



BAJR BRITISH ARCHAEOLOGICAL JOBS RESOURCE

:: BAJR Recommended
Pay and Conditions for 2009 / 2010 ::

:: March 2009



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In line with the IfA Council decision to raise minimum pay levels by CPI (Consumer Price Index) as of April 2009, the BAJR Minimum levels are also raised by 3.2%

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 the requirements, and may be forced to place 'Pay Award Pending on their adverts.

Discussions with some council units has provided an answer, whereby, a person may work with a company and leave the company prior to the pay award being made;

“ The applicant must be aware if backpay will only be applicable if they are still in employment when the pay award is made. “

This is only to provide correct information – and protect both the employer and employee from potential dispute

I hope that 2009 sees us all move forward, with defined roles – able to take Archaeology and the Heritage Industry in the direction we need to move. The way ahead is rough, but together we can weather what I fear is going to be a tough few years.

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... and the employee will have certain legal rights*

The new BAJR Federation will be working towards ensuring the small contractor, specialist, sole trader and contract workers are more protected in today's more volatile climate. A supportive and a cooperative venture, to give the individual a collective voice.

David Connolly (BAJR)

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 **24 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, 24 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/fixe/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.

So a G2 (PIFA) digger would get an extra **£7.74** for ever hour over 37.5
> a 40 hour week (including ½ hour for lunch = **£309.61** rather than **£290.26**)

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.

Overtime criteria should be clearly explained prior to employment.

Holidays.

For each month worked the employee is entitled to 2 days holiday... in addition, they may also receive any statutory holidays that fall into the employment period.

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

2007 – Holiday Dates	England and Wales	Scotland
Good Friday	10 April	10 April
Easter Monday	13 April	
Early May Bank Holiday (First Monday in May)	4 May	4 May
Spring Bank Holiday (Last Monday in May)	25 May	25 May
Summer Bank Holiday (Last Monday in August)	31 Aug	3 Aug
Christmas Day Bank Holiday	25 Dec	25 Dec
Boxing Day Bank Holiday	26 Dec	26 Dec
New Year's Day	1 Jan 2010	1 Jan 2010
Second		2 Jan 2010

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 £75.40 from April 2008. 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 £30.16 so that is how much SSP you must pay.

Daily rates table for days of sickness from 6 April 2008 to 5 April 2009

Daily rates table for days of sickness from 6 April 2008 to 5 April 2009

Un- rounded daily rates*	No of QDs in week	No of days due						
		1	2	3	4	5	6	7
£	£	£	£	£	£	£	£	£
10.7714	7	10.78	21.55	32.32	43.09	53.86	64.63	75.40
12.5666	6	12.57	25.14	37.70	50.27	62.84	75.40	
15.0800	5	15.08	30.16	45.24	60.32	75.40		
18.8500	4	18.85	37.70	56.55	75.40			
25.1333	3	25.14	50.27	75.40				
37.7000	2	37.70	75.40					
75.4000	1	75.40						

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

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

G1:

(Training Position)

recommended minimum £14,178.65 (£272.66 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 £15,094.03 (£ 290.26 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 £16,110.55 (£ 310.85 per week)

Experienced in most aspects of the work, 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

Professional knowledge

Working level of knowledge in chosen field.

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 £16,843.27 (£323.90 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 £17581.15 (£338.09 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.

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.

Professional knowledge

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

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 £18905.21 (£363.55 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 £20,102.33 (£386.58 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 receiving strategic instruction from higher levels

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.

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

Will be able to manage a small team or discrete area of work/project. Will have budgeting input into specific project.

Freedom to act

Will have set procedures/standards to follow. Will refer to a senior manager for guidance. Degree of autonomy of single projects

Communication

Will have well-developed and effective communication and presentation skills.

Qualifications

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

Previous experience

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

G 5/6 : Intermediate Grade*(ie Senior Specialist and Project Officer or Junior/Trainee Manager)***recommended minimum £22,765.97 (£437.81 per week)**

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

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.

This grade is to acknowledge a senior G5 position where the individual has achieved the highest level of responsibility for that grade

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 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.

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.

Freedom to act

Will have some freedom to set team targets, subject to meeting organisational objectives. Will be responsible to a senior manager.

Communication

Will have shown good negotiation and influencing skills. Will be expected to increase range of contact to represent the organisation externally.

Qualifications

Likely to have degree, postgraduate qualification (or equivalent experience/training), and be working towards MIFA grade.

Previous experience

Substantial relevant experience (over six

or more years).

G 6 :

(ie Specialist 2 or Project Manager)

recommended minimum £25,249.69

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 to completion

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.

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.

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.

Freedom to act

Will have freedom to set team targets, subject to meeting organisational objectives. Will only be responsible to Director or Senior Management.

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.

Qualifications

Degree, postgraduate qualification (or equivalent experience/training), and expected to be MIFA.

Previous experience

Substantial relevant experience (seven+ years).

G 7 :

(ie Directorial and Senior Management)

recommended minimum £32,532.64

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.

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

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.

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.

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.

Qualifications

Likely to have degree, postgraduate qualification (and equivalent experience/training), and expected to be MIFA.

Previous experience

Substantial relevant experience (over seven or more years).

The table on the following page shows the minimum rates for 2008/2009 based on the responsibility grades

Scale	Previous 2007/2008	Grade	per week (2008/2009)	Min Salary 2009/2010 based on 3.2%
1	£13,739.10	G1	£272.66	£14,178.75
2	£14,626.75	G2	£290.28	£15,094.81
3	£14,854.30		£294.80	£15,329.64
4	£15,254.05		£302.74	£15,742.18
5	£15,611.78	G3	£309.84	£16,111.36
6	£15,856.75		£314.70	£16,364.17
7	£16,321.08	G3/4	£323.91	£16,843.35
8	£16,622.43		£329.89	£17,154.35
9	£17,036.53	G4	£338.11	£17,581.70
10	£17,582.85		£348.95	£18,145.50
11	£18,319.83	G4/5	£363.57	£18,906.06
12	£18,890.75		£374.90	£19,495.25
13	£19,479.10	G5	£386.59	£20,102.43
14	£19,949.58		£395.93	£20,587.97
15	£20,601.48		£408.86	£21,260.73
16	£21,254.40		£421.82	£21,934.54
17	£22,060.05	G5/6	£437.81	£22,765.97
18	£22,675.05		£450.01	£23,400.65
19	£23,416.13		£464.72	£24,165.45
20	£24,466.75	G6	£485.57	£25,249.69
21	£25,158.63			£25,963.71
22	£25,953.00			£26,783.50
23	£26,718.68			£27,573.68
24	£27,505.88			£28,386.07
25	£28,283.85			£29,188.93
26	£28,876.30			£29,800.34
27	£29,641.98			£30,590.52
28	£30,471.20			£31,446.28
29	£31,523.88	G7		£32,532.64
Suggested London Weighting + £1950				

If you have any comments, complaints or suggestions, clarifications, corrections please get in touch..

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