

**HR ADVISORY NOTE – JUNE 2015
EQUATED PAY RATES – SCHOOL CATERING AND CLEANING EMPLOYEES**

A request for a written explanation of how equated rates of pay are calculated was made at a recent Joint Consultative Committee (JCC). This Advisory Note therefore seeks to explain to employees how Tayside Contracts calculates equated rates of pay.

The objective of equated pay rates is to spread basic weekly pay for employees who are only required to work a proportion of the total available working days in a year. This allows payments to be made when schools etc. are closed during the school holidays or in service days.

Due to annual leave entitlement increasing from 27 days to 32 days after 5 years service, equated rates vary for employees in the same grade and spinal column point, depending on their length of service.

The calculation below is based on a grade 1 cleaner with 5 years' service who is required to work 213 days per annum:-

- A. number of days required to work = 213 days
- B. total number of available working days (5 days x 52 weeks) = 260 days
- C. combined annual leave and public holidays (32 days + 5 days) = 37 days
- D. remaining available working days (B-C) 260 days – 37 days = 223 days
- E. $\frac{\text{number of days required to work}}{\text{number of available working days}} = \frac{A}{D} = \frac{213}{223} = 0.955 \times 100\% = 95.52\%$

100% rate of pay for grade 1 cleaner is £7.65.

Rate of pay for grade 1 cleaner who works 213 days is £7.65 x 95.52% = £7.3073.

Any long service days accrued will be given as leave days during the year, normally on in service days.

WORKED EXAMPLE - CLEANING

A. DAYS WORKED	213
	(37 DAYS LEAVE)
B. TOTAL AVAILABLE WORKING DAYS (5 DAYS PER WEEK, 52 WEEKS PER YEAR)	260
C. ANNUAL LEAVE DAYS	32
PUBLIC HOLIDAYS	5
TOTAL LEAVE DAYS	37
D. REMAINING AVAILABLE WORKING DAYS	223
E. DAYS WORKED AS PERCENTAGE OF AVAILABLE WORKING DAYS	0.9552
I.E. EQUATED PAY RATE	95.52

If you require any further information on the above, please contact your line manager in the first instance.