

Agreement on the Employment of Part Time Lecturing Staff in FE Colleges and Institutions in Wales

1. Objectives

1.1 It is recognised that part time hourly paid employees have the right not to be less favourably treated than comparable full time employees as regards the terms of their contract of employment.

1.2 FE colleges in Wales acknowledge the obligations they have towards part time hourly paid employees under the terms of the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and other legislation. They recognise the valuable contribution part time hourly paid employees make to the FE sector and the need to ensure they are fairly treated relative to comparable full time employees.

1.3 It is further agreed that existing part time hourly paid employees shall not suffer any disadvantage or detriment to their current position as a result of the implementation of this agreement in year one (2004/5) or year two (2005/6). A person in employment during the academic term in which the agreement is signed is considered to be an existing employee.

1.4 fforwm and trade unions do not want an agreement that leads to pay increases at the expense of jobs. It is therefore agreed that implementation of the part time hourly rate on the newly agreed pay scales for all lecturing staff, will be deferred until 1st August 2005. If funding is not forthcoming implementation will be delayed.

1.5 This agreement covers the staff employed in the 23 FE colleges and 2 FE institutions in Wales. However it is subject to approval by college employers collectively represented by fforwm and by trade unions of staff employed by colleges. The legal position is that each corporation/governing body has the responsibility to set the framework for the pay and conditions of staff in their own college or institution.

2. Implementation of Fractional Posts

2.1 It is agreed that colleges will offer to transfer as many part time hourly paid staff to fractional contracts who work more than 0.5 of a full time contract within the constraints of the budget.

2.2 The transfer date for all staff affected by 2.1 will be no later than 1st January 2005.

3. Implementation of new pay scales for Part Time hourly paid staff

3.1 In recognition of the continuing need for flexibility to meet fluctuations in demand for work, colleges may continue to employ staff

on hourly paid contracts in accordance with the following scales:

Unqualified Scale

Grade	lecturers' main scale
ASL1	£15,609
ASL2	£16,560
ASL3	£17,568
ASL4	£18,672

Qualified Scale

	lecturers' main scale
1	£18,672 (MG1)
2	£20,031 (MG2)
3	£21,639 (MG3)
4	£23,310 (MG4)
5	£25,146 (MG5)
6	£27,129 (MG6)
7	£29,385 (UP1)

No qualified lecturer should be paid less than this seven-point scale. Access to this scale will require lecturers to be appropriately qualified in accordance with the Further Education Teachers' Qualifications (Wales) Regulations 2002 – see Appendix 2 of the main phase two agreement for details.

3.2 The formula, in which the values will vary to suit the different contractual terms at each college, for calculating the hourly rate of pay based on the scales in 3.1 is illustrated below:

- i) Basic Hourly Rate = Annual Salary divided by Annual Hours
Annual hours = 37 hr Working week x 52 weeks/year = 1924
- ii) Additional Time = That amount of time a college allocates to cover preparation, marking and class administration work
- iii) Total hourly rate = Basic Hourly Rate + Additional Time
- iv) When part time hourly paid staff are asked to attend for departmental duties payment will be made at the basic hourly rate
- iv) Holiday Pay calculation: Annual Leave + Statutory Days x 7.4 hrs/day equals total holiday hours per year
e.g. 35+ 8 x 7.4 = 318

Annual Working Hours = 1924 - 318 = 1606

Each working hour accrues 0.198 holiday hours (318 divided by 1606)

Holiday pay element is either Basic Hourly Rate or Total Hourly Rate multiplied by 0.198 depending on whether the hours worked are teaching hours or departmental duty hours. Non-teaching duties do not attract preparation and marking time.

- v) Actual rate of pay will be either 'Total Hourly Rate' or 'Basic Hourly Rate,' as appropriate, + Holiday Pay Element

3.3 The appropriate hourly rate calculated using the scales in 3.1 and the formula shown in 3.2 above will be paid to all part time hourly paid lecturing staff from 1st August 2005 providing the costs of doing so have been made available to the sector by ELWa (see clause 1.4).

3.4 Increments shall be awarded to the hourly paid staff from 1st August 2005 on the same basis as full time staff.

3.5 It is agreed that the terms of this agreement will be reviewed as part of Year 3 (2005/06) negotiations and each year thereafter until such time as it is agreed its objectives have been implemented in full.

3.6 It is also agreed that colleges must implement the agreement in full if they wish to access the additional monies for part time pay, being made available to the sector by the Welsh Assembly Government.

4. Assimilation to New Scales

Assimilation of existing part time hourly paid staff on to the pay scales will take place on the 1st August 2005. Part time hourly paid lecturers will move to the nearest new scale point immediately above their current salary.

Signed on behalf of:

Fforwm John Graystone

**Trades unions representing
FE Staff** Margaret Phelan

Dated