

- A system of annualised hours will also enable schools to work flexibly. Equally, from an employee's perspective the arrangements will enable them to manage their work more effectively.
- The introduction of a new system will provide schools with an opportunity to review their current arrangements and to consider the working hours and work levels of their support staff.

Annual Leave

An employee's annual leave entitlement will be reflected in their full time equivalent salary. This is achieved by taking the annualised hours an employee works and dividing it by the total number of hours an employee working on a full time contract will work on a 52 week contract excluding annual leave.

For example:-

- Employee with less than five years service works 390 hours a year.
- FTE is calculated by dividing 390 hours by 1687.2 (total working hours available) = 0.231FTE.

By applying this approach, the annual leave is paid and reflected in the total salary. The table used to calculate annualised hours as provided at Appendix 2.

It is recommended that an employee's annual hours should reflect the fact that they should undertake all of their annual hours during term time. Nevertheless, schools are free to make arrangements whereby an employee may work some of their hours during holiday periods. The Authority's model contract of employment will reflect the fact that support staff should not normally take leave during term time.

Work Groups where annualised hours can apply -

- School Secretaries and Administrators and office staff;
- Bursars;
- Learning Support Assistants;
- General Assistants;
- Technicians

Single Status Implications

These arrangements do not apply to staff employed on the former manual grades i.e. School Caretakers, Assistant Caretakers, Cleaners, School Meals Supervisors or staff employed by the DSO. Annualised hours for these groups of staff may be considered as part of the service reviews dealing with the move from a 39 to 37 hour week from 1 April 2000 as part of the Single Status Agreement. More information will follow later on this next term.

INSET Days

It is recommended that all staff you appoint on annualised hours should be employed to work some or all of the INSET days. Depending on the arrangements you make, moving to this arrangement may result in a very small increase in salary for some staff. However, it is critical to promote INSET days as a benefit for all staff in terms of their professional development.

Recording Annualised Hours

Enclosed at Appendix 3 is an Annualised Hours record form. This should be completed by the employee on a weekly basis and the headteacher/line manager will need to endorse it. This is a day to day management issue for the school. The LEA is not required to be notified of the weekly hours worked. We only need to know where:

- additional hours have been worked and payment is required, or;
- where the full time equivalent has changed.

When does an employee's annualised hours start?

- From the date of appointment;
- Date of transfer to new contractual terms; or
- On 1 September annually at the beginning of the academic year after review.

Additional Hours - where this is required and agreed.

If staff are working additional hours you should either:-

- deduct the additional hours from the annualised hours thus reducing the total balance available to work during the annual accounting period; or
- treat the extra hours worked as additional hours and advise payroll to pay the extra hours worked. Payment is at plain rate for weekly extra hours worked up to and including 37 hours. For hours worked beyond 37 in any one week, payment will be made at time and a half. There are separate arrangements for weekend working.

What happens if an employee on annualised hours is off sick?

Entitlement to Occupational and Statutory Sick Pay will remain the same. With the introduction of the concept of annualised hours employees will be regarded for sickness purposes as all other all-year-round employees:

- Statutory Sick Pay would no longer be paid in addition to salary during school closure periods
- When Occupational Sick Pay is reduced to half pay, deductions will be made during school closure periods and based on the employee's annual salary.

Implementation

It is a matter for you as a school to determine whether you wish to move to annualised hours. Whether you do or not, it is recommended that you review the current arrangements that you have in place. This is particularly important given the context of additional hours that many staff are working at the moment.

New Staff

Your governing body will need to consider whether they wish to apply the arrangements.

Existing Staff

If you wish to implement the arrangement for existing staff it should only be done where there is consensual agreement with individuals. If you are thinking of doing this, please contact Education Personnel or the relevant trade union representative.

Further Information:

Education Personnel: - Tel 0117 903 7834

In addition, staff can contact their Trade Union representative:-

GMB - Rowena Hayward - Tel: 0117 922 3864

UNISON – Steve Mills - Tel: 0117 940 5002

TGWU – Denise Wiles - Tel: 0117 923 0555

This guidance is jointly recommended by Education Personnel and the support staff trade unions.