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# **COLLECTIVE AGREEMENT FOR PRIVATE SCHOOLS FOLLOWING THE GENERAL EDUCATION SYSTEM OR FOR NON-SUBSIDISED STATE-APPROVED EDUCATION**

**APRIL 2022 EDITION**

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## XI Collective Agreement for Private Schools following the General Education System or for Non-Subsidised State-Approved Education

B.O.E. 12th of april 2022

The X Collective Agreement for Private Schools Following the General Education System or Non-subsidised State-approved Education was signed on the 22nd of June 2018, on one hand, by the business associations Asociación Española de Centros Privados de Enseñanza (ACADE) and the Confederación de Centros de Enseñanza (CECE) on behalf of the companies in the sector; and on the other, by the trade union organisations: Federación de Sindicatos Independientes de Enseñanza del Estado Español (FSIE), Federación de Enseñanza de la Unión Sindical Obrera (FE-USO), Comisiones Obreras (CC.OO.) and Federación de Empleados de Servicios Públicos de la Unión General de Trabajadores (FeSP-UGT), on behalf of the workers.





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## TITLE I

### General provisions

#### CHAPTER I

##### SCOPE

##### **Article 1. Territorial scope.**

This collective agreement is applicable throughout the whole of Spain.

##### **Article 2. Functional scope.**

This Collective Agreement covers all Private Schools following the general education system or non-subsidised state-approved schools, or any other non-subsidised schools, regardless of the nature or nationality of the managing body, in which the following educational stages are taught:

- a) Early Years Stage (integrated).
- b) Primary Education.
- c) Compulsory Secondary Education.
- d) Sixth Form / Upper Secondary Diploma.
- e) Vocational Training within the education system.

For the purposes of this Agreement, an integrated education company is one in which more than one educational level is taught.

Companies teaching first and/or second cycle of Early Years Education, to be covered by this Agreement, must be part of an integrated education company, where, in addition to any of the educational stages listed at the beginning of this paragraph, any other of the teaching stages listed in this Article, is also taught.

##### **Article 3. Personal scope.**

This collective agreement covers all personnel, holding employment contracts, rendering their services in the schools listed in Article 2 of this Agreement.

In addition to those mentioned in the previous paragraph, workers rendering services in boarding schools belonging to schools listed to in Article 2 of this agreement will also be covered by this agreement.

##### **Article 4. Temporal scope.**

This Collective Agreement will come into force on the day following its publication in the Spanish “Official State Gazette”. Once published, its economic effects will be rolled back to 1 September 2021.

Companies will have three months from the date of publication of this Collective Agreement in the Spanish Official State Gazette to pay any arrears that may be due.

The term of this Agreement will be until 31 December 2023.

### **Article 5. Lower-level Collective Agreements.**

In lower-level Collective Agreements that may be negotiated after the signing of this Collective Agreement, the following matters will be expressly excluded from negotiation: probationary periods, professional categories, types of contract, except in matters regarding adaptation to the company scope, disciplinary regime, minimum standards of safety and hygiene and geographical mobility.

Collective Agreements of companies or corporate groups shall only have priority over this State Agreement or with respect to regional Agreements in those matters provided for in Article 84.2 of the Workers' Statute. Other matters will be considered as unavailable conditions by company or corporate group Agreements, whenever the provisions of this Sectoral Agreement are regulated differently and there is an overlap in the applicable Agreements.

These restrictive conditions will be upheld in all collective agreements that may be negotiated.

Moreover, and in the event of negotiations at a regional level, which could affect the scope established in this conventional text, it will be necessary to count on the agreement, according to the corresponding representation, of the legitimate employer and union organisations to negotiate on behalf of this specific sector. In any case, the state agreement shall be considered as the default rule with respect to matters not negotiated at an autonomous regional level.

The organisations signing this Collective Agreement, commit to ensuring that their union representatives and associated schools respect this provision.

## **CHAPTER II**

### **DENUNCIATION, REVISION AND EXTENSION OF THE AGREEMENT**

#### **Article 6. Extension of the Agreement.**

This Collective Agreement will be extended by tacit renewal on a yearly basis as of 1 January 2021, unless one of the signatory parties were to present

a denunciation with at least two months' notice to the expiry of the term of the Agreement, or any of its extensions.

### **Article 7. Denunciation and revision of the Agreement.**

Once a denunciation has been filed against the Collective Agreement, the signatory parties undertake to initiate talks no later than one month before the expiry date of the Agreement or its extension. Until a new agreement is signed, the previous one will remain in force.

## **CHAPTER III**

### **JOINT COLLECTIVE AGREEMENT COMMITTEE**

#### **Article 8. Constitution and functions.**

A Joint Committee will be set up for the interpretation, mediation and arbitration of this Agreement.

At the first meeting, the Chairperson and Secretary will be appointed, whose task will be, respectively, to convene and moderate the meeting and to draw up the minutes, record and file the matters discussed.

If the parties are expressly subject to arbitration by the Committee, its decision will be binding for them.

This Joint Committee, unique in the whole of Spain, shall be made up of the signatories to the Collective Agreement.

#### **Article 9. Headquarters and operations.**

Agreements will be made by qualified vote and based on the official representation of the organisations, where the approval of the majority of both the corporate/management and trade union parties will be required to adopt any agreements.

The address of this Joint Committee for the purpose of receiving queries, which must be sent by registered post, is Calle Ferraz, nº 85 (28008), Madrid.

It will hold regular meetings on a quarterly basis, as well as extraordinary meetings when requested by the majority of one of the parties. In both cases, the meeting will be convened in writing, with at least five days' notice, indicating items on the agenda, the date of the meeting, attaching the necessary documentation. Only in case of urgency, acknowledged by both parties, may the period of notice be shorter.

## CHAPTER IV

### WORK ORGANISATION

#### Article 10.

Work discipline and organisation is the specific faculty of the company, individual or legal entity that runs the school and will comply with the provisions of the legislation in force, as well as the specific nature and provisions of each School. This is without prejudice to the rights of information and participation granted to workers' representatives by current regulations.

#### Article 11.

Staff will be obliged to render services as indicated by the School Head, according to their employment contract, during the entire working year or for the term of the contract, whichever is shorter.

## TITLE II

### STAFF

## CHAPTER I

#### Article 12. Staff Categories.

The professional classification system is based on the existence of professional groups, which include the different posts inherent in each one. For these purposes, the previous categories are restructured into new posts.

The hiring of staff in companies adhering to the Agreement will be done according to inclusion in one of the following groups, which are listed by way of illustration and not limitation, and do not suppose the obligation of hiring staff for all of them, if the company does not need to do so:

#### GROUP I. Teaching staff.

- Qualified teacher / Head of workshop or laboratory
- Assistant teacher, teaching assistant or auxiliary
- Workshop or laboratory assistant/technician
- Infant teacher
- Instructor

#### GROUP II. Complementary service staff.

##### SUBGROUP A: Specialised staff:

Specialised staff are classified into two levels, according to the degree of responsibility, functions and knowledge:

- LEVEL I. Includes, among others, the following positions:

- Lawyer
- Doctor
- Psychologist
- Teacher
- Librarian
- Chaplain
- Spiritual director

- LEVEL II. Includes, among others, the following positions:

- Speech therapist
- Nurse

#### SUBGROUP B: Support staff:

- Extracurricular activity monitor
- Supervisory assistant

#### **GROUP III. Administrative staff.**

- Head of Administration or Secretariat
- Administrative Associate
- Clerk

- Administrative assistant or telephonist
- Procurement Manager (Annex IV only)
- Trainee/Candidate (Annex IV only)

#### **GROUP IV. Ancillary staff.**

- Caretaker
- School Housekeeper
- Head Chef
- Cook
- Skilled worker
- Driver
- Attendant
- Porter and messenger
- Ancillary worker
- Kitchen assistant (Annex IV only)
- Kitchen porter (Annex IV only)
- Errand boy (Annex IV only)

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



### **Article 13. Temporary posts of responsibility.**

Temporary posts of responsibility include:

- Director/Principal
- Deputy Head/ Vice Principal
- Head of Studies
- Head of Department

These posts are temporary and, therefore, their duration will be determined by the time the employer entrusts the employee with the responsibilities of the position. Once this temporary assignment is completed, the employee will return essentially to the position for which he was hired.

The definitions corresponding to the different temporary managerial positions are those shown in Annex I, which forms an integral part of this Collective Agreement.

## **TITLE III**

### **Recruitment**

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

The admission of staff included in the scope of application of this Agreement will take place by free hiring between the employee and the School Head.

Employment contracts, whatever their type, must be drawn up in writing, with one copy for each contracting party and other competent bodies, in accordance with current legislation. Likewise, the employer will provide a basic copy of each contract to the workers' representatives in accordance with current legislation.

Schools may recruit their staff by any of the means allowed under current legislation or by any other that may be enacted during the term of this Agreement, empowering the Joint Committee to study and propose possible adaptations or modifications in accordance with possible legislative changes, convening the Bargaining Committee for approval.

Employees with no written contract, unless it is demonstrated that their relationship is not work-related, will be deemed permanent once the probationary period has elapsed.

### **Article 15. Automatic conversion to an indefinite term contract (permanent).**

Once the maximum legal duration established has expired, if there is no notice or termination and employment continues, the contract will be considered tacitly extended on a permanent basis, unless the temporary nature of the employment is otherwise demonstrated.

Those workers who have been hired for a period of more than eighteen months in a period of twenty-four months, with or without interruption, for the same or a different job with the same company or group of companies, through two or more contracts due to production-related circumstances, either directly or through their provision by temporary employment agencies (ETTs), will also acquire the status of permanent staff. This clause will also apply in the case of business transfer or subrogation in accordance with legal or contractual standards.

Likewise, the worker who is employed for more than eighteen months in a period of twenty-four months, with or without interruption, through temporary contracts due to production-related circumstances, including staffing service contracts through temporary employment agencies (ETTs), will also acquire permanent status.

#### **Article 16. Temporary contract for substitution.**

Fixed-term contracts may be entered into for the substitution of a worker with entitlement to return to the post they held, provided that the name of the worker being replaced and the reasons for the substitution are stated in the contract. In this case, the new contract

can start before the person to be substituted has left, so that this employee and the substitute can perform their functions simultaneously for the time necessary to ensure the job is done properly, with a maximum of fifteen days.

Likewise, the substitution contract may be arranged to complete the reduced working hours by another worker, when said reduction is covered by legally established causes or grounds stated in the collective agreement and the name of the person being replaced and the reason for substitution are stated in the contract.

The substitution contract may also be entered into for the temporary coverage of a post during the recruitment or promotion process until the final permanent appointment is made, as long as its duration does not exceed three months, nor can a new contract with the same object be entered into once said maximum term has elapsed.

#### **Article 17. Works or service Contract.**

Works or service contracts based on the provisions of article 15.1.a) of the Workers' Statute, according to the wording in force before the entry into force of Royal Decree-Law 32/2021, December 28, concluded



before December 31, 2021, which were in force on the aforementioned date, will be applicable until their maximum duration, in the terms set forth in the aforementioned legal provisions.

### **Article 18. Fixed term employment contracts.**

1. A fixed-term contract may only be entered into due to production-related circumstances or the substitution of a worker.
2. Production-related circumstances shall be understood as the occasional and unforeseeable increases and fluctuations that, even in the event of normal business activity, generate a temporary imbalance between the stable employment available and that which is required, provided that they do not respond to the assumptions of permanent intermittent employment contracts.

The aforementioned fluctuations will include those arising from the use of annual leave.

When the fixed-term contract is due to these production-related circumstances, its duration may not exceed twelve months. In the event that the contract had been concluded for a shorter term,

it may be extended, by agreement of the parties, but only once, as long as the total duration of the contract does not exceed such maximum term.

Likewise, companies may formalize contracts due to production-related circumstances to attend to occasional, foreseeable situations that have a short and limited duration in the terms provided for in this paragraph. Companies will only be able to use this contract for a maximum of ninety days each calendar year, regardless of the number of employees required on each of those days to cover such situations, which must be duly stated in the contract. These ninety days cannot be used on a continuous basis. The legal representatives of the workers must be informed, in the last quarter of the year, on the forecast of the use of this type of contract for the following year.

3. Fixed-term contracts may be entered into for the substitution of a worker with entitlement to return to the post they held, provided that the name of the worker being replaced and the reasons for the substitution are stated in the contract. In this case, the new contract can start before the person to be

substituted has left, so that this employee and the substitute can perform their functions simultaneously for the time necessary to ensure the job is done properly, with a maximum of fifteen days.

The substitution contract may also be used to provide temporary cover for a position during the recruitment or promotion process until the definitive appointment is made with a permanent contract, with a maximum duration of three months, and without the possibility of signing a new contract with the same object once said maximum term has elapsed."

4. Persons hired in breach of the provisions of this article will acquire permanent status.

### **Article 19. Training contracts for obtaining professional practice.**

The purpose of this contract will be the performance of a work activity aimed at acquiring professional practice appropriate to the corresponding levels of studies.

Remuneration for effective working time will be that of the professional group and salary level corresponding to the functions performed. In no case may the

remuneration be less than 95 % of the salary established in the collective agreement for a worker who performs the same or equivalent job.

Other aspects related to this type of contract will be governed by the provisions of sections 3 and 4 of article 11 of the Workers' Statute.

### **Article 20. Alternating training contracts.**

These contracts will have the objective of alternating training periods with paid work as an employee.

Remuneration may not be less than sixty percent the first year or seventy-five percent the second, with respect to that established in the agreement for the professional group and salary level corresponding to the functions performed, in proportion to the effective work time. In no case may the remuneration be less than the statutory minimum wage (SMI) in proportion to the effective work time during the first year, nor 100% of the statutory minimum wage, regardless of the working hours, during the second.

The rest of the aspects related to this type of contract will be governed by the provisions of sections 2 and 4 of article 11 of the Workers' Statute.

## **Article 21. Part-time contract.**

An employment contract shall be considered part-time when the provision of services has been agreed upon for a number of hours, per day, week, month or year, and is less than the full-time working hours set forth in this Agreement.

This type of contract may be arranged on a temporary or permanent basis when the use of this type of contract is legally permitted, and it must be drawn up in accordance with legal provisions, where the number of working hours per day, week, month or year, as well as their distribution, must be duly stated.

Part-time employees may not work overtime, unless it is required to prevent or repair accidents or any other extraordinary or urgent damage.

The conversion of a full-time contract to a part-time contract, or vice versa, will always be on a voluntary basis for the employee.

In part-time contracts with working hours of at least ten hours per week annually, additional hours may be worked (apart from the denominated complementary hours referred to in this agreement) when expressly

agreed with the employee, in the contract or by a subsequent written agreement.

The number of additional hours may not exceed 30 percent of the ordinary working hours contracted. In any event, the sum of the ordinary hours and these additional hours will be less than the total hours corresponding to the full-time working hours, set out in Chapter I of Title IV of this agreement, for the corresponding category. The employer in accordance with the needs of the company will distribute these hours. The employee must know the day and time of completion of the additional hours with at least seven days prior notice.

The pact governing these additional hours may be rendered ineffective by the employee opting out, once a year has passed since it was reached, and such instance must be notified fifteen days in advance, in any of the following circumstances:

- 1) To attend family responsibilities for those exercising legal guardianship to a minor under the age of twelve years or a disabled person in their direct care.
- 2) Training needs, provided there is proof of incompatibility with schedules.

### 3) Incompatibility with another part-time contract.

Notwithstanding the pact governing additional 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 on a voluntary acceptance basis, whose number may not exceed 15 % of the ordinary working hours contracted. The refusal of the employee to perform these hours shall not constitute sanctionable conduct.

Likewise, part-time contracts also include contracts signed by employees who, in order to take semi-retirement, arrange with their company, under the legally established conditions, a reduction of their working hours and salary between 25 and 50 per cent per month of the same, whenever they meet the general conditions set forth in the consolidated text of the Social Security Act and related regulations.

The aforementioned reduction in working hours and salary can reach 75 % when the relief contract is concluded on a full-time and permanent basis, provided that the employee meets the requirements established in the consolidated text of the Social Security Act.

Part-time employees who have served as such in the company for three or more years will have priority when it comes to occupying full-time vacancies, or increasing their working hours up to the maximum established in their category if they have the capacity, qualifications and suitability required for the position, in the School Head's opinion.

### **Article 22. Relief contract.**

This is the type of contract that is made with an employee, previously unemployed or who has a temporary contract with the company to cover the working hours left vacant by an employee taking semi-retirement.

Except as provided for cases of semi-retirement, where the reduction of working hours and salary may reach 75 %, the duration of the relief contract may be permanent or at least equal to the time remaining for the relieved employee to reach standard retirement age, in accordance to what is set out in the consolidated text of the Social Security Act. If, upon reaching that age, the semi-retired worker continues in the company, the relief contract that has been concluded for a specific period of time, may be extended, by agreement of the parties for annual

periods, and in any case be terminated at the end of the period corresponding to the year in which the relieved employee takes full retirement.

In the case of an employee who takes semi-retirement after having reached retirement age, the relief contract that the company may make to replace the part of the day left vacant, may be on an permanent or annual basis. In this second case, the contract will be automatically renewed on an annual basis, and will terminate as described in the preceding paragraph.

In the event that the relief contract is temporary and is not subject to conversion into a permanent contract, upon termination of said contract, the employee in question shall be entitled to the compensation established at all times by the legislation in force.

Except as established for cases of semi-retirement where the reduction of working hours and salary may reach 75 %, the working hours may be on a full or part-time basis. In any case, they will be at least equal to the working hours left vacant by the employee taking early retirement. The working hours of the relieving employee can either complete those of the worker being relieved or run simultaneously.

The position of the worker on a relief contract may be the same as the employee being relieved. In any case, there must be a correspondence between the contribution bases of both, in the terms set forth in the consolidated text of the Social Security Act.

The parties may mutually agree on the accumulation of the working hours remaining until the standard retirement of the employee being relieved, which can be split into one or more periods.

### **Article 23. Recruitment of disabled persons.**

Companies that employ 50 or more workers will be obliged to ensure that at least 2 % of their employees are disabled persons or adopt the alternative measures provided for in Article 42.1 of Royal Legislative Decree 1/2013, of 29 November, which approves the Consolidated Text of the General Act for the rights of persons with disabilities and their social inclusion.

The aforementioned calculation will be based on the total workforce of the company concerned, regardless of the number of workplaces it has and the types of employment contracts binding employees to the company.

**Article 24. Permanent staff.**

A limitation to the principle of freedom of recruitment with regard to temporary teaching staff is established, which sets a minimum permanent teaching staff at forty percent, excluding relief contracts, substitution contracts and works or service contracts from this calculation.

In newly created companies, during the first five years of operation, the minimum permanent staff will be twenty percent.

The parties may revise this article if the general employment legislation undergoes modifications in this regard. Staff union representatives will ensure compliance with the legal requirements established for recruiting staff on a temporary basis.

**Article 25. Probationary period.**

For newly-appointed staff, a probationary period may be agreed, the maximum duration of which will 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.

On completion of the probationary period, the employee will become part of the school staff and the probationary period will be taken into account for all intents and purposes. The number of days worked will count as valid for the probationary period for staff hired on a temporary basis.

Regardless of what has been previously established, in the case of teaching staff recruited with a permanent contract, the probationary period will be 11 months. In this case, in the event of termination of the employment relationship at the company's discretion after six months of rendering services, the employee will be entitled to receive compensation until the end of the probationary period, equivalent to 1.5 days of salary per month worked, counted from the start of their employment.

In the case of holding a temporary contract prior to becoming permanent, the duration of said temporary period would count towards the aforementioned 11-month period.

**Article 26. Vacancies.**

Given the situation in a School caused by a worker leaving due to the termination of their employment contract, the following procedure will apply, as the case may be:



1. **Teaching Staff:** Vacancies arising in positions with superior functions of the first group “Teaching staff” will be filled, preferably and if possible, between the staff of jobs with inferior functions within the same group, according to ability, qualifications and seniority in the school.
2. **Administrative Staff:** Vacancies arising in jobs with superior functions of administrative staff will be provided based on the following criteria:
  - a) Those of Head of Administration or Secretariat will be by discretionary appointment of the School Head.
  - b) Those of Administrative Associate, by two alternating shifts:
    - Seniority, subject to an aptitude test, between clerks.
    - At the School’s discretion, between clerks and administrative assistants
  - c) Administrative assistants with five years of service in the workplace will be promoted to clerks, and if there is no vacancy, they will continue as administrative assistants with the same wage as a clerk.
3. **Ancillary Staff:** Vacancies arising among ancillary staff will be filled by workers in the same job group, from

the same branch, and provided that the employer considers they have the necessary skills and aptitudes for the performance of the position to be filled.

4. In the event of new recruitment, or vacancies arising, based on the skills, aptitudes and qualifications of the employee, as well as the needs and work organisation of the company, provided that permanent staff could not access these positions, preference will be given to temporary or part-time staff.

## **Article 27. Resignations.**

- a) The worker wishing to leave the School voluntarily will be obliged to inform the owner thereof in writing, in compliance with the following notice periods:  
Teaching staff: One month.  
Other staff: 15 calendar days.
- b) Failure by the employee to comply with the obligation to give due notice will entitle the School to deduct from the settlement the amount of salary equivalent to two days for each day of delay in receiving the notice.

If the School receives the notice in due time and form, it will be obliged to pay the worker the corresponding settlement upon termination of the employment

relationship. Failure to comply with this obligation will entail the employee's right to receive compensation corresponding to two days' salary for each day of delay in the payment of the settlement, up to a limit of the number of days' notice.

## TITLE IV

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

#### CHAPTER I

##### WORKING HOURS

#### **Article 28. Teaching staff.**

The number of working hours per year and their normal weekly distribution, for each of the categories affected by this Agreement, are those specified below.

For teaching staff, the weekly working hours will be referenced in 27 hours. Likewise, the school will also allocate 237 complementary hours per year, which may be distributed throughout the course by the employer, in response to the particular characteristics and needs of

the school, which must not exceed the 8-hour workday, including teaching hours.

Teaching staff will also dedicate another fifty hours a year to training, refresher courses and updating of knowledge to be carried out in-house or in any other schools that the signatories of the Collective Agreement have assigned to training. Training days will be agreed upon with the employer.

Always respecting the weekly teaching hours contracted and the annual hours set out in this Agreement, taking into account the organisation and needs of the company, the school management may transfer some teaching hours to complementary hours, and vice versa.

Subject to prior agreement between company and employee, the annual working hours may be increased by a maximum of 90 hours, which will not be considered overtime and shall be offered freely and accepted voluntarily, with preference given to part-time staff. Such hours shall be paid additionally, taking as a reference the normal hourly rate established in this Agreement.

#### **Article 29. Non-teaching staff.**

The working hours of qualified staff in non-teaching positions will be thirty-three hours a week.



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

This staff, respecting in principle their current working hours and schedule will enjoy a free Saturday every two weeks, so the average of their weekly working hours will amount to forty.

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

The School Head will establish the working day regime suitable for the personnel corresponding to gate supervision and other similar custodial and maintenance services, in response to the particular circumstances and needs of each school.

### **Article 30. Additional hours linked to a temporary post.**

Teaching staff who hold the rank of Director / Principal, Deputy Head / Vice-Principal, Head of Studies or Head of Department, shall add five extra hours per week to their workload in their corresponding post, which should be spent performing their specific role in the School.

The functions of the coordinator and the tutor can be carried out within the schedule established for the type of teaching corresponding to the teachers holding these posts.

### **Article 31. Weekly rest and break between working days.**

For non-teaching staff, working hours will be distributed throughout the week, according to the needs of the School, whereby the daily workday does not exceed eight hours, and four hours on Saturdays.

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

In any case, there should be a break of at least twelve hours between the end of the working day and the beginning of the next.

### **Article 32. Overtime hours.**

Those hours that exceed, in each case, the working hours established in this Agreement will be considered overtime. The initiative to work overtime corresponds to each individual school and is subject to the employee's free acceptance, always in accordance with current legislation.

Overtime hours may be compensated by time off in lieu.

### **Article 33. Annual calculation and irregular distribution by school.**

a) Teaching staff:

- Teaching hours: 1,089 hours.
- Complementary hours: 237 hours.
- Training hours: 50 hours.

In those schools where summer courses are not held, the annual teaching hours for teaching staff, except in the Early Years Stage, will be 1,069 hours, the annual complementary hours will be 257 hours and the annual hours for training will be 50 hours.

b) Qualified complementary service staff:

1,396 hours.

c) Other complementary service personnel and administrative and ancillary staff:

1,724 hours.

Internal staff, to compensate, will work forty hours more per year.

Teachers who hold the rank of Principal/Head, Vice-Principal / Deputy Head, Head of Studies or Head of Department and work the hours corresponding to the type of teaching / stage to which they belong, will have two hundred and ten hours per year added to their working hours, which should be devoted, to the performance of their specific function in the school.

Likewise, in relation to the teaching staff, the last paragraph of Article 28 also applies.

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

The hours of mere presence of employees at the workplace will not be considered as part of the effective working day, nor will they count for the purposes of overtime.

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

Regardless of the working day:

- Teaching staff who are entrusted and voluntarily accept to undertake the supervision of pupils during meals and/or break times will be entitled to free school meals.
- Teaching staff who are entrusted and voluntarily accept to undertake the supervision of pupils on

school bus journeys will have the right to free transport.

### **Article 36. Night shift.**

Hours worked in the period between ten o'clock at night and six o'clock in the morning, or other schedules agreed upon due to special circumstances, will be considered as night work, for the purposes of remuneration, unless the salary has been established taking into account that the work is nocturnal by its very nature.

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

Administrative and ancillary staff during the school holiday periods, i.e. July and August, will complete a continuous shift of a maximum of six hours daily and forty-eight consecutive hours of rest in the same months, except in boarding schools or similar, when a continuous shift would not guarantee a proper service, in which case other shifts can be worked to ensure the different services are duly attended.

Administrative staff will carry out, during the non-school days corresponding to the Christmas and Easter holiday periods, a continuous shift of six hours

a day and can arrange shifts to attend the different services.

### **Article 38. Reduction of working hours to care for dependents.**

Anyone who, for reasons of legal guardianship, has to care for a minor under twelve years of age or a person with a disability who does not perform another paid activity, shall be entitled to a reduction in the daily working hours, with a proportional reduction in salary, between, at least one eighth and up to a maximum of half their daily working hours.

The same right shall apply to anyone who has to take care of a family member, up to the second degree of kinship or affinity, who for reasons of age, accident or illness cannot look after themselves and does not perform any paid activity.

The parent, adoptive parent, guardian for adoption or permanent fostering purposes shall be entitled to a reduction of the working day, with the proportional reduction of the salary of, at least, half its duration, for the care, during the hospitalisation and ongoing treatment, of the minor in their care affected by cancer

(malignant tumours, melanomas and carcinomas), or by any other serious illness, which involves a long-term hospital stay and requires the need for direct, ongoing and permanent care, accredited by a report issued by the public health service or healthcare administrative body of the corresponding autonomous region and, at most, until the child reaches the age of eighteen.

The time specification and the period during which the reduction of working hours will be taken correspond to the employee, within their normal working hours, who must give the employer 15 days' notice specifying the start and end dates of such reduction.

However, if two or more employees in the same company were to generate this right for the same individual, the employer may limit them being carried out simultaneously for reasons based on guaranteeing the smooth running of company operations.

Workers may, if they wish, reduce their working hours if there is no flexible schedule, or arrange it, to accompany their pregnant partner to antenatal classes, with the proportional reduction of salary, but not forfeiting the loss of any other employment rights.

### **Article 39. Work calendar.**

The company and workers' union representatives may establish, if they decide by mutual agreement, the internal work schedule of holiday periods, and may modify the duration of the same, bank holidays and special leaves of absence, while ensuring due attention to those services that must remain operative.

## **CHAPTER II**

### **ANNUAL LEAVE**

### **Article 40. Common regulation.**

All employees affected by this Agreement shall be entitled to one month's paid holiday for each full year of active service, taken preferably in summer, taking into account the characteristics of the School and the personal situations of each employee, or the proportional number of days, if the time worked was less.

All staff in schools affected by this Agreement shall be entitled to five days of annual leave, taken on working days on the official calendar established on a regional level by the competent employment administration, preferably and if possible during the summer period, and always guaranteeing the smooth-running 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 at Easter, and eight calendar days at Christmas; in both cases, these days shall be taken consecutively, although Schools may establish shifts between staff in order to maintain the service. Additionally, the School Head will determine a further three working days during the year.

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

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

50 % of the teaching staff affected by this Agreement will enjoy two more weeks of holiday over the summer period, in which the School Head will arrange shifts on a rota basis, according to the needs of the School.

Schools offering summer courses or boarding facilities are excluded from this obligation. As compensation, 50 % of the teaching staff of these Schools will receive a single salary supplement of 35 % of their gross salary, payable as a single monthly payment. The payment of this supplement will be made on a rota basis, where 50 % of the teaching staff will receive it the first year and the other 50 %, the second year, and so on.

If, in the owner's opinion, the School does not require the totality of the aforementioned 50 % of the teaching staff, the surplus will enjoy two weeks holiday without the right to the aforementioned 35 % salary supplement.

### **CHAPTER III**

#### **SICKNESS AND LEAVES OF ABSENCE**

##### **Article 43. Temporary incapacity.**

In cases of temporary incapacity, and during the first three months, the employee will be paid the necessary supplement to reach 100 percent of their regulatory base amount. In the event of a declaration for entitlement to temporary incapacity due to a work-related accident, the aforementioned supplement will continue to be paid to the employee affected for one additional month for every three years of seniority in the company.

##### **Article 44. Suspension of the contract due to maternity, adoption, guardianship for the purposes of adoption and fostering.**

The birth, which includes the delivery and care of a minor under twelve months, will entail suspension of the biological mother's employment contract for 16 weeks (maternity leave), of which the six consecutive weeks immediately



after the birth will be statutory, which must be enjoyed full-time, to ensure the protection of the mother's health.

The birth will entail suspension of the parent's (other than the biological mother's) employment contract for 16 weeks, of which the six consecutive weeks immediately after the birth will be statutory, and which must be enjoyed full-time, in order to fulfil the duties of care provided in Article 68 of the Spanish Civil Code.

In the case of premature birth and that in which, for any other reason, the newborn must remain hospitalised after the birth, the period of suspension may be counted, at the request of the biological mother or the other parent, from the date of hospital discharge. This excludes the six weeks immediately after the birth, which comprise a statutory suspension of the biological mother's contract.

In cases of premature births where the newborn is underweight or in others in which the newborn requires hospitalization after delivery due to any medical condition, for a period exceeding seven days, the suspension period will be extended by as many days the baby is kept in hospital, up to a maximum of thirteen additional weeks, in accordance with terms set forth in the regulations.

In the event of the death of the child, the period of suspension will not be reduced, unless, once the six weeks of statutory rest have ended, a request is made to return to the job.

The suspension of the contract of each of the parents for the care of the minor, once the first six weeks immediately following the birth have elapsed, may be distributed at their will, in weekly periods to be enjoyed on a continuous or non-continuous basis and exercised from the end of the statutory postpartum suspension until the child is twelve months old. However, the biological mother may bring forward this facility up to four weeks before the foreseeable date of delivery. The enjoyment of each weekly period or, where appropriate, the accumulation of said periods, must be communicated to the company at least 15 days in advance.

This right is individual to the worker and may not be transferred to the other parent.

The suspension of the employment contract, after the first six weeks immediately following the birth, may be enjoyed on a full-time or part-time basis, subject to prior agreement between the company and the worker, and as determined by legislation.

The worker must notify the company, at least 15 days in advance, of the intention to exercise this right. When the two parents who wish to exercise this right work for the same company, the business management may limit their simultaneous exercise on well-founded and objective reasons, duly motivated in writing.

In cases of adoption, guardianship for the purposes of adoption and fostering, in accordance with article 45.1.d) of the Workers' Statute, the suspension will last sixteen weeks for each adopter, guardian or foster parent. Six weeks must be enjoyed full-time in a statutory and consecutive manner immediately after the court order that constitutes the adoption or the administrative decision regarding guardianship for the purposes of adoption and fostering.

The remaining ten weeks may be enjoyed in weekly periods, either on a continuous or non-continuous basis, within the twelve months following the court order which constitutes the adoption or the administrative decision regarding guardianship for the purposes of adoption and fostering. In no case will the same worker generate the right to several periods of suspension with regard to the same minor. The enjoyment of each weekly period or, where

appropriate, the accumulation of said periods, must be communicated to the company at least 15 days in advance. The suspension of these ten weeks may be exercised on a full-time or part-time basis, prior agreement between the company and the affected worker, in the terms that are determined by legislation.

In cases of international adoption, when the previous displacement of the parents to the country of origin of the adoptee is necessary, the period of suspension foreseen for each case in this section may begin up to four weeks before the Adoption Order is made.

This right is individual to the worker and may not be transferred to the other adopter or guardian for adoption or fostering purposes.

The worker must notify the company, at least 15 days in advance, of the intention to exercise this right. When the two adopters, guardians or foster carers who exercise this right work for the same company, the latter may limit the simultaneous enjoyment of the ten voluntary weeks on well-founded and objective reasons, duly motivated in writing.

In the event of disability of the child at birth, on adoption, or in guardianship for the purposes of

adoption and fostering, the suspension of the contract to which it refers will have an additional duration of two weeks, one for each of the parents. The same extension shall apply in the event of multiple birth, adoption, guardianship for adoption or fostering for each son or daughter other than the first.

In the event of risk during pregnancy or risk during breastfeeding, under the terms provided in article 26 of Law 31/1995, of November 8, on Occupational Risk Prevention, the suspension of the contract will end on the day that the suspension of the contract due to childbirth is initiated or the infant reaches nine months, respectively, or, in both cases, when the worker is able to return to her previous position or to another that is compatible with her condition.

#### **Article 45. Leaves of absence.**

Employees, prior written notice and justification, may take paid leave from work for any of the following reasons and periods of time:

a) Fifteen calendar days in the case of marriage or the date of registration in the official registry office in the case of civil partnerships.

These 15 calendar days will begin to be computed on the day of the triggering event or the first subsequent working day if the triggering event occurs on a non-working day.

This leave may begin to be enjoyed, prior notice, three days before the celebration, without prejudice to its recovery should the triggering event not occur.

In both cases, such leave will not exceed 15 calendar days.

At least 15 calendar days' notice must be given of the intention of taking such leave. The same couple may make use of this leave either as a married couple or as a civil partnership.

b) Three days in the event of surgical intervention requiring hospitalisation or serious illness, accident, hospitalisation or death or day surgery requiring home confinement of relatives up to the second degree of kinship or affinity. Whenever the employee has to travel for this purpose, to another Autonomous Community or island, the time allowed is five days. In the case of foreign employees, this period will increase by one more day, should they need to travel to another country.



In the cases of this section b), the leave will begin to compute on the same day of the triggering event, unless it occurs on a non-working day, in which case the leave will begin to compute on the first working day after the triggering event. Likewise, the leave may be initiated for the duration of the triggering event, and once it has started, the days of enjoyment will be continued. Once the leave has started, if a day considered a non-working day is included for the worker, it will not be taken into account in the calculation.

If the triggering event that gives rise to the leave entitlement occurs when the worker has completed 75 % of the day, and requests the leave that same day, such leave will count from the following day.

- c) One day for moving from the usual place of residence.
- d) For the time necessary to fulfil a duty of a public or personal nature. When the fulfilment of the aforementioned duty supposes the impossibility of the performance of work due in more than 20 % of the working hours in a period of three months, the School will be able to assign the affected employee a non-active status. In the event that the employee were to receive remuneration for fulfilling a personal obligation

or public duty, such amount will be deducted from their salary entitlement in the school.

- e) One day for a family wedding up to the second-degree of kinship or affinity.
- f) To perform trade union or workers' representative functions in the legally established terms.
- g) For pregnant employees to attend antenatal check-ups and classes, with prior notice and documented proof of the need to carry them out during working hours.
- h) In order to facilitate the reconciliation of work and family life, a pool of a maximum of 15 hours per year is created for each worker to:
  - Attend medical consultations of the worker him/herself, of his / her minor children, of his / her spouse, of parents and relatives up to the first degree of kinship or affinity who cannot take care of themselves and whose need for accompaniment is duly certified, as long as it is not possible to attend these consultations outside of working hours.
  - Attendance at their children's parental- teacher meetings / interviews.

The use of these hours must be duly accredited with the respective medical certificate or that of the school, as the case may be, and an attempt will be made to interfere as little as possible with the pupils' school activities. Their simultaneous exercise may be limited for justified reasons affecting the smooth-running of the school, when 2 or more workers request to avail themselves of said leave.

In everything not expressly regulated by this article, the provisions of article 37 of the Workers' Statute will apply.

#### **Article 46. Unpaid leave.**

All staff may request up to fifteen days' unpaid leave per year that must be granted if this is requested with at least fifteen days' notice. If the request is made while another employee is also on unpaid leave, the School Head will make a decision based on the needs of the school and after listening to the workers' legal representatives.

#### **Article 47. Parental leave for the care of a nursing baby.**

In the event of the birth of a child, adoption, foster care or adoption, in accordance with Article 45.1.d) of

the Workers' Statute, workers shall be entitled to one hour's leave per day from work, which may be divided into two periods, to breastfeed / nurse the child until the infant reaches the age of nine months. The duration of the leave shall be increased proportionally in cases of multiple childbirth, adoption or guardianship for the purposes of adoption and fostering.

Workers exercising this right may opt to replace this time by a half-hour reduction in working hours for the same purpose or accrue these hours into full days to be taken consecutively, immediately after the end of the maternity leave or suspension due to adoption or guardianship for the purposes of adoption and fostering. Such accrual for the worker requesting this measure, will amount to a paid leave of 20 calendar days.

This leave constitutes an individual worker's right, but its exercise may not be transferred to the other parent, adopter, guardian or foster parent. However, if two workers from the same company exercise this right to care for the same child, business management may limit its simultaneous exercise for justified reasons related to the smooth-running of the company, which must be communicated in writing.

When both parents, adopters, guardians or foster carers exercise this right with the same duration and regime, the period of enjoyment may be extended until the infant is twelve months old, with a proportional reduction in salary from the nine-month mark.

In cases of premature births or for any other reason when the new-born must remain hospitalised following delivery, workers will be entitled to take one hour off work. Likewise, they will have the right to reduce their working hours up to a maximum of two hours, with the proportional reduction in salary.

The time specification and the period during which nursing leave will be taken correspond to the employee, within their normal working hours, who must give the employer 15 days' notice, specifying the start and end dates of the nursing period.

## CHAPTER IV

### TRAINING AND CAREER DEVELOPMENT

#### **Article 48. Training.**

When teachers attend training and refresher courses organised by the School, enrolment fees, travel

and accommodation expenses shall be borne by the School.

Ongoing training will be carried out according to the provisions of the National Training Agreement for Employment for the private education sector or an agreement replacing it and is in force at the time.

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

#### **Article 49. Paid leave for training.**

Staff under this Agreement shall be entitled to:

- a) Benefit from the paid leave necessary to sit official examinations, provided that these are not for aspiring to a job at another school, as well as to choose their work shift, if such is the regime established in the Company, when studying on a regular basis to obtain an academic or professional qualification.
- b) Adjust their ordinary working hours to attend vocational training courses or be granted the appropriate leave for training or professional development with the right to having their job held until their return.

## CHAPTER V

### NON-ACTIVE STATUS

#### **Article 50. Assignment of non-active status.**

Non-active status shall be granted, which will entitle job positions being held as well as the calculation of seniority in the company during its term, upon written notice to the School in the following cases:

1. Appointment or election to a public office that precludes attendance at work.
2. Due to illness, once the initial term of 18 months' temporary incapacity has elapsed and throughout the time in which the employee remains in this situation, even if the company has stopped paying Social Security contributions.
3. For the exercise of union functions, at a provincial or higher level, provided that the Trade Union Federation to which the employee belongs has sufficient legal representation.
4. A year's leave for those teachers who wish to dedicate time to their professional development after ten years of active, consecutive professional service in the same

School, as long as they duly provide proof of their dedication and professional improvement carried out, during the period of such leave. If not duly accredited, this right will automatically be considered voluntary leave without the right to having their job held.

5. The duration of an employee's pregnancy.
6. Any other legally established grounds.

Employees assigned a non-active status must return to work within a maximum period of 30 calendar days from the end of the cause that led to their non-active status, after giving written notice to the Company.

Employees assigned a non-active status, who come to the end of this situation and do not return to work within the established time frames, will automatically have their employment at the School terminated.

#### **Article 51. Parental leave.**

Employees will be entitled to a period not exceeding three years, counted for seniority purposes in the company, to take care of each child born or adopted or in cases of guardianship for purposes of adoption or permanent fostering, as from the date of birth of the child or, as the case may be, of the date of the judicial or administrative ruling.

Successive children will generate entitlement to a new period of parental leave that, if taken, will put an end to the previous one. If two or more employees in the same company were entitled to this right for the same child, the employer may limit the simultaneous exercise of such leave for reasons justified by the smooth running of company operations.

During the first year, from the start of each period of parental leave, the employee will be entitled to have their job held. Upon completion of the same, and until the end of the period of leave, the job being held will be in the same professional group or an equivalent post.

Any matters not covered in this Article, shall be subject to the provisions for cases of assigned non-active status.

### **Article 52. Leave for looking after a family member.**

Workers will be entitled to a period of leave not exceeding two years to attend to the care of a relative, up to the second degree of kinship or affinity, who due to age, accident, illness or disability cannot look after themselves and do not perform any paid work.

During this period, which counts for seniority purposes, the worker is entitled to have their job held.

### **Article 53. Voluntary leave of absence.**

Voluntary leave is that requested by the employee with at least one year of service in the School.

It must be requested in writing at least 15 days in advance. If granted, it will begin to be enjoyed within the months of July and August, unless otherwise agreed.

Voluntary leave will be granted for a minimum of four months and a maximum of five years. The same employee may only exercise this right again if four years have elapsed since the last period of voluntary leave.

Employees on voluntary leave only retain a preferential right to return to the workplace to fill vacancies of the same or similar category that may arise, provided that they expressed their wish to return to work in writing before the expiry of their voluntary leave of absence. If this is not done, their employment at the School will be terminated.

If the voluntary leave was granted for the purposes of scholarships, study trips, or participation in further training courses, which are specific to the employee's area of expertise, seniority in the company will continue to be

counted during the period of leave, as well as the right to automatically return to their former position, which must be done within a maximum period of seven days.

The holding of the post and its duration, if applicable, may be agreed by mutual agreement between the parties.

### **Article 54. Leave of absence for victims of gender violence.**

A leave of absence is established for victims of gender violence with a duration of between 3 and 12 months and the right to have their post held during the same.

For the enjoyment of this leave of absence, it will be necessary to document the condition of victim of gender violence with the corresponding court order or administrative decision, and likewise the confidentiality of the situation must be ensured.

## **CHAPTER VI**

### **RETIREMENT**

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

Employees may opt for any of the retirement modalities contemplated in current legislation, fulfilling the requirements established therein.

#### **Article 56. Mandatory Retirement.**

In accordance with the provisions of Royal Decree-Law 28/2018, it is expressly agreed that mandatory retirement when the worker reaches the legal retirement age set in the Social Security regulations at all times, will be cause for termination of the employment contract, provided that the company carries out any of the following employment policies:

- a) Hiring a new worker for each contract terminated for this reason.
- b) Conversion of a temporary into a permanent one for each contract terminated for this reason.
- c) Extension of full-time working hours of workers with part-time contracts, of at least 50 %.

In any case, the worker affected by the termination of the employment contract must meet the requirements demanded at all times by the Social Security regulations to be entitled to one hundred percent of the ordinary retirement pension in its contributory regime.

The aforementioned employment measures will not apply in the event of voluntary retirement.



## **Article 57. Accumulation of working hours in partial retirement.**

Workers who, meeting the legally established requirements, request access to partial retirement, may do so by prior agreement with the employer.

Likewise, by prior agreement with the employer, workers in a situation of partial retirement or who are going to access it in accordance with the provisions of the previous point, may accumulate, in one or more concentrated periods, the remaining time of work until reaching full retirement, without prejudice to the social and economic rights inherent in their employment relationship.

## **TITLE V Remuneration**

### **CHAPTER I**

#### **GENERAL PROVISIONS**

## **Article 58. Salary structure.**

Remuneration of staff covered by the scope of this Agreement shall comprise: base salary, productivity bonus, professional development and enhancement supplement and dedication supplement.

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

Employees are entitled to receive advance payments of the work already performed as long as this amount does not exceed 75 % of their monthly wage.

## **Article 59. Internal functional mobility within the group / subgroup.**

Functional mobility within the group/subgroup will not have other limitations than those required by the academic or professional qualifications necessary for exercising professional tasks. This mobility may not involve a wage reduction.

## **Article 60. External functional mobility of the professional group.**

Functional mobility for performing functions, both at a higher or lower level, not corresponding to the professional group, will only be possible if there are also technical or organisational grounds that justify it and for the time necessary to deal with it. The employer must communicate their decision and the reasons for this to

the workers' representatives. Any other conditions will be, at all times, those established by current legislation.

### **Article 61. Functions at different educational levels.**

The salaries of employees who perform their work at different levels of education will be set in proportion to the number of hours worked in each level.

### **Article 62. Spanish staff in non-Spanish owned schools located in Spain.**

The salaries of Spanish staff rendering services in foreign schools located in Spain, may not be lower than those received by other staff the same nationality of the owning company who occupy an equivalent job position, nor lower than those stipulated in this Agreement.

### **Article 63. Part-time working hours.**

Employees hired to carry out a working day shorter than the one agreed in this Agreement will be paid in proportion to the total number of hours contracted.

### **Article 64. Salaries.**

Staff salaries within the scope of this Agreement are set out in the pay scales for the years 2021, 2022

and 2023 included as an integral part hereof in Annexes III and IV.

## **CHAPTER II**

### **WAGE SUPPLEMENTS**

#### **Article 65. Supplement for holding temporary positions of responsibility.**

Qualified teachers who are appointed to the positions of Director / Principal, Deputy Head / Vice Principal, Head of Studies and Head of Department, will receive the temporary supplements indicated for this purpose in the pay scales (Annexes III and IV), while performing their duties.

#### **Article 66. Supplement for professional development and enhancement.**

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



The employee will be entitled to receive the aforementioned supplement as long as they can provide proof of having completed, in the previous five years:

- 100 hours of training, for teaching staff (group I).
- 40 hours of training, for complementary service staff (group II).
- 40 hours of training, for administrative staff (group III).
- 15 hours of training, for ancillary staff (group IV).

These amounts will include the training carried out by the employee for the development and professional retraining of their job, including the 50 hours of training established in Article 33 of this agreement.

If the employee delivers the training, as opposed to being a recipient, whereby it is addressed to professionals in the same company, in courses organised or expressly authorised by the employer, the hours of delivery will be the equivalent to 2 hours of training received.

The amount of the aforementioned supplement shall be the value stipulated in the corresponding pay scales, set forth in Annex III and Annex IV of this agreement, multiplied by the number of five-

year terms served in the company, provided that the conditions referred to in this Article are met. This supplement will be included in the payroll in the month following the completion of the corresponding period.

For teaching staff (group I), the aforementioned supplement may not exceed 20 % of the base wage corresponding to each position, as set out in the pay scales of this agreement.

For complementary service staff (group II), the supplement for professional development may not exceed 30 % of the base wage corresponding to each position, as set out in the pay scales of this agreement.

For staff of groups III and IV, the aforementioned supplement may not exceed 40 % of the base wage corresponding to each position, as set out in the pay scales of this agreement.

The company will be obliged to offer the hours of training necessary for the payment of the professional development supplement, according to the provisions of article 65 of this agreement.

If after three quarters of the reference period (five years) has elapsed and the company has not offered the compulsory training hours, it must facilitate or authorise these hours, respecting, in all other matters, what is established in article 65 of this agreement.

In the event of non-compliance by the company with regard to the above-mentioned circumstances, the worker will be paid this supplement after five years, even if the minimum number of hours necessary have not been fulfilled.

In the event of periods of suspension of the employment contract, which count for the purpose of seniority in the company in accordance with current legislation, training hours to be carried out will be reduced in proportion to such period of suspension.

### **Article 67. Calculation of seniority (length of service).**

The start date for calculating seniority in the company will be the date the employee started work at the School, deducting any periods of time that do not count towards seniority.

For the employee who voluntarily leaves the school and resumes work at a later date in the same School, the

start date for seniority purposes will correspond to the new start date.

### **Article 68. Extraordinary payments.**

Annually, the workers included in the scope of this agreement will receive, as a periodic supplement of more than one month's maturity, three extraordinary instalments, each equivalent to a month's base wage, plus the supplement for professional development and enhancement, supplement for teaching in the final year of Sixth Form / Upper Secondary Diploma and the supplement for holding temporary posts of responsibility, if any.

They will be payable before 1 July and 22 December each year, and the third within the same calendar year.

By mutual agreement between the School head and employees, the apportionment of the three extraordinary bonuses may be distributed on a pro-rata basis in the twelve monthly salary payments, if it has not been done in this way to date.

### **Article 69. Dedication supplement.**

Employees covered by this agreement with working hours equal to or greater than 60 % of total hours,

will receive a supplement for “dedication”, as part of their salary. The amount corresponding to each position is stipulated in the pay scales included in Annexes III and IV. It will be paid in 15 instalments (if the tables in Annex III apply) or 14 instalments (if the tables in Annex IV apply).

Part-time employees with working hours of less than 60 % will receive this supplement in proportion to their working hours.

#### **Article 70. Proportionality to time worked.**

Employees who leave or join the school during the school year will be paid any supplements expressed in Article 58, that are due later than the current month, by splitting the amount according to their length of service.

#### **Article 71. Teaching productivity bonus.**

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

#### **Article 72. Supplement for teaching in the final year of Sixth Form / Upper Secondary.**

The teaching staff of companies affected by Annex III of this agreement, who render their services in the final year of Sixth Form / Upper Secondary Diploma shall receive a supplement as compensation for their dedication and responsibility for student final performance, conducive to obtaining the Secondary School Diploma and enabling students to acquire, where appropriate, the knowledge necessary to access higher education.

This staff will receive as a supplement, and for the hours dedicated to this level, an amount equivalent to 14 % of their base salary, in accordance with the provisions of this collective agreement.

#### **Article 73. Night shift supplement.**

Hours worked at night, taking into account the provisions of paragraph 5 of Article 29 of this Agreement, shall qualify for a supplement of 25 % of the base salary.

#### **Article 74. Insularity bonus.**

Employees at Schools based in the Autonomous Communities of the Canary Islands and the Balearic Islands, as well as in Ceuta and Melilla, will continue to

receive an unabsorbable bonus payment equivalent to the former insularity residence bonus, as the case may be.

The organisations signing this agreement undertake to negotiate before the relevant regional bodies in order that the aforementioned bonus be borne by them.

## CHAPTER III

### OPT-OUT CLAUSE FOR UNPROFITABLE SCHOOLS

#### **Article 75. Non-application of salary regime.**

1. When economic, technical, organizational or production issues arise in a school under the terms established in Article 82.3 of the revised text of the Workers' Statute Law, the working conditions provided for in this Agreement that affect matters may be waived, in the terms and in accordance with the procedures that are determined by the regulations in force at the time in which such issues arise.
2. When the non-application is limited exclusively to the payment of the salary increases foreseen in the tables for each year, it will be particularly understood that there is a productive cause in the case of those schools that have suffered a drop in student numbers

equal to or greater than 6 % in the period between the 2018 / 2019 academic year and the 2020 / 2021 academic year, calculated on the official enrolment data provided to the competent Education Authority for each of these years, although in this case the non-application will be limited to not applying the salary increases established in the 2021 pay scales, and applying the remuneration of the previous year in accordance with the provisions of this section.

Likewise, for the 2021 / 2022 and 2022 / 2023 academic years, it will be especially understood that there is a productive cause in the case of those schools that prove a loss of students equal to or greater than 5 % with respect to the previous year, in accordance with the criteria and procedure established in this section, although in this case the non-application will only be limited to not applying the salary increase agreed for the years 2022 and 2023 respectively, applying the remuneration of the previous year. The employer or company affected, within a maximum period of thirty days, counting from the publication in the "Official State Gazette" of this Agreement or from the date of application of the planned annual salary reviews, will initiate a period of consultations, at which time it will communicate to the

workers' representatives its intention to avail itself of the non-application provided for in this Article.

For this purpose, the school will make available to the workers' representatives the data of enrolled students, held in school organization documents (DOC) or any other official documented proof, that the school submits to the competent authority each year.

Negotiations for the consultation period must end within a maximum period of fifteen days from the beginning and the result will be communicated to the Joint Collective Agreement Committee. In case of disagreement, they may submit the discrepancy to the Joint Committee.

The decision made by the Joint Committee will be adopted within its own ranks within seven days from when the discrepancy was raised.

The procedure will begin at the request of the interested party who will address an application to the Joint Committee, accompanied by the documentation stipulated in this section, indicating the reason for the discrepancy and their claims.

The Committee will verify that it meets the established requirements, or otherwise, will address the applicant in order to complete his application within two days with

the warning that, if he does not do so, his application will be withdrawn, with no further action being taken. When deficiencies are remedied, the term to resolve will begin to run from the date the application was completed.

Communication of the initiation of the procedure will be sent immediately to the other party of the discrepancy so that it can make the allegations it deems appropriate within a period of two days.

The Joint Committee will analyse whether the circumstances of the requested non-application concur in accordance with the provisions of this section. If so, it will consider the non-application as coherent. The Committee's agreement will have the effectiveness of the agreements reached in the consultation period and will only be appealable in accordance with the Workers' Statute.

In case of disagreement, the Joint Commission may submit the dispute to arbitration, for which purpose each of the two integral parts of the Joint Committee will propose a list of two arbitrators. From the resulting list of four arbitrators, each one will discard by successive votes, the order of which will be decided by lot, the name of the arbitrator that he deems proper until only one remains.

Once the arbitrator has been appointed, the order will be formalized, transferring the request and the documentation, and the deadline on which the award must be issued will be indicated.

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

The arbitration award, which will be motivated, will verify the data provided, after which analysis, it will resolve accordingly. It will be issued, and it will be communicated to the applicants, within the deadline established in accordance with the provisions of Article 82.3 of the Workers' Statute.

The arbitration award will be binding and immediately enforceable.

## **TITLE VI**

### **Welfare regime**

## **CHAPTER I**

### **HEALTH AND SAFETY IN THE WORKPLACE**

#### **Article 76. Occupational Risk Prevention.**

In all matters affecting occupational health and safety, the provisions contained in Act 31/1995, of 8 November, on Occupational Risk Prevention and related regulations shall apply.

For this purpose, companies and employees subject to this Agreement shall address the application of the preceding paragraph, in line with the general criteria and statements provided for in the Act.

#### Safety Representatives:

Safety Representatives are workers' representatives with specific functions in occupational risk prevention.

With regard to their powers and faculties, the provisions of Article 36 of Act 31/1995 shall apply.

Safety Representatives shall be subject to the provisions of Article 37 of the Occupational Safety Act 31/1995, in their capacity as workers' representatives.

Safety Representatives will be appointed by and from among the workers' representatives, within the scope of the representative bodies provided for in the standards referred to in Article 34 of Act 31/1995.



In companies with up to 30 employees, the Safety Representative will be the Staff Delegate. In companies of 31 to 49 workers, there will be a Safety Representative who will be appointed by and from among the Staff Delegates.

In companies with 50 or more employees, the Safety Representatives will be appointed by and from among the workers' representatives, according to the scale established in Article 35, number 2, of Act 31/1995.

#### Health and Safety Committee:

In companies or schools that have 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 Safety Representatives and employer representatives.

The Health and Safety Committee shall have the powers and faculties established in Article 39 of Act 31/1995.

The hourly credit that Safety Representatives are entitled to will be that which corresponds as workers' representatives in this particular area, and, in addition, the time necessary to perform the following tasks:

- a) Attending Health and Safety Committee meetings.
- b) Attending risk prevention meetings convened by the employer.
- c) Accompanying health and safety practitioners when carrying out risk assessments.
- d) Accompanying Work and Social Security Inspection visits to the workplace.
- e) Those arising from visits to the workplace to know the circumstances that have exposed workers to health risks.
- f) Those related to Health and Safety training.

#### **Article 77. Occupational illness.**

The Joint Committee will manage, under the Spanish Social Security Institute (INSS) the creation of a specialised service, dedicated to the cataloguing and attention of occupational illness, which should include:

- Chronic neurological illnesses.
- ENT Pathology.
- Chronic infectious-contagious diseases.
- Chronic allergies.

**Article 78. Health monitoring.**

The employer will observe what is prescribed in this matter, according to the risks inherent in the workplace, in accordance with the provisions of Act 31/1995, of 8 November on Occupational Risk Prevention or the regulations in force.

**Article 79. Plan for health and safety signage in the workplace.**

Whenever necessary, the employer must adopt the necessary measures, in accordance with the provisions of Royal Decree 485/1997 of April 14, on the minimum provisions regarding signage for health and safety at work, or regulations that modify it.

**Article 80. Sectoral Joint Body for the Promotion of Health and Safety in the workplace in non-subsidised, regulated schools.**

It is agreed that a specific body shall be set up for the promotion of health and safety at work, consisting of employer and employee representatives at a state level in the sector of non-subsidised private regulated education, which will develop programmes for disseminating and informing on occupational risks existing in the sector, as well as on the rights and

preventive obligations of the employer and workers, and the promotion of preventive actions.

This body will assume all the competences contemplated in the 2015-2020 Spanish Health and Safety in the Workplace Strategy and its implementing provisions, where appropriate, and will perform as many actions, planning, visits, projects, reports, etc., deemed necessary, as well as an annual evaluation to analyse the preventive effects of the programmes.

The body is called the “Sectoral Joint Body for the Promotion of Health and Safety in the Workplace in non-subsidised, regulated schools”.

The headquarters of the Sectoral Joint Body for the Promotion of Health and Safety in the Workplace in non-subsidised, regulated schools is established at the registered office of ACADE (Association of Independent Private Schools).

The Joint Body is made up of the organisations negotiating this collective agreement, and must have at least one representative for each of the organisations, with the number of workers’ representatives being the same as that of the employers’ side.

At the first meeting held, a Chairperson and a Secretary shall be appointed from among its members, with the Chairperson always being a representative of the Employers' Association and the Secretary a representative of the trade union organisations.

The representatives mentioned in the preceding paragraph may attend meetings accompanied by any advisors they deem necessary.

The members of the Joint Body will be appointed and substituted, where appropriate, on the one hand, by the different business associations that make up this body, and, on the other, by the different trade union organisations that make up this body. Its members will exercise their representational mandate for a period of four years, and may be re-elected for periods of equal duration, with the exception of the Chairperson, whose term of office will be one year as set out above.

### **Article 81. Protection for victims of gender violence.**

School owners will facilitate the exercise of the employment rights contemplated in Organic Law 1/2004, of December 28, on Comprehensive Protection

Measures against Gender Violence, as requested by the worker who is a victim of gender violence, such as reduction or reorganization of their working hours, geographical mobility, change of workplace, and termination of their employment contract, under the legally established terms.

## **CHAPTER II**

### **EMPLOYEE FRINGE BENEFITS**

#### **Article 82. Free schooling.**

The children of the staff covered by this Agreement, who provide their services on a full-time basis, will be entitled to a free place in regulated education taught at the School where the employee renders their service, provided that the number of students in this situation does not exceed 20 % of the total number of students enrolled in the corresponding year group.

The children of employees in non-active status, except those included in title 1) of Article 50, and orphans, have the right to apply for and obtain a free place. If, due to the particular characteristics of the school, this right cannot be exercised, the employee may appeal to the Joint Collective Agreement Committee, which,

once the case has been studied, will facilitate as far as possible the student's placement in another school whose characteristics so allow.

### **Article 83. School meals and transport.**

Staff not affected by Article 35 may use the dining-hall and transport services paying 50 % of the charge applicable to students, as long as the School Head considers that the needs, facilities and resources of the School so allow.

## **CHAPTER III**

### **TRADE UNION RIGHTS**

#### **Article 84. Trade Union rights.**

The rights of collective and trade union representation, and assembly of workers in the Company shall be governed by the provisions of Title 2 of the Workers' Statute and other regulations in force in this regard.

To facilitate trade union activity at the Company, Provincial, Regional, Autonomic or State level, trade union organisations may promote the accumulation of trade union hours by delegates or members of the Works Council, by assigning sufficient credit of hours, to

members or delegates, belonging to the same Union in one or more companies. The credit of hours available each month will be non-transferable.

Each Trade Union Federation affected by this Collective Agreement may negotiate with the business Associations, signatories thereof, in the appropriate field, the accumulation of union hours corresponding to the academic level in which the accumulation of union hours occurs. Each period of accumulation of union hours shall not exceed three months.

At the request of workers affiliated to Trade Union Federations, Schools may deduct the amount corresponding to union dues in the monthly payroll of workers. The worker interested in carrying out such transaction will send a written request to the School expressing their wish for the deduction be made, along with the current account and bank details to which the corresponding amount should be transferred. Schools will carry out these transactions until notified otherwise in writing.

Workers designated by a trade union organisation negotiating this agreement, are entitled to paid leave in order to participate in the official meetings of its

negotiating table, as well as the Joint Committee, provided that such meetings are of a statutory nature and correspond to the negotiating areas of this Agreement.

Workers may attend, along with their union representatives, proportional to the union representation at the negotiating table, with a maximum of two workers per organisation.

## **TITLE VII**

### **Misconduct, sanctions, infringements**

#### **CHAPTER I**

##### **MISCONDUCT**

##### **Article 85. Types.**

For personnel covered by this Agreement, three types of misconduct are defined: minor, serious and gross.

Minor misconduct:

- Unexcused lateness in the workplace three times within a thirty-day period.
- Ending a class before the end time, without just cause, up to two times in thirty days.

- Failure to pursue corresponding leave in a timely manner, being absent from work without just cause, unless it can be proven that it was impossible to do so.
- Negligence in the delivery of grades on the agreed dates, in completing attendance registers or in student discipline. The second commission of such negligence will constitute serious misconduct.

Serious misconduct:

- More than three and fewer than ten unexcused cases of lateness committed within a period of thirty days.
- More than one and fewer than three unexcused absences from work within a ninety-day period.
- Non-compliance with the agreed annual schedules.
- Repeatedly demonstrating a passive and disinterested attitude to the students regarding subject information or in their educational training, despite written observations having been made to this effect.
- Public discussions with colleagues in the School that disparage the image of an educator in front of students.
- Serious harm towards a student or their family members.

- Recurrence of minor misconduct within a sixty-day period.

Gross misconduct:

- More than nine cases of lateness committed within a thirty-day period.
- More than two unexcused absences from work within a ninety-day period.
- Unexcused and repeated 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 current legislation.
- Recurrence of gross misconduct if committed within six months following the first breach.

### **Article 86. Internal Regulations.**

Internal regulations may determine and classify situations, acts or omissions not provided for in this Agreement.

### **Article 87. Limitation periods.**

Infringements committed by employees will prescribe in the following periods: minor misconduct in ten days,

serious misconduct in fifteen days and gross misconduct in fifty days, from the date on which the company became aware of their commission and , in any case, six months after being committed.

### **Article 88. Removal.**

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

## **CHAPTER II**

### **SANCTIONS**

#### **Article 89. Types.**

For minor misconduct: a verbal warning; if they were repeated, a written reprimand.

For serious misconduct: a written reprimand, with the knowledge of the Staff Representatives or the Works' Council, if the worker so wishes. If there is recurrence, suspension of employment and salary of five to fifteen days, which will be recorded on the worker's personal file.



For gross misconduct:

- Suspension of employment and salary of between sixteen and thirty days.
- Dismissal.

In both cases with prior notification to the union representatives or Works Council, if any.

### **Article 90. Formalities.**

Sanctions motivated by serious and gross misconduct must be notified in writing to the employee, stating the date and facts that motivated it.

Sanctions that may be imposed by labour law are understood to be without prejudice to the criminal, civil, administrative or other liabilities for which the employee may be held accountable.

### **Article 91. Reduction.**

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

### **Article 92. Personal file.**

Schools will record in the personal files of their employees any serious sanctions imposed on them, and may record reprimands and recurrences of minor misconduct.

### **Article 93. Corporate misconduct.**

Employer misconduct refers to actions or omissions contrary to the legal provisions in employment law. Such infringements will be brought to the attention of and be sanctioned by the Employment Authority.

## **TRANSITIONAL PROVISIONS**

### **First.**

During the validity of this Collective Agreement, the Joint Committee will study and propose, where appropriate, to the Bargaining Committee, the necessary adaptations to adjust salaries to the annual minimum interprofessional wage approved by the Government until the publication of the next Collective Agreement, to guarantee that no job will have a remuneration below the minimum interprofessional wage corresponding for each year.

## Second

Those decisions of non-application of the Collective Agreement which this replaces, processed in accordance with the procedure provided for in Article 82.3 of the Workers' Statute that had occurred prior to the publication of this Agreement in the BOE (Spanish State Gazette), will be maintained in their own terms.

The non-application of the 2021 salary tables of the Collective Agreement which this replaces, due to the occurrence of the productive cause contemplated in number 2 of Article 75 of this Agreement, which had been agreed with the representation of the workers, will be maintained in their own terms.

## ADDITIONAL PROVISIONS

### First.

The signatories of the Agreement undertake to set up a technical work committee that will meet periodically and that will be made up of the signatories of the Collective Agreement. Said committee will be constituted within the first month from the publication of the Collective Agreement in the BOE (Spanish State Gazette) and will meet whenever necessary at the proposal of each of the

parties signing the Collective Agreement. The conclusions will be transferred to the negotiating committee.

The issues to be discussed by the committee will be, at least:

- Working hours.
- Professional categories.
- Review of Title VII.
- Review of the Temporary Incapacity regulation.
- Necessary adaptations due to requirements established by current legislation.

### Second. Adherence to ASAC.

The negotiating parties of this Collective Agreement adhere to the Autonomous Labour Dispute Conciliation Agreement (ASAC), as well as implementing regulations that will bind all of the companies and all represented employees, acting in the first instance the Joint Committee of this Collective Agreement.

## FINAL PROVISIONS

### First.

The organisations signing this agreement formally commit themselves to resume the work of the Restructuring Board,

addressing, analysing and presenting to the different public, state, autonomous and local administrations, the unique and difficult situation of the non-subsidised private educational sector, as well as the measures to be taken to resolve such situation.

## **Second. Globality, absorption and acquired rights.**

The terms in this Collective Agreement form an indivisible whole.

Agreed pay rises may be absorbed by others that may be established by law and which, on a voluntary basis, Schools have been paying when this Agreement comes into force.

The total remuneration payable to staff covered by this Agreement, upon the entry into force of this Agreement, may not be reduced by the application of the regulations established herein. The former Pre-university course supplement (COU) is incompatible with the salary supplement included in Article 72 of this Agreement or, as the case may be, in Annex IV.

With respect to other situations, in the annual calculation and as a whole, the most beneficial conditions that

employees have been enjoying individually and collectively will be respected.

In the extraordinary case that a company, affected by Annex III of this agreement, were to pay the Supplement for the completion of Sixth Form / Upper Secondary Diploma in the two academic years of that level, the percentage applicable to the affected workers would consist of 7 percent of their gross salary, always respecting the proportionality with respect to the hours allocated to that level.

## **Third. Public liability insurance.**

Schools must take out public liability insurance that covers employees while carrying out and fulfilling their obligations.

## **Fourth. Employment Agency workers.**

The organisations negotiating this Agreement agree to match the base salary of workers hired through employment agencies with workers of in-house staff.

## **Fifth. Non-sexist language.**

The possibility that the use of gender-neutral language, guaranteeing the presence of women on

an equal footing, could represent an added difficulty in the reading and interpretation of this Agreement, it is made clear to the signatories of this text that any expression that defines an activity or condition, such as employee, employer, representative, member etc. is used in the comprehensive sense of people of both genders, except in those cases that, by legal imperative, it would correspond expressly to women.

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

Companies that have more than 50 workers should adopt measures aimed at avoiding any type of employment discrimination between women and men. These measures must be negotiated, and where appropriate, be agreed upon with the legal representatives of the workers in the manner determined in employment legislation and with the scope and content set out in Organic Law 3/2007, of March 22, on gender equality, Royal Decree-Law 6/2019, of March 1, on urgent measures for guaranteeing equal treatment and opportunities between women and men in employment and occupation, Royal Decree 901/2020, of October 13, which regulates equality plans and their

registration and modifies Royal Decree 713/2010, of May 28, on the registration and deposit of collective bargaining agreements, and Royal Decree 902/2020, of October 13, on equal pay between women and men.

## ANNEX I

### Definition of temporary management positions and posts of responsibility

#### GROUP I. TEACHING STAFF.

a) Qualified Teacher/ Workshop or Laboratory head.-

The professional who meets the conditions and academic qualifications required by law, exercises educational activity for the adequate development of study programmes, both in the classroom and in the workshop or laboratory, within the pedagogical and didactic framework established by the School, according to current legislation.

b) Assistant teacher, teaching assistant or auxiliary.-

The teacher who, appointed by the School, collaborates with the lead teacher in delivering the programmes, under the direction and guidance of the lead teacher.

c) Workshop or laboratory technician/assistant: The teacher who, designated by the school, collaborates with the lead teacher in the execution and application of the programmes that must be delivered in the workshop or in the laboratory, under the direction and guidance of the lead teacher.

d) Infant teacher: The professional who, has the qualifications and/or skills required by law, exercises their activity in the Early Years Stage, fostering the pupils' overall education.

e) Instructor.- Assists the Teacher in lessons that include subjects not included in the official programmes of study.

#### GROUP II. COMPLEMENTARY SERVICE STAFF

-SUBGROUP A (level I and level II): Specialised staff.-

Those who exercise specialised or advisory functions, either directly to the students or on a general basis in the school.

SUBGROUP B: Support staff:

- Extracurricular Activity Monitor.- Develops activities outside the official curriculum (educational, sports, cultural or similar) with one or several groups of students.
- Supervisory assistant.- The member of staff who, with the adequate preparation, collaborates in the

overall education of students and takes care of the order and tidiness of the installations, performing any support tasks that are entrusted to them.

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

- a) Head of Administration or Secretariat.- The person in charge of the administrative management and/or the secretariat of the School. Reports to the School Head.
- b) Administrative Associate.- The person who, under the orders of the Head of Administration and/or Secretariat, is responsible for directing a Section or Administrative Department.
- c) Clerk.- The person who exercises bureaucratic accounting or management functions requiring initiative and responsibility.
- d) Office assistant or telephonist.- This category includes the employee who performs administrative, bureaucratic or librarian functions under the direction of their immediate superior, attends phone calls, reception desk and other School services.
- e) Procurement Manager (Annex IV only). The person responsible for the acquisition of all kinds of objects,

furniture, provisions, fuel and other items necessary for the running of the School.

- f) Trainee / Candidate (Annex IV only). The employee who is at entry level of a career before moving up to become an administrative officer.

### **GROUP IV. ANCILLARY STAFF.**

- a) Caretaker.- The person that attends the needs of the School and reception of visitors and sees to the conservation of the different School facilities, organising general support tasks and auxiliary personnel.
- b) School Housekeeper.- The person responsible for coordinating cleaning staff, kitchen and dining hall staff if these do not have their own supervisors, distributing the service for the best care of School facilities. May also be responsible if required, for furniture, keys, laundry, utensils and sundry domestic material.
- c) Head Chef.- The person responsible for directing all the staff of the same, taking responsibility for the seasoning of the food and ensures meals are served in proper conditions.



- d) Cook.- Responsible for food preparation, taking responsibility for its optimum condition and presentation, as well as the cleanliness of the premises and kitchen utensils.
- e) Skilled worker.- Employee possessing the skills of their trade and exercises them with great perfection, performing general tasks and even those that involve special effort and delicacy.
- f) Driver.- Employee holding a driving license of the corresponding class entrusted with driving vehicles and maintaining their proper working order.
- g) Attendant.- The person in charge of taking care of the order and proper composure of students in respecting and conserving School facilities. Also attends the monitoring and entertainment of students at events that are not supervised by regulated teachers.
- h) Porter and miscellaneous tasks.- Including the following:
  - Cleans and maintains the area entrusted to their care.
  - Monitors people entering and leaving buildings, ensuring that good order is maintained.
  - Punctual opening and closing of entry doors and gates to the grounds and buildings that make up the School premises.
  - Deals with deliveries and notifications, delivering them on time to their recipients.
  - Turning lights on and off.
  - Ensures proper operation of meters, motors, heating systems and other equipment.
  - Surveillance of the premises and running errands, jobs, etc.
- i) Ancillary Worker. Carries out one or several of the following functions:
  - Surveillance of buildings and grounds, day or night, substituting, when necessary, the porter's functions of opening and closing doors/gates. If necessary, they will be responsible for keeping order and composure to the residents during the night.
  - Care, maintenance and conservation of gardens and other elements of the property.
  - Any of the functions related to dining hall service, cleaning, sewing, washing, ironing, etc.

- Performing activities that do not properly constitute a trade.
  - Assistance in the cleaning and upkeep of both the kitchen and the dining room as well as the rest of the school.
  - Running errands, making deliveries and other jobs that do not require initiative or responsibility.
- j) Kitchen assistant (Annex IV only).- At the cook's orders, assists him in his functions.
- k) Kitchen porter (Annex IV only). Assists in the cleaning and upkeep of both the kitchen and the dining room as well as other school facilities.
- l) Errand boy (Annex IV only). Person that runs errands, makes deliveries and performs other jobs that do not require initiative or responsibility.
- b) Deputy Head / Vice Principal.- Responsible for assisting and, if required, substituting the Director in functions.
- c) Head of Studies.- Meets the conditions and academic qualifications required by legislation, and is responsible for the coordination, compliance with timetables, order and discipline of students and teachers in the School.
- d) Head of Department.- The teacher in schools, whose type of teaching requires it, directs and coordinates the research, programming and teaching of the disciplines corresponding to their department.

#### DEFINITION OF TEMPORARY MANAGEMENT POSITIONS

- a) Director / Principal.- Appointed by the School owner to direct, guide and supervise educational activities in all aspects and others that are entrusted to them.

## ANNEX II

### Interpretation of teaching staff working hours

#### Lessons:

The time not exceeding sixty minutes, during which the teacher performs teaching activities that may consist of verbal explanations, conducting tests or written exercises and answering questions to students.

#### Complementary activities:

Complementary teaching activities will be understood as all those that, within the School, are related to teaching, such as the time dedicated to the preparation of classes in School, assessments, planning, meetings, break supervision, examination resits, preparation of laboratory work and other support activities, interviews or meetings with parents of students and others of a similar nature. This also includes the hours that may be free between classes in accordance with the working hours established by the School.

However, Schools may deploy the Teacher during that free time in tasks such as librarianship, classification

of materials, slides, ordering laboratory material or the justified substitution of another Teacher.

All full-time teaching staff covered by this Agreement will allocate one hour per week to student guidance in educational tasks that the School Head indicates.

**ANNEX III****PAY SCALES FROM SEPTEMBER 1, 2021****Group I: TEACHING STAFF**

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
<b>EARLY YEARS STAGE</b>						
DIRECTOR/PRINCIPAL	1.439,83 €	64,98 €	263,49 €	110,21 €	<b>27.917,75 €</b>	70,80 €
DEPUTY HEAD/VICE PRINCIPAL	1.439,83 €	64,98 €	253,47 €	110,21 €	<b>27.767,58 €</b>	68,18 €
QUALIFIED TEACHER	1.439,83 €	64,98 €	-	110,21 €	<b>23.965,34 €</b>	49,56 €
INFANT TEACHER	958,99 €	54,50 €	-	110,21 €	<b>16.637,42 €</b>	46,34 €
INSTRUCTOR	956,65 €	44,36 €	-	110,21 €	<b>16.490,83 €</b>	43,13 €
<b>PRIMARY / 1<sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.</b>						
DIRECTOR/PRINCIPAL	1.439,83 €	64,98 €	263,49 €	110,21 €	<b>27.917,75 €</b>	70,80 €
DEPUTY HEAD/ VICE PRINCIPAL	1.439,83 €	64,98 €	253,47 €	110,21 €	<b>27.767,58 €</b>	68,18 €
HEAD OF STUDIES	1.439,83 €	64,98 €	219,38 €	110,21 €	<b>27.256,04 €</b>	67,18 €
HEAD OF DEPARTMENT	1.439,83 €	64,98 €	195,14 €	110,21 €	<b>26.892,50 €</b>	65,37 €
QUALIFIED TEACHER	1.439,83 €	64,98 €	-	110,21 €	<b>23.965,34 €</b>	49,56 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.155,68 €	52,86 €	-	110,21 €	<b>19.569,87 €</b>	39,85 €
INSTRUCTOR	1.050,92 €	48,37 €	-	110,21 €	<b>17.949,02 €</b>	39,85 €

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
<b>2<sup>ND</sup> CYCLE OF COMPULSORY SECONDARY ED. &amp; SIXTH-FORM</b>						
DIRECTOR/PRINCIPAL	1.514,49 €	70,38 €	383,78 €	110,21 €	<b>30.901,25 €</b>	93,09 €
DEPUTY HEAD/ VICE PRINCIPAL	1.514,49 €	70,38 €	337,27 €	110,21 €	<b>30.203,67 €</b>	89,26 €
HEAD OF STUDIES	1.514,49 €	70,38 €	324,30 €	110,21 €	<b>30.009,24 €</b>	86,68 €
HEAD OF DEPARTMENT	1.514,49 €	70,38 €	273,89 €	110,21 €	<b>29.253,11 €</b>	84,18 €
QUALIFIED TEACHER	1.514,49 €	70,38 €	-	110,21 €	<b>25.144,62 €</b>	62,09 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.430,27 €	67,19 €	-	110,21 €	<b>23.846,22 €</b>	51,72 €
WORKSHOP OR LABORATORY TECHNICIAN	1.405,72 €	66,25 €	-	110,21 €	<b>23.467,65 €</b>	51,03 €
INSTRUCTOR	1.292,06 €	61,95 €	-	110,21 €	<b>21.715,56 €</b>	49,90 €
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>						
DIRECTOR /PRINCIPAL	1.429,13 €	66,23 €	310,71 €	110,21 €	<b>28.479,26 €</b>	72,31 €
DEPUTY HEAD/ VICE PRINCIPAL	1.429,13 €	64,77 €	288,16 €	110,21 €	<b>28.124,81 €</b>	71,59 €
HEAD OF STUDIES	1.429,13 €	64,77 €	265,92 €	110,21 €	<b>27.791,24 €</b>	68,86 €
HEAD OF DEPARTMENT	1.429,13 €	64,77 €	243,59 €	110,21 €	<b>27.456,11 €</b>	67,03 €
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.429,13 €	64,77 €	-	110,21 €	<b>23.802,49 €</b>	47,58 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.181,93 €	49,55 €	-	110,21 €	<b>19.927,10 €</b>	42,64 €
INSTRUCTOR	1.048,09 €	41,29 €	-	110,21 €	<b>17.828,57 €</b>	38,52 €

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
VOCATIONAL TRAINING - HIGHER LEVEL						
DIRECTOR/PRINCIPAL	1.483,41 €	69,67 €	374,18 €	110,21 €	<b>30.283,24 €</b>	89,61 €
DEPUTY HEAD/VICE PRINCIPAL	1.483,41 €	69,67 €	328,22 €	110,21 €	<b>29.593,88 €</b>	86,00 €
HEAD OF STUDIES	1.483,41 €	69,67 €	316,98 €	110,21 €	<b>29.425,39 €</b>	85,00 €
HEAD OF DEPARTMENT	1.483,41 €	69,67 €	267,20 €	110,21 €	<b>28.678,73 €</b>	81,06 €
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.483,41 €	69,67 €	-	110,21 €	<b>24.670,57 €</b>	59,78 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.377,32 €	64,82 €	-	110,21 €	<b>23.025,96 €</b>	49,23 €
INSTRUCTOR	1.266,40 €	59,74 €	-	110,21 €	<b>21.306,22 €</b>	48,09 €

## Group II: COMPLEMENTARY SERVICE STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
SUBGROUP A: SPECIALISED STAFF						
LEVEL I	1.446,81 €	-	-	110,21 €	<b>23.355,28 €</b>	62,09 €
LEVEL II	1.373,78 €	-	-	110,21 €	<b>22.259,83 €</b>	49,54 €
SUBGROUP B: SUPPORT STAFF						
EXTRACURRICULAR ACTIVITY MONITOR	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	40,36 €
SUPERVISORY ASSISTANT	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	40,36 €



### Group III: ADMINISTRATIVE STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
HEAD OF ADMINISTRATION	1.034,23 €	-	-	110,21 €	<b>17.166,62 €</b>	50,25 €
ADMINISTRATIVE ASSOCIATE	943,74 €	-	-	110,21 €	<b>15.809,19 €</b>	46,28 €
CLERK	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
OFFICE ASSISTANT	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €

### Group IV: ANCILLARY STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
CARETAKER / HOUSEKEEPER	854,07 €	-	-	110,21 €	<b>14.464,18 €</b>	42,37 €
HEAD CHEF/ SKILLED WORKER	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
COOK	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
ATTENDANT/ PORTER	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
ANCILLARY WORKER	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €

## PAY SCALES 2022

### Group I: TEACHING STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
EARLY YEARS STAGE						
DIRECTOR/PRINCIPAL	1.439,83 €	64,98 €	263,49 €	110,21 €	<b>27.917,75 €</b>	70,80 €
DEPUTY HEAD/VICE PRINCIPAL	1.439,84 €	64,98 €	253,47 €	110,21 €	<b>27.767,58 €</b>	68,18 €
QUALIFIED TEACHER	1.439,83 €	64,98 €	-	110,21 €	<b>23.965,34 €</b>	49,56 €
INFANT TEACHER	958,99 €	54,50 €	-	110,21 €	<b>16.637,42 €</b>	46,34 €
INSTRUCTOR	956,65 €	44,36 €	-	110,21 €	<b>16.490,83 €</b>	43,13 €
PRIMARY / 1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.						
DIRECTOR/PRINCIPAL	1.439,83 €	64,98 €	263,49 €	110,21 €	<b>27.917,75 €</b>	70,80 €
DEPUTY HEAD/ VICE PRINCIPAL	1.439,84 €	64,98 €	253,47 €	110,21 €	<b>27.767,58 €</b>	68,18 €
HEAD OF STUDIES	1.439,83 €	64,98 €	219,38 €	110,21 €	<b>27.256,04 €</b>	67,18 €
HEAD OF DEPARTMENT	1.439,83 €	64,98 €	195,14 €	110,21 €	<b>26.892,50 €</b>	65,37 €
QUALIFIED TEACHER	1.439,83 €	64,98 €	-	110,21 €	<b>23.965,34 €</b>	49,56 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.155,68 €	52,86 €	-	110,21 €	<b>19.569,87 €</b>	39,85 €
INSTRUCTOR	1.050,92 €	48,37 €	-	110,21 €	<b>17.949,02 €</b>	39,85 €

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
<b>2<sup>ND</sup> CYCLE OF COMPULSORY SECONDARY ED. &amp; SIXTH-FORM</b>						
DIRECTOR/PRINCIPAL	1.514,49 €	70,38 €	383,78 €	110,21 €	<b>30.901,25 €</b>	93,09 €
DEPUTY HEAD/ VICE PRINCIPAL	1.514,49 €	70,38 €	337,27 €	110,21 €	<b>30.203,67 €</b>	89,26 €
HEAD OF STUDIES	1.514,50 €	70,38 €	324,30 €	110,21 €	<b>30.009,24 €</b>	86,68 €
HEAD OF DEPARTMENT	1.514,50 €	70,38 €	273,89 €	110,21 €	<b>29.253,11 €</b>	84,18 €
QUALIFIED TEACHER	1.514,49 €	70,38 €	-	110,21 €	<b>25.144,62 €</b>	62,09 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.430,27 €	67,19 €	-	110,21 €	<b>23.846,22 €</b>	51,72 €
WORKSHOP OR LABORATORY TECHNICIAN	1.405,72 €	66,25 €	-	110,21 €	<b>23.467,65 €</b>	51,03 €
INSTRUCTOR	1.292,06 €	61,95 €	-	110,21 €	<b>21.715,56 €</b>	49,90 €
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>						
DIRECTOR /PRINCIPAL	1.429,13 €	66,23 €	310,71 €	110,21 €	<b>28.479,26 €</b>	72,31 €
DEPUTY HEAD/ VICE PRINCIPAL	1.429,13 €	64,77 €	288,16 €	110,21 €	<b>28.124,81 €</b>	71,59 €
HEAD OF STUDIES	1.429,13 €	64,77 €	265,92 €	110,21 €	<b>27.791,24 €</b>	68,86 €
HEAD OF DEPARTMENT	1.429,12 €	64,77 €	243,59 €	110,21 €	<b>27.456,11 €</b>	67,03 €
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.429,13 €	64,77 €	-	110,21 €	<b>23.802,49 €</b>	47,58 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.181,93 €	49,55 €	-	110,21 €	<b>19.927,10 €</b>	42,64 €
INSTRUCTOR	1.048,09 €	41,29 €	-	110,21 €	<b>17.828,57 €</b>	38,52 €

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
VOCATIONAL TRAINING - HIGHER LEVEL						
DIRECTOR/PRINCIPAL	1.483,41 €	69,67 €	374,18 €	110,21 €	<b>30.283,24 €</b>	89,61 €
DEPUTY HEAD/VICE PRINCIPAL	1.483,41 €	69,67 €	328,22 €	110,21 €	<b>29.593,88 €</b>	86,00 €
HEAD OF STUDIES	1.483,42 €	69,67 €	316,98 €	110,21 €	<b>29.425,39 €</b>	85,00 €
HEAD OF DEPARTMENT	1.483,42 €	69,67 €	267,20 €	110,21 €	<b>28.678,73 €</b>	81,06 €
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.483,41 €	69,67 €	-	110,21 €	<b>24.670,57 €</b>	59,78 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.377,32 €	64,82 €	-	110,21 €	<b>23.025,96 €</b>	49,23 €
INSTRUCTOR	1.266,40 €	59,74 €	-	110,21 €	<b>21.306,22 €</b>	48,09 €

## Group II: COMPLEMENTARY SERVICE STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
SUBGROUP A: SPECIALISED STAFF						
LEVEL I	1.446,81 €	-	-	110,21 €	<b>23.355,28 €</b>	62,09 €
LEVEL II	1.373,78 €	-	-	110,21 €	<b>22.259,83 €</b>	49,54 €
SUBGROUP B: SUPPORT STAFF						
EXTRACURRICULAR ACTIVITY MONITOR	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	40,36 €
SUPERVISORY ASSISTANT	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	40,36 €

### Group III: ADMINISTRATIVE STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
HEAD OF ADMINISTRATION	1.034,23 €	-	-	110,21 €	<b>17.166,62 €</b>	50,25 €
ADMINISTRATIVE ASSOCIATE	943,74 €	-	-	110,21 €	<b>15.809,19 €</b>	46,28 €
CLERK	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
OFFICE ASSISTANT	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €

### Group IV: ANCILLARY STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
CARETAKER / HOUSEKEEPER	854,07 €	-	-	110,21 €	<b>14.464,18 €</b>	42,37 €
HEAD CHEF/ SKILLED WORKER	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
COOK	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
ATTENDANT/ PORTER	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €
ANCILLARY WORKER	823,13 €	-	-	110,21 €	<b>14.000,00 €</b>	42,37 €

## PAY SCALES 2023

### Group I: TEACHING STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
EARLY YEARS STAGE						
DIRECTOR/PRINCIPAL	1.468,63 €	66,27 €	268,76 €	112,41 €	<b>28.476,11 €</b>	72,22 €
DEPUTY HEAD/VICE PRINCIPAL	1.468,64 €	66,27 €	258,54 €	112,41 €	<b>28.322,94 €</b>	69,55 €
QUALIFIED TEACHER	1.468,63 €	66,27 €	-	112,41 €	<b>24.444,65 €</b>	50,55 €
INFANT TEACHER	978,17 €	55,59 €	-	112,41 €	<b>16.970,16 €</b>	47,27 €
INSTRUCTOR	975,78 €	45,25 €	-	112,41 €	<b>16.820,64 €</b>	43,99 €
PRIMARY / 1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.						
DIRECTOR/PRINCIPAL	1.468,63 €	66,27 €	268,76 €	112,41 €	<b>28.476,11 €</b>	72,22 €
DEPUTY HEAD/ VICE PRINCIPAL	1.468,64 €	66,27 €	258,54 €	112,41 €	<b>28.322,94 €</b>	69,55 €
HEAD OF STUDIES	1.468,63 €	66,27 €	223,77 €	112,41 €	<b>27.801,16 €</b>	68,52 €
HEAD OF DEPARTMENT	1.468,63 €	66,27 €	199,05 €	112,41 €	<b>27.430,35 €</b>	66,68 €
QUALIFIED TEACHER	1.468,63 €	66,27 €	-	112,41 €	<b>24.444,65 €</b>	50,55 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.178,80 €	53,92 €	-	112,41 €	<b>19.961,27 €</b>	40,65 €
INSTRUCTOR	1.071,94 €	49,34 €	-	112,41 €	<b>18.308,00 €</b>	40,65 €



CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
<b>2<sup>ND</sup> CYCLE OF COMPULSORY SECONDARY ED. &amp; SIXTH-FORM</b>						
DIRECTOR/PRINCIPAL	1.544,78 €	71,79 €	391,45 €	112,41 €	<b>31.519,28 €</b>	94,96 €
DEPUTY HEAD/ VICE PRINCIPAL	1.544,78 €	71,79 €	344,02 €	112,41 €	<b>30.807,74 €</b>	91,05 €
HEAD OF STUDIES	1.544,79 €	71,79 €	330,78 €	112,41 €	<b>30.609,42 €</b>	88,41 €
HEAD OF DEPARTMENT	1.544,79 €	71,79 €	279,37 €	112,41 €	<b>29.838,17 €</b>	85,86 €
QUALIFIED TEACHER	1.544,78 €	71,79 €	-	112,41 €	<b>25.647,51 €</b>	63,33 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.458,87 €	68,53 €	-	112,41 €	<b>24.323,14 €</b>	52,76 €
WORKSHOP OR LABORATORY TECHNICIAN	1.433,83 €	67,57 €	-	112,41 €	<b>23.937,01 €</b>	52,05 €
INSTRUCTOR	1.317,91 €	63,19 €	-	112,41 €	<b>22.149,87 €</b>	50,90 €
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>						
DIRECTOR /PRINCIPAL	1.457,71 €	67,55 €	316,93 €	112,41 €	<b>29.048,85 €</b>	73,75 €
DEPUTY HEAD/ VICE PRINCIPAL	1.457,71 €	66,06 €	293,92 €	112,41 €	<b>28.687,31 €</b>	73,02 €
HEAD OF STUDIES	1.457,71 €	66,06 €	271,24 €	112,41 €	<b>28.347,07 €</b>	70,23 €
HEAD OF DEPARTMENT	1.457,70 €	66,06 €	248,46 €	112,41 €	<b>28.005,24 €</b>	68,37 €
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.457,71 €	66,06 €	-	112,41 €	<b>24.278,54 €</b>	48,53 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.205,57 €	50,54 €	-	112,41 €	<b>20.325,64 €</b>	43,50 €
INSTRUCTOR	1.069,05 €	42,11 €	-	112,41 €	<b>18.185,14 €</b>	39,29 €

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
VOCATIONAL TRAINING - HIGHER LEVEL						
DIRECTOR/PRINCIPAL	1.513,08 €	71,06 €	381,66 €	112,41 €	<b>30.888,90 €</b>	91,40 €
DEPUTY HEAD/VICE PRINCIPAL	1.513,08 €	71,06 €	334,79 €	112,41 €	<b>30.185,76 €</b>	87,72 €
HEAD OF STUDIES	1.513,09 €	71,06 €	323,32 €	112,41 €	<b>30.013,90 €</b>	86,70 €
HEAD OF DEPARTMENT	1.513,09 €	71,06 €	272,54 €	112,41 €	<b>29.252,31 €</b>	82,69 €
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.513,08 €	71,06 €	-	112,41 €	<b>25.163,98 €</b>	60,97 €
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.404,87 €	66,12 €	-	112,41 €	<b>23.486,48 €</b>	50,21 €
INSTRUCTOR	1.291,73 €	60,93 €	-	112,41 €	<b>21.732,34 €</b>	49,05 €

## Group II: COMPLEMENTARY SERVICE STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
SUBGROUP A: SPECIALISED STAFF						
LEVEL I	1.475,75 €	-	-	112,41 €	<b>23.822,39 €</b>	63,33 €
LEVEL II	1.401,26 €	-	-	112,41 €	<b>22.705,03 €</b>	50,53 €
SUBGROUP B: SUPPORT STAFF						
EXTRACURRICULAR ACTIVITY MONITOR	824,64 €	-	-	112,41 €	<b>14.055,81 €</b>	41,16 €
SUPERVISORY ASSISTANT	824,64 €	-	-	112,41 €	<b>14.055,81 €</b>	41,16 €

### Group III: ADMINISTRATIVE STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
HEAD OF ADMINISTRATION	1.054,92 €	-	-	112,41 €	<b>17.509,95 €</b>	51,26 €
ADMINISTRATIVE ASSOCIATE	962,61 €	-	-	112,41 €	<b>16.125,37 €</b>	47,20 €
CLERK	826,26 €	-	-	112,41 €	<b>14.080,10 €</b>	43,22 €
OFFICE ASSISTANT	824,64 €	-	-	112,41 €	<b>14.055,81 €</b>	43,22 €

### Group IV: ANCILLARY STAFF

CATEGORY	Base (15)	Productivity (11)	Temp. Pos. Supp. (15)	Transport bonus (11)	TOTAL	Prof. Dev. (15)
CARETAKER / HOUSEKEEPER	871,15 €	-	-	112,41 €	<b>14.753,46 €</b>	43,22 €
HEAD CHEF/ SKILLED WORKER	826,26 €	-	-	112,41 €	<b>14.080,10 €</b>	43,22 €
COOK	824,64 €	-	-	112,41 €	<b>14.055,81 €</b>	43,22 €
ATTENDANT/ PORTER	824,64 €	-	-	112,41 €	<b>14.055,81 €</b>	43,22 €
ANCILLARY WORKER	824,64 €	-	-	112,41 €	<b>14.055,81 €</b>	43,22 €

## ANNEX IV

### **Pay scales of schools that were regulated by Annex IV of the IX Collective Agreement governing non-subsidised private schools.**

These schools, which were covered by Annex IV of the VI National Collective Agreement for non-subsidised private schools governed by the General Education System, will be governed by the following pay scales, which are detailed below.

In any case, with regard to all pay rises, the amounts paid on account by the companies and any other voluntary pay rises applied by these will be absorbed.

Schools and workers covered by this Annex shall not be subject to Articles 58, 68, 70, 71 and 72, nor Annex III of this agreement.

In this regard, the following Sixth Form/Upper Secondary Supplement is established for schools adhering to Annex IV:

Teaching staff rendering their services in Sixth Form/Upper Secondary Diploma will receive a supplement for their dedication and responsibility in the

performance of the student, which is conducive to successfully completing this stage (Secondary School Diploma etc.) and making it possible to acquire, where appropriate, the knowledge necessary to access higher education.

These teachers will receive the supplement indicated in the pay scales corresponding to this Annex in each of the 14 payments, when teaching full-time at this level.

Once this Collective Agreement comes into force, although the former professional category of Head of Workshop or Laboratory is renamed in Spanish, but will still be referred to as Workshop or Laboratory Head, integrated in Group I.

Once this Collective Agreement comes into force, the former professional category of Associate Teacher is renamed, and such post will be known as Assistant Teacher, teaching assistant or auxiliary, integrated in Group I.

## Pay scales from September 1 to December 31, 2021

### Group I: TEACHING STAFF

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
EARLY YEARS STAGE				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.585,87 €	87,96 €	55,99 €	<b>23.433,57 €</b>
INFANT TEACHER	1.094,56 €	70,88 €	55,99 €	<b>16.316,06 €</b>
INSTRUCTOR	1.094,56 €	70,88 €	48,69 €	<b>16.316,06 €</b>
PRIMARY / 1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.585,87 €	87,96 €	55,99 €	<b>23.433,57 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.297,49 €	77,93 €	45,11 €	<b>19.255,97 €</b>
INSTRUCTOR	1.190,64 €	74,23 €	45,11 €	<b>17.708,08 €</b>

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
<b>2<sup>ND</sup> CYCLE OF COMULSORY SECONDARY ED. &amp; SIXTH-FORM</b>				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.696,14 €	91,78 €	71,24 €	<b>25.030,77 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.608,51 €	88,73 €	59,37 €	<b>23.761,39 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.608,51 €	88,73 €	59,37 €	<b>23.761,39 €</b>
INSTRUCTOR	1.464,89 €	83,74 €	59,37 €	<b>21.680,77 €</b>
SIXTH FORM / UPPER SECONDARY SUPPLEMENT: FOR TEACHING FULL TIME AT THIS LEVEL IN ALL 14 PAYMENTS	107,51 €	-	-	-
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.603,04 €	88,56 €	57,06 €	<b>23.682,39 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.374,08 €	80,60 €	51,11 €	<b>20.365,49 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.374,08 €	80,60 €	51,11 €	<b>20.365,49 €</b>
INSTRUCTOR	1.229,50 €	75,58 €	46,14 €	<b>18.271,08 €</b>



CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
VOCATIONAL TRAINING - HIGHER LEVEL				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.669,01 €	85,07 €	71,55 €	<b>24.557,01 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.569,30 €	81,94 €	59,67 €	<b>23.117,40 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.569,30 €	81,94 €	59,67 €	<b>23.117,40 €</b>
INSTRUCTOR	1.429,15 €	77,56 €	57,57 €	<b>21.093,89 €</b>

## Grupo II: COMPLEMENTARY SERVICE STAFF

SUBGROUP A: SPECIALISED STAFF				
The salary of this staff will be equal to that of the qualified teacher at the level of education where their work is carried out.				
CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
SUBGROUP B: SUPPORT STAFF				
SUPERVISORY ASSISTANT	901,57 €	63,43 €	47,75 €	<b>13.510,00 €</b>
EXTRACURRICULAR ACTIVITY MONITOR	901,57 €	63,43 €	47,75 €	<b>13.510,00 €</b>

**Grupo III: ADMINISTRATIVE STAFF**

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
HEAD OF ADMINISTRATION OR SECRETARIAT	1.198,35 €	74,49 €	56,55 €	<b>17.819,77 €</b>
MANAGER	1.009,19 €	67,92 €	48,30 €	<b>15.079,65 €</b>
SKILLED STAFF	898,69 €	66,31 €	47,75 €	<b>13.510,00 €</b>
OFFICE ASSISTANT OR TELEPHONIST	902,86 €	62,14 €	47,75 €	<b>13.510,00 €</b>
FOREMAN / SUPERVISOR	1.103,29 €	71,19 €	52,16 €	<b>16.442,82 €</b>
APPRENTICE / TRAINEE	912,60 €	52,40 €	29,19 €	<b>13.510,00 €</b>

## Grupo IV: ANCILLARY STAFF

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
CARETAKER/HOUSEKEEPER	1.009,02 €	67,90 €	47,75 €	<b>15.076,95 €</b>
HEAD CHEF/SKILLED WORKER	898,69 €	66,31 €	47,75 €	<b>13.510,00 €</b>
COOK	900,25 €	64,75 €	47,75 €	<b>13.510,00 €</b>
ATTENDANT/PORTER	901,56 €	63,44 €	47,75 €	<b>13.510,00 €</b>
ANCILLARY WORKER	902,86 €	62,14 €	47,75 €	<b>13.510,00 €</b>
COOK ASSISTANT OR CLERK	926,01 €	38,99 €	29,13 €	<b>13.510,00 €</b>

## TEMPORARY MANAGEMENT POSITIONS

CATEGORY	Base	Temp Post. SUPP	Dedication S.P.P.	Prof. Dev	Dedication S.P.P./POS	TOTAL
EARLY YEARS STAGE						
DIRECTOR/PRINCIPAL	1.585,87 €	303,23 €	87,96 €	55,99 €	20,67 €	<b>27.678,81 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.585,87 €	280,63 €	87,96 €	55,99 €	18,20 €	<b>27.362,35 €</b>
HEAD OF STUDIES	1.585,87 €	252,48 €	87,96 €	55,99 €	17,20 €	<b>26.968,31 €</b>
HEAD OF DEPARTMENT	1.585,87 €	224,55 €	87,96 €	55,99 €	15,30 €	<b>26.577,25 €</b>
PRIMARY / 1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.						
DIRECTOR/PRINCIPAL	1.585,87 €	303,23 €	87,96 €	55,99 €	20,67 €	<b>27.678,81 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.585,87 €	280,63 €	87,96 €	55,99 €	18,20 €	<b>27.362,35 €</b>
HEAD OF STUDIES	1.585,87 €	252,48 €	87,96 €	55,99 €	17,20 €	<b>26.968,31 €</b>
HEAD OF DEPARTMENT	1.585,87 €	224,55 €	87,96 €	55,99 €	15,30 €	<b>26.577,25 €</b>

CATEGORY	Base	Temp Post. SUPP	Dedication S.P.P.	Prof. Dev	Dedication S.P.P./POS	TOTAL
<b>2<sup>ND</sup> CYCLE OF COMULSORY SECONDARY ED. &amp; SIXTH-FORM</b>						
DIRECTOR/PRINCIPAL	1.696,14 €	456,48 €	91,78 €	71,24 €	30,55 €	<b>31.421,44 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.696,14 €	401,14 €	91,78 €	71,24 €	26,82 €	<b>30.646,71 €</b>
HEAD OF STUDIES	1.696,14 €	401,14 €	91,78 €	71,24 €	26,82 €	<b>30.646,71 €</b>
HEAD OF DEPARTMENT	1.696,14 €	325,77 €	91,78 €	71,24 €	21,78 €	<b>29.591,61 €</b>
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>						
DIRECTOR/PRINCIPAL	1.603,04 €	357,58 €	88,56 €	57,06 €	25,52 €	<b>28.688,57 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.603,04 €	331,59 €	88,56 €	57,06 €	23,64 €	<b>28.324,65 €</b>
HEAD OF STUDIES	1.603,04 €	306,01 €	88,56 €	57,06 €	21,84 €	<b>27.966,56 €</b>
HEAD OF DEPARTMENT	1.603,04 €	280,31 €	88,56 €	57,06 €	20,04 €	<b>27.606,76 €</b>
<b>VOCATIONAL TRAINING - HIGHER LEVEL</b>						
DIRECTOR/PRINCIPAL	1.669,01 €	423,04 €	91,78 €	71,55 €	30,72 €	<b>30.573,53 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.669,01 €	371,77 €	91,78 €	71,55 €	26,95 €	<b>29.855,78 €</b>
HEAD OF STUDIES	1.669,01 €	355,37 €	91,78 €	71,55 €	26,07 €	<b>29.626,14 €</b>
HEAD OF DEPARTMENT	1.669,01 €	302,65 €	91,78 €	71,55 €	21,94 €	<b>28.888,08 €</b>

**PAY SCALES 2022****Group I: TEACHING STAFF**

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
EARLY YEARS STAGE				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.617,58 €	89,72 €	57,11 €	<b>23.902,24 €</b>
INFANT TEACHER	1.116,45 €	72,29 €	57,11 €	<b>16.642,39 €</b>
INSTRUCTOR	1.116,45 €	72,29 €	49,66 €	<b>16.642,39 €</b>
PRIMARY /1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.617,58 €	89,72 €	57,11 €	<b>23.902,24 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.323,44 €	79,49 €	46,01 €	<b>19.641,09 €</b>
INSTRUCTOR	1.214,45 €	75,71 €	46,01 €	<b>18.062,24 €</b>
2 <sup>ND</sup> CYCLE OF COMULSORY SECONDARY ED. & SIXTH-FORM				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.730,06 €	93,61 €	72,67 €	<b>25.531,39 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.640,68 €	90,51 €	60,55 €	<b>24.236,62 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.640,68 €	90,51 €	60,55 €	<b>24.236,62 €</b>
INSTRUCTOR	1.494,19 €	85,41 €	60,55 €	<b>22.114,38 €</b>
SIXTH FORM / UPPER SECONDARY SUPPLEMENT: FOR TEACHING FULL TIME AT THIS LEVEL IN ALL 14 PAYMENTS	109,66 €	-	-	-



CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
VOCATIONAL TRAINING - INTERMEDIATE LEVEL				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.635,10 €	90,33 €	58,20 €	<b>24.156,03 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.401,56 €	82,21 €	52,13 €	<b>20.772,80 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.401,56 €	82,21 €	52,13 €	<b>20.772,80 €</b>
INSTRUCTOR	1.254,09 €	77,09 €	47,06 €	<b>18.636,50 €</b>
VOCATIONAL TRAINING - HIGHER LEVEL				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.702,39 €	86,77 €	72,98 €	<b>25.048,15 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.600,69 €	83,58 €	60,87 €	<b>23.579,74 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.600,69 €	83,58 €	60,87 €	<b>23.579,74 €</b>
INSTRUCTOR	1.457,73 €	79,11 €	58,72 €	<b>21.515,77 €</b>

**Group II: COMPLEMENTARY SERVICE STAFF****SUBGROUP A: SPECIALISED STAFF LEVEL I & LEVEL II.**

The salary of this staff will be equal to that of the qualified teacher at the level of education where their work is carried out.

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
<b>SUBGROUP B: SUPPORT STAFF</b>				
SUPERVISORY ASSISTANT	935,30 €	64,70 €	48,70 €	<b>14.000,00 €</b>
EXTRACURRICULAR ACTIVITY MONITOR	935,30 €	64,70 €	48,70 €	<b>14.000,00 €</b>

**Group III: ADMINISTRATIVE STAFF**

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
HEAD OF ADMINISTRATION OR SECRETARIAT	1.222,32 €	75,98 €	57,68 €	<b>18.176,16 €</b>
MANAGER	1.029,38 €	69,28 €	49,27 €	<b>15.381,25 €</b>
SKILLED STAFF	932,36 €	67,64 €	48,70 €	<b>14.000,00 €</b>
OFFICE ASSISTANT OR TELEPHONIST	936,62 €	63,38 €	48,70 €	<b>14.000,00 €</b>
FOREMAN / SUPERVISOR	1.125,36 €	72,62 €	53,20 €	<b>16.771,67 €</b>
APPRENTICE / TRAINEE	946,55 €	53,45 €	29,78 €	<b>14.000,00 €</b>

## Group IV: ANCILLARY STAFF

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
CARETAKER/HOUSEKEEPER	1.029,20 €	69,26 €	48,70 €	15.378,49 €
HEAD CHEF/SKILLED WORKER	932,36 €	67,64 €	48,70 €	14.000,00 €
COOK	933,96 €	66,04 €	48,70 €	14.000,00 €
ATTENDANT/PORTER	935,29 €	64,71 €	48,70 €	14.000,00 €
ANCILLARY WORKER	936,62 €	63,38 €	48,70 €	14.000,00 €
COOK ASSISTANT OR CLERK	960,23 €	39,77 €	29,71 €	14.000,00 €

## TEMPORARY MANAGEMENT POSITIONS

CATEGORY	Base	Temp Post. SUPP	Dedication S.P.P.	Prof. Dev	Dedication S.P.P./POS	TOTAL
EARLY YEARS STAGE						
DIRECTOR/PRINCIPAL	1.617,58 €	309,30 €	89,72 €	57,11 €	21,08 €	<b>28.232,38 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.617,58 €	286,24 €	89,72 €	57,11 €	18,56 €	<b>27.909,60 €</b>
HEAD OF STUDIES	1.617,58 €	257,53 €	89,72 €	57,11 €	17,55 €	<b>27.507,67 €</b>
HEAD OF DEPARTMENT	1.617,58 €	229,04 €	89,72 €	57,11 €	15,60 €	<b>27.108,79 €</b>
PRIMARY / 1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.						
DIRECTOR/PRINCIPAL	1.617,58 €	309,30 €	89,72 €	57,11 €	21,08 €	<b>28.232,38 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.617,58 €	286,24 €	89,72 €	57,11 €	18,56 €	<b>27.909,60 €</b>
HEAD OF STUDIES	1.617,58 €	257,53 €	89,72 €	57,11 €	17,55 €	<b>27.507,67 €</b>
HEAD OF DEPARTMENT	1.617,58 €	229,04 €	89,72 €	57,11 €	15,60 €	<b>27.108,79 €</b>

CATEGORY	Base	Temp Post. SUPP	Dedication S.P.P.	Prof. Dev	Dedication S.P.P./POS	TOTAL
<b>2<sup>ND</sup> CYCLE OF COMULSORY SECONDARY ED. &amp; SIXTH-FORM</b>						
DIRECTOR/PRINCIPAL	1.730,06 €	465,61 €	93,61 €	72,67 €	31,16 €	<b>32.049,86 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.730,06 €	409,16 €	93,61 €	72,67 €	27,35 €	<b>31.259,64 €</b>
HEAD OF STUDIES	1.730,06 €	409,16 €	93,61 €	72,67 €	27,35 €	<b>31.259,64 €</b>
HEAD OF DEPARTMENT	1.730,06 €	332,29 €	93,61 €	72,67 €	22,22 €	<b>30.183,45 €</b>
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>						
DIRECTOR/PRINCIPAL	1.635,10 €	364,74 €	90,33 €	58,20 €	26,03 €	<b>29.262,34 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.635,10 €	338,22 €	90,33 €	58,20 €	24,11 €	<b>28.891,14 €</b>
HEAD OF STUDIES	1.635,10 €	312,13 €	90,33 €	58,20 €	22,28 €	<b>28.525,89 €</b>
HEAD OF DEPARTMENT	1.635,10 €	285,92 €	90,33 €	58,20 €	20,44 €	<b>28.158,90 €</b>
<b>VOCATIONAL TRAINING - HIGHER LEVEL</b>						
DIRECTOR/PRINCIPAL	1.702,39 €	431,50 €	93,61 €	72,98 €	31,34 €	<b>31.185,00 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.702,39 €	379,21 €	93,61 €	72,98 €	27,49 €	<b>30.452,89 €</b>
HEAD OF STUDIES	1.702,39 €	362,48 €	93,61 €	72,98 €	26,59 €	<b>30.218,67 €</b>
HEAD OF DEPARTMENT	1.702,39 €	308,71 €	93,61 €	72,98 €	22,38 €	<b>29.465,84 €</b>

**PAY SCALES 2023****Group I: TEACHING STAFF**

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
EARLY YEARS STAGE				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.649,94 €	91,51 €	58,25 €	<b>24.380,29 €</b>
INFANT TEACHER	1.138,78 €	73,74 €	58,25 €	<b>16.975,23 €</b>
INSTRUCTOR	1.138,78 €	73,74 €	50,66 €	<b>16.975,23 €</b>
PRIMARY / 1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.649,94 €	91,51 €	58,25 €	<b>24.380,29 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.349,91 €	81,08 €	46,93 €	<b>20.033,91 €</b>
INSTRUCTOR	1.238,74 €	77,23 €	46,93 €	<b>18.423,48 €</b>



CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
<b>2<sup>ND</sup> CYCLE OF COMULSORY SECONDARY ED. &amp; SIXTH-FORM</b>				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.764,66 €	95,48 €	74,12 €	<b>26.042,02 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.673,49 €	92,32 €	61,77 €	<b>24.721,35 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.673,49 €	92,32 €	61,77 €	<b>24.721,35 €</b>
INSTRUCTOR	1.524,07 €	87,12 €	61,77 €	<b>22.556,67 €</b>
SIXTH FORM / UPPER SECONDARY SUPPLEMENT: FOR TEACHING FULL TIME AT THIS LEVEL IN ALL 14 PAYMENTS	111,85 €	-	-	-
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.667,80 €	92,14 €	59,37 €	<b>24.639,15 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.429,59 €	83,86 €	53,17 €	<b>21.188,25 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.429,59 €	83,86 €	53,17 €	<b>21.188,25 €</b>
INSTRUCTOR	1.279,17 €	78,63 €	48,01 €	<b>19.009,23 €</b>

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
VOCATIONAL TRAINING - HIGHER LEVEL				
QUALIFIED TEACHER/ WORKSHOP OR LABORATORY HEAD	1.736,43 €	88,50 €	74,44 €	<b>25.549,11 €</b>
ASSISTANT TEACHER, TEACHING ASSISTANT OR AUXILIARY	1.632,70 €	85,25 €	62,08 €	<b>24.051,34 €</b>
ASSISTANT WORKSHOP OR LABORATORY TEACHER	1.632,70 €	85,25 €	62,08 €	<b>24.051,34 €</b>
INSTRUCTOR	1.486,89 €	80,69 €	59,90 €	<b>21.946,09 €</b>

## Grupo II: COMPLEMENTARY SERVICE STAFF

### SUBGROUP A: SPECIALISED STAFF LEVEL I & LEVEL II.

The salary of this staff will be equal to that of the qualified teacher at the level of education where their work is carried out.

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
SUBGROUP B: SUPPORT STAFF				
SUPERVISORY ASSISTANT	938,00 €	65,99 €	49,67 €	<b>14.055,80 €</b>
EXTRACURRICULAR ACTIVITY MONITOR	938,00 €	65,99 €	49,67 €	<b>14.055,80 €</b>

### Grupo III: ADMINISTRATIVE STAFF

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
HEAD OF ADMINISTRATION OR SECRETARIAT	1.246,76 €	77,50 €	58,83 €	<b>18.539,68 €</b>
MANAGER	1.049,97 €	70,67 €	50,26 €	<b>15.688,87 €</b>
SKILLED STAFF	935,00 €	68,99 €	49,67 €	<b>14.055,80 €</b>
OFFICE ASSISTANT OR TELEPHONIST	939,34 €	64,65 €	49,67 €	<b>14.055,80 €</b>
FOREMAN / SUPERVISOR	1.147,87 €	74,07 €	54,27 €	<b>17.107,11 €</b>
APPRENTICE / TRAINEE	949,46 €	54,52 €	30,37 €	<b>14.055,80 €</b>

### Grupo IV: ANCILLARY STAFF

CATEGORY	Base	Dedication S.P.P.	Prof. Dev	TOTAL
CARETAKER/HOUSEKEEPER	1.049,79 €	70,65 €	49,67 €	<b>15.686,06 €</b>
HEAD CHEF/SKILLED WORKER	935,00 €	68,99 €	49,67 €	<b>14.055,80 €</b>
COOK	936,62 €	67,36 €	49,67 €	<b>14.055,80 €</b>
ATTENDANT/PORTER	937,99 €	66,00 €	49,67 €	<b>14.055,80 €</b>
ANCILLARY WORKER	939,34 €	64,65 €	49,67 €	<b>14.055,80 €</b>
COOK ASSISTANT OR CLERK	963,42 €	40,56 €	30,31 €	<b>14.055,80 €</b>

**TEMPORARY MANAGEMENT POSITIONS**

CATEGORY	Base	Temp Post. SUPP	Dedication S.P.P.	Prof. Dev	Dedication S.P.P./POS	TOTAL
EARLY YEARS STAGE						
DIRECTOR/PRINCIPAL	1.649,94 €	315,48 €	91,51 €	58,25 €	21,50 €	<b>28.797,03 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.649,94 €	291,96 €	91,51 €	58,25 €	18,93 €	<b>28.467,79 €</b>
HEAD OF STUDIES	1.649,94 €	262,68 €	91,51 €	58,25 €	17,90 €	<b>28.057,83 €</b>
HEAD OF DEPARTMENT	1.649,94 €	233,62 €	91,51 €	58,25 €	15,91 €	<b>27.650,97 €</b>
PRIMARY / 1 <sup>ST</sup> CYCLE OF COMPULSORY SECONDARY ED.						
DIRECTOR/PRINCIPAL	1.649,94 €	315,48 €	91,51 €	58,25 €	21,50 €	<b>28.797,03 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.649,94 €	291,96 €	91,51 €	58,25 €	18,93 €	<b>28.467,79 €</b>
HEAD OF STUDIES	1.649,94 €	262,68 €	91,51 €	58,25 €	17,90 €	<b>28.057,83 €</b>
HEAD OF DEPARTMENT	1.649,94 €	233,62 €	91,51 €	58,25 €	15,91 €	<b>27.650,97 €</b>

CATEGORY	Base	Temp Post. SUPP	Dedication S.P.P.	Prof. Dev	Dedication S.P.P./POS	TOTAL
<b>2<sup>ND</sup> CYCLE OF COMULSORY SECONDARY ED. &amp; SIXTH-FORM</b>						
DIRECTOR/PRINCIPAL	1.764,66 €	474,92 €	95,48 €	74,12 €	31,79 €	<b>32.690,86 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.764,66 €	417,34 €	95,48 €	74,12 €	27,90 €	<b>31.884,83 €</b>
HEAD OF STUDIES	1.764,66 €	417,34 €	95,48 €	74,12 €	27,90 €	<b>31.884,83 €</b>
HEAD OF DEPARTMENT	1.764,66 €	338,94 €	95,48 €	74,12 €	22,66 €	<b>30.787,12 €</b>
<b>VOCATIONAL TRAINING - INTERMEDIATE LEVEL</b>						
DIRECTOR/PRINCIPAL	1.667,80 €	372,03 €	92,14 €	59,37 €	26,55 €	<b>29.847,59 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.667,80 €	344,99 €	92,14 €	59,37 €	24,59 €	<b>29.468,97 €</b>
HEAD OF STUDIES	1.667,80 €	318,38 €	92,14 €	59,37 €	22,73 €	<b>29.096,41 €</b>
HEAD OF DEPARTMENT	1.667,80 €	291,64 €	92,14 €	59,37 €	20,85 €	<b>28.722,07 €</b>
<b>VOCATIONAL TRAINING - HIGHER LEVEL</b>						
DIRECTOR/PRINCIPAL	1.736,43 €	440,13 €	95,48 €	74,44 €	31,97 €	<b>31.808,70 €</b>
DEPUTY HEAD/ VICE PRINCIPAL	1.736,43 €	386,79 €	95,48 €	74,44 €	28,04 €	<b>31.061,95 €</b>
HEAD OF STUDIES	1.736,43 €	369,73 €	95,48 €	74,44 €	27,12 €	<b>30.823,04 €</b>
HEAD OF DEPARTMENT	1.736,43 €	314,88 €	95,48 €	74,44 €	22,83 €	<b>30.055,16 €</b>





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