

## **SNA allocation FAQs**

### **Q: My school received an increased allocation. What should happen with the increased hours?**

A: If a school get increased hours, they should first be offered in order of seniority to SNAs that do not have full-time hours. The rules governing SNA seniority can be found [here](#).

There are limited circumstances where seniority is not followed. This can only happen where a SENO has written to a school and has recommended that the hours be allocated in a different way. An SNA has a right to ask for and see the written determination from the SENO in these cases.

### **Q: My school has lost hours. How is it decided which SNA loses hours when a school loses hours?**

A: This is done on the basis of seniority. The least senior SNA will lose the hours.

(Note - There are limited circumstances where seniority is not followed. This can only happen where a SENO has written to a school and has recommended that the hours be allocated in a different way. An SNA has a right to ask for and see the written determination from the SENO in these cases. )

### **Q: If I lose my job, will I go on the supplementary assignment panel?**

A: If you have more than one year of service, you will be entitled to go on the supplementary assignment panel.

The supplementary Assignment Panel gives those on the panel the right to be considered for another SNA job in another school before other applicants.

Before you leave your school, it must complete the form at Appendix 2 [here](#). You MUST submit a copy of this form if you are applying for a job in another school. Otherwise, they will not know that you are on the panel.

The panel expires on 1<sup>st</sup> June 2019.

### **Q: What work can I do when I am on the panel?**

A: When you are on the panel, you can accept work as a substitute SNA or to cover maternity contracts. This will not affect your rights on the panel.

### **Q: What if I don't want to be placed on the panel? Will I get a redundancy?**

A: Yes. If you wish at any time to be removed from the panel and take a redundancy, you must complete the form at Appendix 3 [here](#). Full details of the redundancy scheme can be found [here](#).

SNAs should note that an SNA will have to reimburse a redundancy payment if they find work as an SNA within one year of taking a redundancy.