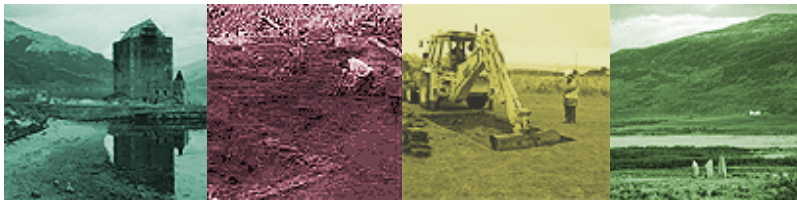


BAJR BRITISH ARCHAEOLOGICAL JOBS RESOURCE

:: BAJR Recommended
Pay and Conditions for 2011 / 2012 ::

:: April 2011



DAVID CONNOLLY
BRITISH ARCHAEOLOGICAL JOBS RESOURCE

WWW.BAJR.ORG

TRAPRAIN HOUSE
LUGGATE BURN
WHITTINGEHAME
EAST LOTHIAN
EH41 4QA

T: 01620 861643
M 0787 6528 498
E info@bajr.org

This has been a difficult times for many of us in the commercial world of archaeology, and indeed in heritage as a whole, with swinging cuts and merging of services expected and happening within local government, Museums and Universities. Indeed RESCUES map of cuts <http://www.rescue-archaeology.org.uk/map4/> shows a snapshot of these cuts happening. However, we do seem to have survived and cannot ignore the IfA benchmarking exercise that BAJR was also part of in 2007 – four years ago - and the very real gap in pay opening up and the constant drain in skilled staff, leaving us with less and less potential for the future is of grave concern. Kenneth Atchison said back in 1996;

“The IFA wishes to establish standards of practice and professionalism. These standards should include pay and conditions, which would in turn help to create a firmer career structure within archaeology. Jobs are already informally graded within archaeological organisations (Aitchison and Anderson 1995:8), and the IFA should take the bold step of clearly defining jobs by responsibility and reward, and crystallising the fine words of the Code of Conduct.

Such action would help the IFA gain esteem in the eyes of its members, and in the eyes of the many archaeologists who do not wish to join the Institute because of their negative perceptions of it. “

Assemblage (1996) <http://www.assemblage.group.shef.ac.uk/1/aitch.html>

Well, 15 years on, we should try and do just that – the BAJR Grades have to some degree given a sense of progression, and reward for responsibility and this should continue. Of course the pay bands must have minima at the lower end, but this should not be seen as an exact figure that represents the only pay level for that grade. Please look at the last page where 29 levels of pay are suggested, allowing for a progression and pay banding system to be introduced that takes into account, service, competence and skills. To attract the best employee, the most attractive pay and conditions will be a useful inducement, and it may be time to clarify the additional benefits that can help a prospective employee make an informed choice.

Do you provide accommodation (within the tax laws), subsistence, travel and/or drivers rates? I will be altering the BAJR advert system to include some of these elements to give and idea of the full package, but it is worth considering that you may be selling your self short.

This is not a requirement to raise pay rates if you are already paying above the minimum.

I am only too aware that Council Unit and other groups that are tied to Council pay bargaining will have difficulties meeting some requirements, - however, it is possible to place staff at a position within the pay scale that does help with this issue. WE also need to accept who we are, what we do, and what our value is. Unity is going to be the only way that we can deal with issues such as the loss of the Aggregates Levy Scheme funding and the loss of the Heritage Protection Bill.

I hope that 2011/2012 sees us all move forward, with defined roles – able to take Archaeology and the Heritage Industry in the direction we need to move. The current drive for unionisation will help to provide a framework for future negotiations helping to strengthen the profession. UNITE union has already expressed their support in cooperation with PROSPECT to this, and it is perhaps a goal to see commercial archaeology as part of the construction industry, allowing parity to be achieved.

Please remember:

*Many employers do not give their employees a written statement of the main terms and conditions of the job even though the law says they have to. If you do not give a written statement within **two months** from the date on which the employee started work, you will be breaking the law.*

David Connolly (BAJR)

If you feel that you disagree with this statement, please contact me. If I hear nothing back by April 1st, 2011 I will assume broad agreement and hopefully have this new scale implemented on April 4th.

In keeping with the IFA recommendations to RAOs, and BAJRs commitment to support this across the industry these following criteria

A total employment package¹ which includes, as a minimum, the following:

1. **6% employer pension contribution** subject to any reasonable qualifying period
 - There is no requirement within the amended scheme for employers to compensate staff who choose not to join a pension scheme where employer contributions are offered.
 - There is no *requirement* to compensate staff on short-term contracts who are not employed for a sufficient length of time to meet the qualification period of a pension scheme although this is something which the IFA and BAJR strongly encourages as good employment practice.
 - It is recognised that the qualifying period may be set by the pension company.
2. **Average 37.5 hour working week**
 - It is recognised that the circumstances of contract work often require working beyond these hours, compensated for by systems of time off in lieu or overtime payments. A regular increase in working hours should be reflected by a corresponding increase in pay.
3. Paid **annual leave** of at least a minimum of **28 days including statutory holidays**
 - Staff employed on a fixed-term or part-time basis should be entitled to paid annual leave accrued on a pro rata basis.
4. **Sick leave allowance** of at least 1 month on full pay subject to any reasonable qualifying period
 - Sick leave allowance may be aggregated over a rolling twelve-month period. Three to four months is suggested as a reasonable qualifying period. Staff employed on a fixed-term or part-time basis should be entitled to sick pay accrued on a sliding scale or pro rata basis.

The tickboxes on BAJR are to be used if these criteria are met... otherwise that are to be left blank. So if you give no pension rights, 28 days pa holiday and only SSI then no boxes will be ticked.

What does this mean to you?

Pensions

Already law for businesses over 6 employees. There is often a Qualifying Period - This can be set either by yourselves or by the Pensions Company. As you can see in the information below, you should have a scheme in place (even if nobody wishes to use it). Therefore you may decide that short term workers do not qualify for inclusion in the scheme (and therefore the 6% pension contribution or payment in lieu). It is something however that the IFA and BAJR strongly encourage as good employment practice.

¹ Attention is drawn to the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations which came into force on 1 October 2002 and state that:
Fixed-term employees will have the right not to be less favourably treated than comparable permanent employees, unless the less favourable treatment is justified on objective grounds. The right applies both to less favourable treatment in relation to contractual terms (including pay and pensions) and to their overall package of conditions. In addition fixed-term employees should not be subject to other detrimental treatment by the employer.

Further information on the Regulations can be seen at www.dti.gov.uk/er/fixed/fixed-pl512.htm.

Exempted businesses

There are only a few reasons that would exempt an employer from setting up a scheme:

- You have less than 5 employees. It does not matter whether they qualify or not.
- You already have an existing occupational or personal pension scheme. There are a fair number of conditions on this exemption.

A scheme must be in place if you are not exempt even if no employees are interested in joining. If you lose your exemption status you must immediately set up a scheme, (it may be a good idea to setup a scheme in preparation for when you have to).

- i. Get details from a many providers as possible and discuss with your employees. Allow enough time for your employees to make their minds up and make alternative suggestions. If you have decided to make a contribution (you don't have to) then inform your employees of how much.
- ii. From a short list invite prospective providers to make a presentation to your employees and leave details for discussion.
- iii. After selecting your provider invite them to set up stakeholder pensions for your employees who expressed that they would be interested. Get all the information about making the payments to the provider of the contributions you have collected on their behalf. Ensure that your current payroll system can cope with it (call us if it can't cope).
- iv. On the agreed start date process the stakeholder pension through the payroll. Sit back and think what a great job you have done.
- v. _____

£50,000 fine for not complying

When a business is found not to be complying with the stakeholder requirements they will be encouraged to change their ways, however, OPRA, the regulating authority, does have the power to impose very heavy fines of up to £50,000 if it so wishes.

The government are acutely aware that they are unable to fulfil the pensions promise and that alternative arrangements must be made. As the voluntary take up of personal pension plans and other provisions for retirement is slowing down they have come up with this alternative. It is here to stay and, by one way or another, they will enforce compliance.

vi. _____

Working Hours

Any hours worked **over** 37.5 hours must be paid. – this includes driving time for the designated driver

The working week is calculated on 37.5 hours actual work time... with 5 x ½ hour breaks for lunch. So a working day can run from **9am – 5pm** or **8:30am – 4:30pm** for example.

Longer hours are allowed, but in line with the Work Time Directive, the employee must be allowed to opt out, with no penalty. And additional working hours should be explained

Overtime criteria should be clearly explained prior to employment.

Holidays.

There is a minimum right to paid holiday, but your employer may offer more than this. The main things you should know about holiday rights are that:

- you are entitled to a minimum of 5.6 weeks paid annual leave (28 days for someone working five days a week)
- you start building up holiday as soon as you start work
- your employer can control when you take your holiday
- you get paid your normal pay for your holiday
- when you finish a job, you get paid for any holiday you have not taken
- bank and public holidays can be included in your minimum entitlement
- you continue to be entitled to your holiday leave throughout your ordinary and additional maternity leave and paternity and adoption leave

Full details below

http://www.direct.gov.uk/en/Employment/Employees/Timeoffandholidays/DG_10029788

If it is not possible to take any of these holidays, **the time in lieu is paid at full rate.**

2010 – Public and Bank Holidays	England & Wales	Scotland
Good Friday	22 April	02 April
Easter Monday	25 April	
Early May Bank Holiday (First Monday in May)	02 May	02 May
Spring Bank Holiday (Last Monday in May)	30 May	30 May
Summer Bank Holiday (Last Monday in August)	29 Aug	1 Aug
St Andrews Day		30 Nov
Christmas Day Bank Holiday	26 Dec	26 Dec
Boxing Day Bank Holiday	27 Dec	27 Dec
New Year's Day	1 Jan 2012	1 Jan 2012
Second		2 Jan 2012

Public and bank holidays

You do not have a statutory right to paid leave on bank and public holidays. If your employer gives paid leave on a bank or public holiday, this can count towards your minimum holiday entitlement. There are eight permanent bank and public holidays in England and Wales (nine in Scotland and ten in Northern Ireland).

If you work on a bank or public holiday, there is no automatic right to an enhanced pay rate. What you get paid depends on your contract of employment.

If you are part time and your employer gives workers additional time off on bank holidays, this should be given pro rata to you as well, even if the bank holiday does not fall on your usual work day.

The company must make it clear what the holiday intentions are for the full length of the contract – at the beginning of the contract period.

“Some employers and employment agencies may say that your hourly rate of pay includes an amount for holiday pay, and that they expect you to save this part of your pay to cover your holidays. This is known as 'rolled up' holiday pay. Rolled up holiday pay is against the law.”

Sickness

As with pensions, the rights for Full Pay sickness Benefits are strongly encouraged to offer this benefit from initial employment date. However, you can also implement a period of qualifying for this benefit. It does however not remove the right to SSP Standard rate £79.15. If you do decide to pay full or half pay, then you (as the employer) can claim back the SSP portion.

Statutory Sick Pay daily rates table

The daily rate of SSP is the weekly rate divided by the number of agreed Qualifying Days (QDs) in that week. For SSP purposes the week always begins with a Sunday. The amount payable that week is the daily rate multiplied by the number of QDs the employee is sick in that week, not including Waiting Days (WDs).

How to use this table to work out how much to pay

An employee is sick for one week, from Sunday to Friday. The QDs in that week are Monday to Friday.

The first three QDs, Monday to Wednesday, are WDs and SSP is not payable for those days so you need only pay SSP for Thursday and Friday. There are five QDs in the week, so find '5' in the 'Number of QDs in week' column.

You have to pay SSP for two days so move across to the column headed by '2'. This gives an amount of £31.66 so that is how much SSP you must pay.

Daily rates table for days of sickness from 6 April 2010 to 5 April 2011

Daily rates table for days of sickness from 6 April 2010 to 5 April 2011

Un- rounded daily rates*	No of QDs in week	No of days due						
		1	2	3	4	5	6	7
£	£	£	£	£	£	£	£	£
£11.6571	7	£11.66	£23.32	£34.97	£46.62	£58.28	£69.94	£81.60
£13.6000	6	£13.60	£27.20	£40.80	£54.40	£68.00	£81.60	
£16.3200	5	£16.32	£32.64	£48.96	£65.28	£81.60		
£20.4000	4	£20.40	£40.80	£61.20	£81.60			
£27.2000	3	£27.20	£54.40	£81.60				
£40.8000	2	£40.80	£81.60					
£81.6000	1	£81.60						

*Unrounded daily rates are shown for employers with computerised payroll systems.

E14(2011) Employer Helpbook for Statutory Sick Pay

<http://www.hmrc.gov.uk/helpsheets/e14.pdf>

Grading system takes into account overlapping positions – the ‘name’ or ‘title’ of the post is irrelevant, only the **responsibility** and **job requirements/expectations** are important.

Please consider the 29 pay scale that encompasses the grades, to allow for progression, career development etc. Also remember to advertise accommodation, travel, subs and drivers allowances.

G1:

(Training Position)

recommended minimum £14,462 (£278.11 per week)

No previous experience required, you will be supervised and trained though you will be expected to carry out tasks under supervision.

Suitable for students – it is expected that after a suitable period of training the individual will progress to the relevant full position.

Professional knowledge

Basic

Decision making and influence

None

Freedom to act

None – Full Guidance

Communication

Ability to work as part of a team.
Ability to learn

Qualifications

None required

Previous experience

Minimal or no relevant experience.

G 2:

(ie Basic Site Assistant) -

recommended minimum £15,704.64 (£ 302.02 per week)

General knowledge of work required, should be able to carry out work with instruction from Supervisor or a senior field worker. This rate would be for a person with perhaps 6 months – 1 years work at this level.

An entry-level role that requires candidates to have more relevant general knowledge of the sector than G1, usually gained through a postgraduate qualification, or hands-on experience and training.

Professional knowledge

General level of knowledge in chosen field.

Decision making and influence

Expected to work on short-term targets through an established procedure

Freedom to act

Only with the advice and guidance of more senior colleagues.

Communication

Ability to work as part of a team.
Ability to learn

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Some relevant experience (perhaps 3-6 months)

G 3:

(ie Site Assistant 2 or Technical Worker 1) -

recommended minimum £16,762.26(£ 322.35 per week)

Experienced in most aspects of the work,

Professional knowledge

Working level of knowledge in chosen field.

though will receive supervision and further instruction from higher levels.

Usually the person has a longer experience in chosen field than G2 – rated in years rather than months

Decision making and influence

Expected to work on short-term targets through an established procedure

Freedom to act

Guidance of more senior colleagues.

Communication

Ability to work as part of a team.
Ability to learn and mentor G2 staff.

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience (around two to three years).

G 3/4 : Intermediate Grade

(ie Senior Site Assistant or Technical Worker 1 or Junior/Trainee Supervisor)

recommended minimum £17,523.82 (£336.99 per week)

Experienced in all aspects of the work, and although they may receive supervision and further instruction from higher levels are capable of basic G4 tasks and responsibilities

Usually the person has experience in G3 activities – rated in years.

This grade is to acknowledge a senior G3 position where the individual has achieved the highest level of responsibility

OR

The individual is being prepared or trained for supervisory roles – though still requires guidance and advice from colleagues.

Professional knowledge

Will have working knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Decision making and influence

May occasionally play a supervisory role.

Freedom to act

Work within set procedures and standards and reports to more senior colleagues.

Communication

Generally working as part of a team to deliver work targets.
May be responsible for small projects.

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience (around two to three years).

G 4 :

(ie Technical Worker 2 or Supervisor)

recommended minimum £18,291.99 (£351.77 per week)

Expected to be competent in chosen field and able to instruct others in the basics as well as take responsibility at a low level.

Professional knowledge

Will have a competent knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Will supervise others to required tasks, but will receive instructions from higher level. ::

Usually the person has experience in G3 activities and/or has trained for post with relevant CPD training courses or G3/4 training period – rated in year's experience.

Decision making and influence

Will play a supervisory role.

Freedom to act

Work within set procedures and standards and reports to more senior colleagues.

Communication

Generally working as part of a team to deliver work targets.
Will be responsible for small projects and discreet areas of larger projects

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience (over three years).

G 4/5 : Intermediate Grade

(ie Senior Technical Worker 2 or Supervisor or Junior Project Officer)

recommended minimum £19, 669.86 (£378.26 per week)

Expected to be proficient in chosen field and be able to act independently on a single project, with responsibility for the daily running though receiving strategy instruction from higher levels

Usually the person has experience in G4 activities and/or has trained for post with relevant CPD training courses rated in year's experience and proven record of ability.

This grade is to acknowledge a senior G4 position where the individual has achieved the highest level of responsibility

OR

The individual is being prepared or trained for A more responsible junior management role – though still requires guidance and advice from senior colleagues.

Professional knowledge

Will have a considerable practical knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Decision making and influence

Likely to manage a small team or discrete area of work. Likely to have some budgeting input with guidance.

Freedom to act

Will have procedures/standards to follow.
Will refer to a manager for guidance.

Communication

Will have ability to learn well-developed and effective communication and presentation skills.

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience – including evidence of responsible posts (over five years).

G 5 :

(ie Specialist 1 or Project Officer)

recommended minimum £20,914.57 (£402.20 per week)

Expected to be proficient and capable in chosen field and be able to act independently on a single project or area of work, with responsibility for the daily running, though still

Professional knowledge

Will have a considerable practical knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Decision making and influence

<p>receiving strategic instruction from higher levels</p> <p>Usually the person has experience in G4 activities and/or has trained for post with relevant CPD training courses or G4/5 training period – rated in year’s experience and proven record of ability.</p>	<p>Will be able to manage a small team or discrete area of work/project. Will have budgeting input into specific project.</p> <p>Freedom to act Will have set procedures/standards to follow. Will refer to a senior manager for guidance. Degree of autonomy of single projects</p> <p>Communication Will have well-developed and effective communication and presentation skills.</p> <p>Qualifications Likely to have degree and relevant postgraduate qualification (or equivalent experience/training).</p> <p>Previous experience Demonstrable relevant experience – including evidence of responsible posts (over five years).</p>
---	---

<p>G 5/6 : Intermediate Grade (ie Senior Specialist and Project Officer or Junior/Trainee Manager) recommended minimum £23,221.28 (£446.57 per week)</p>
--

<p>Expected to be an experienced and proficient practitioner in chosen field with ability to make independent decisions, run several projects simultaneously, deal with budgets and leading teams through projects to completion</p> <p>Usually the person has experience in G5 activities and/or has trained for post with relevant CPD training courses rated in year’s experience and proven record of ability.</p> <p>This grade is to acknowledge a senior G5 position where the individual has achieved the highest level of responsibility for that grade</p> <p>OR</p> <p>The individual is being prepared or trained for A more responsible junior management role – though still requires guidance and advice from senior colleagues.</p>	<p>Professional knowledge Will have a high level of professional competence and knowledge relevant to the organisation. Will have technical/specialist knowledge as well as being prepared to learn management skills.</p> <p>Decision making and influence Will be responsible for their position role through project management and/or specialist input. Will learn to play a role in developing strategy and manage a number of staff.</p> <p>Freedom to act Will have some freedom to set team targets, subject to meeting organisational objectives. Will be responsible to a senior manager.</p> <p>Communication Will have shown good negotiation and influencing skills. Will be expected to increase range of contact to represent the organisation externally.</p> <p>Qualifications Likely to have degree, postgraduate qualification (or equivalent experience/training), and be working towards MIFA grade.</p> <p>Previous experience Substantial relevant experience (over six or more years).</p>
---	--

<p>G 6 : (ie Specialist 2 or Project Manager) recommended minimum £26,269.7736</p>
--

<p>Expected to be highly experienced and proficient practitioner in chosen field with ability to make independent decisions, run several projects simultaneously, deal with budgets and leading teams through projects</p>	<p>Professional knowledge Will have a high level of professional competence and knowledge relevant to the organisation. Will have technical/specialist knowledge as well as a full range of management skills.</p>
--	---

<p>to completion</p> <p>Usually the person has experience in G5 activities and/or has trained for post with relevant CPD training courses rated in year's experience and considerable record of ability in management of projects, budgeting, report writing and team leadership.</p>	<p>Decision making and influence Will play a significant role and be responsible for budgets, project management, and/or specialist input into multiple projects and will play a role in developing strategy. Will manage a significant number of staff.</p> <p>Freedom to act Will have freedom to set team targets, subject to meeting organisational objectives. Will only be responsible to Director or Senior Management.</p> <p>Communication Will have excellent negotiation and influencing skills. Expected to have a range of contacts and represent the organisation externally. Ability to engage with public and clients confidently.</p> <p>Qualifications Degree, postgraduate qualification (or equivalent experience/training), and expected to be MIFA.</p> <p>Previous experience Substantial relevant experience (seven+ years).</p>
---	---

G 7 :

(ie Directorial and Senior Management)

recommended minimum £33,846.95

<p>Professional knowledge Will have the acknowledged authority and ability to draw on extensive experience to develop policy and solve complex issues. Will have leadership and extensive organisational skills.</p> <p>Decision making and influence Will play a significant role in planning, setting standards for others to follow. Will be a decision maker for major teams and projects, and have the ability to justify decisions at highest level</p> <p>Management of resources Likely to manage a company, organisation or department and act as team leader/director. Will have financial responsibility of whole function and have skills to balance conflicting demands.</p> <p>Freedom to act Will be able to introduce new practices under the guidance of agreed policy and be significantly involved with the formation and implementation of policy.</p> <p>Communication Will have advanced communication skills, often leading negotiations with important stakeholders and representing the museum. Ability to engage with public and clients and senior colleagues with ease.</p> <p>Qualifications Likely to have degree, postgraduate qualification (and equivalent experience/training), and expected to be MIFA.</p> <p>Previous experience Substantial relevant experience (over seven or more years).</p>
--

The table on the following page shows the minimum rates for 2011/2012 based on the responsibility grades with progressive pay scales.

Scale	Previous 2010/11	Grade	per week (2011/2012)	Min Salary 2011/2012 based on 2%
1	£14,462.33	G1	£278.11	£14,462.33
2	£15,396.71	G2	£302.01	£15,704.64
3	£15,636.23		£306.71	£15,948.95
4	£16,057.02		£314.97	£16,378.16
5	£16,433.59	G3	£322.36	£16,762.26
6	£16,691.45		£327.41	£17,025.28
7	£17,180.22	G3/4	£337.00	£17,523.82
8	£17,497.44		£343.22	£17,847.39
9	£17,933.33	G4	£351.77	£18,292.00
10	£18,508.41		£363.05	£18,878.58
11	£19,284.18	G4/5	£378.26	£19,669.86
12	£19,885.16		£390.05	£20,282.86
13	£20,504.48	G5	£402.21	£20,914.57
14	£20,999.73		£411.93	£21,419.72
15	£21,685.94		£425.38	£22,119.66
16	£22,373.23		£438.87	£22,820.69
17	£23,221.29	G5/6	£455.50	£23,685.72
18	£23,868.66		£468.19	£24,346.03
19	£24,648.76		£483.49	£25,141.74
20	£25,754.68	G6	£505.19	£26,269.77
21	£26,482.98			£27,012.64
22	£27,319.17			£27,865.55
23	£28,125.15			£28,687.65
24	£28,953.79			£29,532.87
25	£29,772.71			£30,368.16
26	£30,396.35			£31,004.28
27	£31,202.33			£31,826.38
28	£32,075.21			£32,716.71
29	£33,183.29	G7		£33,846.96
Suggested London Weighting + £ 2100				

If you have any comments, complaints or suggestions, clarifications, corrections please get in touch.. I hope to prepare this to be live for 1st May 2011

info@bajr.org

SELF EMPLOYED NOTE

For true Self Employed Rates it is reasonable to consider
c. £110-130 pd for Digging Staff, C. £150-180pd for experienced
Supervisor/Project Officer and Specialists should consider £200-250pd

As true self employed it is up to yourself to decide what you charge for your services, however, if you do charge below these rates you may be less well off than if you are employed.