

FOI 1624/1100/2014 – Response to request for information relating to pay and other terms and conditions of FSA full time equivalent employees

- 1) What are the rates of pay broken down by grade for full time equivalent non-SCS staff (if possible with the associated JEGS job evaluation scores) giving the minima and maxima of ranges? If pay rates are divided into London and National rates please provide both.

FSA Pay Scales 2014/15

London			
Grade	Minimum		Maximum
AO	£20,500	<i>Open Pay Range</i>	£23,000
EO	£24,750	<i>Open Pay Range</i>	£29,500
HEO	£29,500	<i>Open Pay Range</i>	£35,000
SEO	£35,000	<i>Open Pay Range</i>	£44,000
Grade 7	£48,000	<i>Open Pay Range</i>	£57,500
Grade 6	£58,000	<i>Open Pay Range</i>	£69,500

National			
Grade	Minimum		Maximum
AO	£18,000	<i>Open Pay Range</i>	£21,000
EO	£22,250	<i>Open Pay Range</i>	£27,000
HEO	£26,750	<i>Open Pay Range</i>	£30,750
SEO	£32,250	<i>Open Pay Range</i>	£41,000
Grade 7	£43,000	<i>Open Pay Range</i>	£53,000
Grade 6	£53,500	<i>Open Pay Range</i>	£63,500

Effective from 1 August 2014

2) Are there any specialist pay grades, specialist allowances, recruitment and retention allowances or market supplements? If so, please provide details including where relevant whether the payments are consolidated or non-consolidated

There are no specialist pay grades although some specialist allowances are recognised in certain areas such as Procurement, Accountancy and Analysis and Research. The allowances range up to a maximum of £4000 but are not consolidated into basic pay and therefore not subject to an annual increase.

Note: New starters to the FSA may join on modernised or non-modernised terms and conditions of employment.

For employees up to and including Grade 6, modernised terms and conditions are effective for posts advertised on or after 1 April 2014 for those individuals who are new starters to the FSA from outside the Civil Service. For those individuals who are existing civil servants transferring into the FSA, where that civil servant is already on modernised terms and conditions prior to the transfer, they will transfer to the modernised terms and conditions package operated by the FSA. This principle will apply to civil servants who move on a permanent basis, fixed term contract or on loan to the FSA voluntarily. Where an existing civil servant is on pre-modernised terms and conditions prior to the transfer, they will join the FSA on the FSA's pre-modernised terms and conditions of employment.

3) How many days annual leave are (full time equivalent) employees on entry entitled to, excluding public holidays?

Up to and including Grade 6:

Pre April 2014 provision: non-modernised terms	Post April 2014 provisions – modernised terms applied to new starters														
Full time employees receive 30 days entitlement immediately on joining the FSA	<p>Annual leave to be based up continuous employment as follows:</p> <table border="1" data-bbox="632 1552 1281 1960"> <thead> <tr> <th data-bbox="632 1552 979 1626">Length of service</th> <th data-bbox="979 1552 1281 1626">Annual leave allowance</th> </tr> </thead> <tbody> <tr> <td data-bbox="632 1626 979 1664">Up to 1 year</td> <td data-bbox="979 1626 1281 1664">25 days</td> </tr> <tr> <td data-bbox="632 1664 979 1702">1 year – up to 2 years</td> <td data-bbox="979 1664 1281 1702">26 days</td> </tr> <tr> <td data-bbox="632 1702 979 1776">2 years – up to 3 years</td> <td data-bbox="979 1702 1281 1776">27 days</td> </tr> <tr> <td data-bbox="632 1776 979 1850">3 years – up to 4 years</td> <td data-bbox="979 1776 1281 1850">28 days</td> </tr> <tr> <td data-bbox="632 1850 979 1924">4 years – up to 5 years</td> <td data-bbox="979 1850 1281 1924">29 days</td> </tr> <tr> <td data-bbox="632 1924 979 1960">5 years or more</td> <td data-bbox="979 1924 1281 1960">30 days</td> </tr> </tbody> </table>	Length of service	Annual leave allowance	Up to 1 year	25 days	1 year – up to 2 years	26 days	2 years – up to 3 years	27 days	3 years – up to 4 years	28 days	4 years – up to 5 years	29 days	5 years or more	30 days
Length of service	Annual leave allowance														
Up to 1 year	25 days														
1 year – up to 2 years	26 days														
2 years – up to 3 years	27 days														
3 years – up to 4 years	28 days														
4 years – up to 5 years	29 days														
5 years or more	30 days														

Note: Entitlements are pro-rata for staff working less than 5 days per week and / or part time hours.

Members of the Senior Civil Service (SCS)

Annual leave is capped at 30 days a year for all staff who secure promotion to or within the SCS. For existing civil servants who are promoted into and within the SCS when they have fewer than five years' service, the leave entitlement will be in line with the earned entitlement set out above.

4) What is the maximum annual leave entitlement achievable for new starters and the service requirement to achieve this entitlement?

See above.

5) Does the annual leave entitlement for new starters apply to all current staff on promotion to a higher grade?

Terms and conditions for existing Civil Servants at grade 6 or below will be determined based on their existing modernised or non-modernised entitlement.

Modernised terms will apply to staff promoted into and within the SCS.

6) Are new starters entitled to privilege leave in addition to annual leave, and if so how much?

For staff up to and including Grade 6:

- New starters on modernised terms and conditions are entitled to one privilege day in recognition of the Queen's Birthday.
- New starters who are existing civil servants on non-modernised terms and conditions are entitled to 2.5 privilege days in England, Scotland and Wales and 2 privilege days in Northern Ireland.

Members of the SCS will receive one privilege day

7) What are the contractual hours for new starters (full time equivalent staff), including any differences applying to London-based staff?

Up to and including grade 6 on modernised terms and conditions: 37 hours net regardless of location.

Up to and including grade 6 on non-modernised terms and conditions: London 36 hours net; National 37 hours net.

Members of the SCS: 37 hours per week (excluding meal breaks) across all locations. This applies to SCS new entrants to the Civil Service and to promotions into and within the SCS.

8) What are the arrangements for overtime pay, for example rates paid overtime or time off in lieu, broken down by grade?

Overtime

*These provisions do **not** apply to employees on former Meat Hygiene Service terms and conditions of employment.*

Rates of pay for staff doing additional hours in excess of the normal conditioned requirements (i.e. overtime) shall be calculated as follows:

Grade	Rate of Overtime
AA, AO, EO and equivalent grades	Weekdays – time and a half Saturdays – double time Sundays – double time Public holidays – double time
HEO, SEO and equivalent grades	Weekdays – plain time rate Saturdays – time and a half Sundays – double time Public holidays – double time
Grade 7 and Grade 6 (Overtime should be limited to exceptional circumstances)	Weekdays – plain time rate* Saturdays – time and a half* Sundays – time and a half Public holidays – time and a half * *over time is restricted to a maximum of 8 hours per week.

Staff may take time off in lieu of payment of overtime, subject to business considerations and constraints.

Overtime payments are based on basic pay and are not pensionable.

Part time staff in all grades, who at the request of management work in excess of their agreed hours will be paid at their normal plain time rate during the week up to net conditioned hours. Working more than net conditioned hours during the week will attract week day overtime rates as set out above. Part time staff are eligible to receive the same overtime rates of pay as full time staff for weekend and public holiday working.

Staff working under the Flexible Working Hours Scheme: Only in exceptional and mitigating circumstances will the FSA consider payment of excess credited hours (i.e. over and above the carry over limit). (Exceptional circumstances refer to, for example, one-off projects that must be completed in a specific timescale or time-limited additional work that cannot be completed within normal working hours). All instances must be authorised in advance by the Director (Grade 5 or above). From former Lotus Notes FSA Handbook

Staff who work on privilege days should take time off in lieu in compensation. In exceptional cases payment at plain time rate may be allowed.

Overtime and Contractual Overtime

These provisions apply to employees on former Meat Hygiene Service terms and conditions of employment.

For full time employees, overtime is defined as hours authorised by line management to be worked in excess of normal working hours.

The nature of the FSA business means that there may be no practical alternative to overtime working. Many of the FSA veterinarian and inspection staff who work in plants may be requested to undertake overtime work. Such requests will be subject of reasonable notice. The amount of overtime working will be monitored in the interests of employees' health, safety and welfare.

Monday - Saturday	Sunday
Grades AA, AO, EO, HEO :	
Basic hourly rate for any time worked in excess of a normal working day, until total weekly overtime hours exceed the number of "Deficit Hours" (see below). Thereafter time and a half rate will be paid. Time and a half will be paid for work on any day which is not a normal working day.	Double time
SEO & Grade 7 Basic hourly rate where authorised as an exception to Time Off In Lieu (TOIL).	Basic hourly rate where Authorised as an exception to Time Off In Lieu (TOIL).

For the purpose of calculating overtime payments, "Deficit Hours" are any hours during the working week where an employee is available for work but whose time is not utilised by the FSA.

"Deficit Hours" are deducted from the number of overtime hours worked, and the "time and a half" rate is only paid for the amount of overtime worked in excess of any Deficit Hours in that week. Any overtime hours not in excess of Deficit Hours will be paid at the basic hourly rate.

Overtime payments will be based on the basic hourly rate of the individual.

Overtime rates for part-time staff will be payable only when the FSA normal contracted working hours have been exceeded, i.e. additional hours worked up to the normal 37 hour working week will be paid at the standard rate of pay.

Where requested, and subject to authorisation, time off work may be taken in lieu of overtime payments. The time off work granted in lieu shall be equivalent to the number of additional hours worked, and not the overtime premium that would otherwise apply. Such time off work should be taken as soon as practicable after the additional hours have been worked.

Staff working under the Flexible Working Hours Scheme: Only in exceptional and mitigating circumstances will the FSA consider payment of excess credited hours (i.e.

over and above the carry over limit). (Exceptional circumstances refer to, for example, one-off projects that must be completed in a specific timescale or time-limited additional work that cannot be completed within normal working hours). All instances must be authorised in advance by the Director (Grade 5 or above).

Overtime working will be subject to strict management control and authorisation.

Contractual Overtime

Staff contractually required to work overtime must be available to work such additional hours per week within their normal working week and shall receive payment for those hours, whether or not they are actually worked. Contractual overtime will be used for the calculation of holiday and sickness benefits and will be superannuable.

Contractual overtime can be varied or terminated by the FSA or terminated by the employee by giving the other party a period of not less than one month's notice confirmed in writing.

9) Are there any regional allowances paid, such as London weighting?

No.

10) What are the sick pay arrangements for new starters, including any service-related conditions?

All employees regardless of grade:

- Employees on non-modernised terms & conditions: six months full pay and six months half pay on entry up to a maximum of 12 months pay in a four year rolling period.
- Employee on modernised terms and conditions: one months' full pay on entry increasing to six months full pay and six months half pay after five years' service up to a maximum of 12 months pay in a four year rolling period (see table below).

Service Requirement	OSP Allowance
Immediate	1 month's full pay
After 4 months	1 month's full pay and 2 month's half pay
During 2nd year	2 month's full pay and 2 month's half pay
During 3rd year	4 month's full pay and 4 month's half pay
During 4th year	5 month's full pay and 5 month's half pay
During 5th year	5 month's full pay and 5 month's half pay
After 5 years	6 month's full pay and 6 month's half pay

11) Is enhanced maternity pay, above Statutory Maternity Pay, available for women with sufficient service qualification?

Yes

12) What is the length of service qualification for enhanced maternity pay?

To be eligible for FSA Occupational Maternity Pay employees must have at least one year's continuous paid service with the FSA and / or Civil Service at the time their maternity leave begins.

13) Is enhanced paternity pay, above Statutory Paternity Pay, available for those with sufficient service qualification?

Yes

14) What is the length of service qualification for enhanced paternity pay?

For employees on FSA terms and conditions: there is no qualifying period.

For employees on former Meat Hygiene Service terms and conditions: continuous employment for 26 weeks, preceding the 14th week before the baby is due.