which the work is carried out.

### SUBGROUP B. Support staff

Education supervisor	848,12		61,12	46,00		12.729,33
Extracurricular activities supervisor	848,12		61,12	46,00		12.729,33

## Group III. Administrative Staff

Head of Administration or Secretary	1.154,66		71,78	54,49		17.170,14
Administrative Associate	972,40		65,45	46,54		14.529,84
Clerk	927,71		63,89	46,00		13.882,38
Assistant or telephonist	811,98		59,88	46,00		12.205,94
Intendent	1.063,07		68,59	50,25		15.843,25
Apprentice / Applicant	750,62		50,49	28,13		11.215,51



## Group IV. General Services Staff

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
Janitor or Governor	972,24		65,43	46,00		14.527,35
Head Chef, Clerk	927,71		63,89	46,00		13.882,38
Cook	884,26		62,38	46,00		13.253,06
Attendant / Porter and Cleaner	848,12		61,12	46,00		12.729,40
General services employee	811,98		59,88	46,00		12.205,94
Kitchen hand or Bellboy	750,62		37,56	28,13		11.034,53

**Temporary Management Posts**

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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**Preschool Education**

Director	1.528,05	292,17	84,75	53,94	19,91	26.669,70
Deputy Director	1.528,05	270,40	84,75	53,94	17,53	26.364,81
Head of Studies	1.528,05	243,28	84,75	53,94	16,58	25.985,14
Department Head	1.528,05	216,36	84,75	53,94	14,73	25.608,38

**Primary / 1st and 2nd year Secondary**

Director	1.528,05	292,17	84,75	53,94	19,91	26.669,70
Deputy Director	1.528,05	270,40	84,75	53,94	17,53	26.364,81
Head of Studies	1.528,05	243,28	84,75	53,94	16,58	25.985,14
Department Head	1.528,05	216,36	84,75	53,94	14,73	25.608,38

**3rd and 4th year of Secondary/Secondary School Diploma**

Director	1.634,30	439,83	88,43	68,64	29,44	30.275,92
Deputy Director	1.634,30	386,52	88,43	68,64	25,84	29.529,47
Head of Studies	1.634,30	386,52	88,43	68,64	25,84	29.529,47
Department Head	1.634,30	313,90	88,43	68,64	20,99	28.512,80

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Supplement for completion of Secondary School Diploma

Director	1.544,60	344,54	85,33	54,98	24,59	27.642,55
Deputy Director	1.544,60	319,51	85,33	54,98	22,78	27.292,02
Head of Studies	1.544,60	294,86	85,33	54,98	21,05	26.946,94
Department Head	1.544,60	270,09	85,33	54,98	19,30	26.600,24

### Supplement for completion of Secondary School Diploma

Director	1.608,16	407,62	88,43	68,94	29,61	29.458,89
Deputy Director	1.608,16	358,22	88,43	68,94	25,97	28.767,31
Head of Studies	1.608,16	342,42	88,43	68,94	25,11	28.546,09
Department Head	1.608,16	291,61	88,43	68,94	21,15	27.834,86

**Group I. Teaching Staff**

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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**Preschool Education**

Senior teacher, workshop or lab head	1.562,43		86,66	55,16		23.087,31
Preschool educator	1.078,38		69,83	55,16		16.074,93
Instructor	1.078,38		69,83	47,97		16.074,93

**Primary-First cycle of Secondary**

Senior teacher, workshop or lab head	1.562,43		86,66	55,16		23.087,31
Head Asst., Helper or Teacher's Asst.	1.278,32		76,78	44,44		18.971,47
Instructor	1.173,04		73,13	44,44		17.446,46

**2nd Cycle Secondary/Secondary School Diploma**

Senior teacher, workshop or lab head	1.671,07		90,42	70,19		24.660,92
Head Asst., Helper or Teacher's Asst.	1.584,74		87,42	58,49		23.410,32
Workshop or laboratory teaching asst.	1.584,74		87,42	58,49		23.410,32
Instructor	1.443,24		82,50	58,49		21.360,34

Secondary school diploma bonus: for teachers with full working hours in this level in each of the 14 wage instalments 105,92

**Supplement for completion of Secondary School Diploma**

Senior teacher, workshop or lab head	1.579,35		87,25	56,22		23.332,37
Head Asst., Helper or Teacher's Asst.	1.353,77		79,41	50,35		20.064,52
Workshop or laboratory teaching asst.	1.353,77		79,41	50,35		20.064,52
Instructor	1.211,33		74,46	45,46		18.001,03

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
<b>Supplement for completion of Secondary School Diploma</b>						
Senior teacher, workshop or lab head	1.644,34		83,81	70,49		24.194,09
Head Asst., Helper or Teacher's Asst.	1.546,11		80,73	58,79		22.775,79
Workshop or laboratory teaching asst.	1.546,11		80,73	58,79		22.775,79
Instructor	1.408,03		76,41	56,72		20.782,27

## Group II. General Services Staff

### SUBGROUP A.

Specialised Level I and II staff. The wages for these staff will be the same as that of the Senior teacher at the level of teaching at which the work is carried out.

### SUBGROUP B. Support staff

Education Supervisor	867,20		62,49	47,04		13.015,74
Extracurricular activities supervisor	867,20		62,49	47,04		13.015,74

## Group III. Administrative Staff

Head of Administration or Secretary	1.180,64		73,39	55,71		17.556,47
Administrative Associate	994,28		66,92	47,59		14.856,76
Clerk	948,58		65,33	47,04		14.194,74
Assistant or telephonist	830,25		61,22	47,04		12.480,57
Intendent	1.086,99		70,14	51,39		16.199,72
Apprentice / Applicant	767,51		51,63	28,76		11.467,86

## Group IV. General Services Staff

Janitor or Governor	994,11	66,90	47,04	14.854,21
Head Chef, Clerk	948,58	65,33	47,04	14.194,74
Cook	904,16	63,79	47,04	13.551,26
Attendant / Porter and Cleaner	867,20	62,50	47,04	13.015,81
General services employee	830,25	61,22	47,04	12.480,57
Kitchen hand or Bellboy	767,51	38,41	28,77	11.282,84

## PAY SCALE TABLES 2020

### Temporary Management Posts

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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#### Preschool Education

Director	1.562,43	298,75	86,66	55,16	20,36	27.269,77
Deputy Director	1.562,43	276,48	86,66	55,16	17,93	26.958,02
Head of Studies	1.562,43	248,75	86,66	55,16	16,95	26.569,80
Department Head	1.562,43	221,23	86,66	55,16	15,07	26.184,57

#### Primary / 1st and 2nd year Secondary

Director	1.562,43	298,75	86,66	55,16	20,36	27.269,77
Deputy Director	1.562,43	276,48	86,66	55,16	17,93	26.958,02
Head of Studies	1.562,43	248,75	86,66	55,16	16,95	26.569,80
Department Head	1.562,43	221,23	86,66	55,16	15,07	26.184,57

#### 3rd and 4th year of Secondary/Secondary School Diploma

Director	1.671,07	449,73	90,42	70,19	30,10	30.957,12
Deputy Director	1.671,07	395,21	90,42	70,19	26,42	30.193,88
Head of Studies	1.671,07	395,21	90,42	70,19	26,42	30.193,88
Department Head	1.671,07	320,96	90,42	70,19	21,46	29.154,34

	Base €	Temp. Post Bonus €	Travel Bonus €	Ret. Bonus €	Ret. Post €	TOTAL €
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### Supplement for completion of Secondary School Diploma

Director	1.579,35	352,30	87,25	56,22	25,14	28.264,51
Deputy Director	1.579,35	326,69	87,25	56,22	23,29	27.906,09
Head of Studies	1.579,35	301,49	87,25	56,22	21,52	27.553,25
Department Head	1.579,35	276,17	87,25	56,22	19,74	27.198,74

### Supplement for completion of Secondary School Diploma

Director	1.644,34	416,79	90,42	70,49	30,27	30.121,71
Deputy Director	1.644,34	366,28	90,42	70,49	26,55	29.414,57
Head of Studies	1.644,34	350,12	90,42	70,49	25,68	29.188,38
Department Head	1.644,34	298,18	90,42	70,49	21,62	28.461,15