

## **CALCULATION OF HOURLY RATES OF PAY FOR ACADEMIC AND RELATED STAFF IN HE INSTITUTIONS**

*UCU policy is that all hourly paid staff should be employed on pro-rata or full time (as appropriate) contracts with equal conditions of employment to non-hourly paid staff. Where staff remain on hourly paid contracts there is a need to have a proper mechanism for determining the hourly rate of pay that meets the objective of equal pay for work of equal value.*

For members in the post-92 sector there is joint employer / trade union (JNCHES) guidance on pay for hourly-paid lecturers which can be found at

[http://www.ucea.ac.uk/ucea/filemanager/root/site\\_assets/jnches/JNCHES\\_Hourly-paid\\_Lecturers\\_Guidance.pdf](http://www.ucea.ac.uk/ucea/filemanager/root/site_assets/jnches/JNCHES_Hourly-paid_Lecturers_Guidance.pdf)

For members in the pre-92 sector the following guidance should be followed:

For equal pay purposes it is imperative that the hourly rate of pay is related to the pay and grading of non-hourly paid staff. The Framework Agreement and the national academic profiles provide a good opportunity to firmly establish the link between the rates of pay of hourly and non-hourly paid staff.

A key method for calculating hourly rates of pay is to determine the appropriate grade. The posts of hourly paid staff should be subject to the same role analysis process as for non hourly-paid employees, to determine their appropriate pay grade.

There are then two approaches to payment:

- i) payment for each hour worked to deliver effectively the teaching and any other related duties required by the institution, for example preparation, marking, student support, administration, research, attendance at meetings and development.
- ii) calculation of a comprehensive rate which includes payment for teaching and all associated work such as preparation, marking, student support, administration, research, and development.

Holiday pay should be paid when holiday is taken – holiday entitlement should be calculated on a pro-rata basis and should be paid accordingly.

If a comprehensive rate of pay is being used then the UCU method of calculation assumes a weighting of at least 2.5 for every teaching hour to take account of preparation etc.

However, the weighting of 2.5 *should* be increased by local agreement where it can be demonstrated that the time taken to prepare etc. is greater than 1.5 hours for every teaching hour.

Any agreement must also provide for individual pay protection for any loss of pay arising from the application of the agreement.

*Worked example:*

*This example assumes a working week of 37 hours which would need to be adapted to reflect local circumstances.*

A member of teaching staff in a pre-92 institution starting at the bottom of the Academic 2 pay scale (point 30 on the new pay spine in this example):

Annual salary is £26,666 (from 1/2/7)

Basic weekly rate is £26,666 /52.18 weeks = £511.04

Basic hourly rate is £511.04 /37<sup>1</sup> hours per week = £13.81

Comprehensive hourly rate is 2.5 x £13.81= **£34.53**

**This rate does not include holiday pay and paid leave must be provided on a pro-rata basis.**

To calculate the pro-rata entitlement of paid holiday, first calculate the appropriate pro-rata contract (see the UCU advice on calculating pro-rata contracts at:

[http://www.ucu.org.uk/media/pdf/h/t/ucu\\_contractcalculation\\_1.pdf](http://www.ucu.org.uk/media/pdf/h/t/ucu_contractcalculation_1.pdf)) and multiply the fraction of a full time equivalent (FTE) post by the FTE holiday entitlement.

For example, if an hourly paid member of staff is calculated as working 0.5 of a FTE post and total leave entitlement for a FTE is 34 days, then the hourly-paid member of staff is entitled to 17 days paid leave per annum. Bank holidays and closure days must also be provided for.

The table below applies the same principles for the calculation of hourly rates of pay to every appropriate point on the national pay spine. Hourly paid staff are entitled to incremental progression in the same way as other staff, so for example, an hourly-paid lecturer appointed to an Ac3 post where the Ac 3 grade runs from point 37 to point 43 would expect a rate of pay starting at £42.47 and rising incrementally to a rate of £50.71 (adjusted for pay awards).

Note: all hourly-paid lecturers should be graded at academic 2 or above.

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<sup>1</sup> This may need to be reduced to reflect the actual working week at the institution in question (however, we would not expect a working week in excess of 37 hours)

Points 22 -29 are only appropriate for hourly-paid staff in the pre-92 sector not meeting the academic level 2 profile and graded as academic level 1.

<i>Spine point</i>	<b>Salary from February 2007</b>	<b>Equivalent comprehensive hourly rate (£)</b>  <b>Pro-rata paid holiday leave MUST ALSO be provided</b>	<b>Salary from August 2007</b>	<b>Equivalent comprehensive hourly rate (£)</b>  <b>Pro-rata paid holiday leave MUST ALSO be provided</b>
22	21,050	27.26	21,682	28.08
23	21,682	28.08	22,332	28.92
24	22,332	28.92	23,002	29.79
25	23,002	29.79	23,692	30.68
26	23,692	30.68	24,403	31.60
27	24,402	31.60	25,134	32.55
28	25,135	32.55	25,889	33.52
29	25,889	33.52	26,666	34.53
30	26,666	34.53	27,466	35.57
31	27,465	35.56	28,289	36.63
32	28,290	36.63	29,139	37.73
33	29,138	37.73	30,012	38.86
34	30,013	38.86	30,913	40.03
35	30,913	40.03	31,840	41.23
36	31,840	41.23	32,796	42.47
37	32,795	42.47	33,779	43.74
38	33,799	43.77	34,813	45.08
39	34,793	45.05	35,837	46.41
40	35,836	46.40	36,911	47.80
41	36,912	47.80	38,019	49.23
42	38,019	49.23	39,159	50.71
43	39,160	50.71	40,335	52.23
44	40,335	52.23	41,545	53.80
45	41,544	53.80	42,791	55.41
46	42,791	55.41	44,074	57.07
47	44,074	57.07	45,397	58.78
48	45,397	58.78	46,759	60.55
49	46,758	60.55	48,161	62.36
50	48,162	62.36	49,607	64.24
51	49,607	64.24	51,095	66.16

These rates of pay should apply from the date of local implementation of the Framework Agreement notwithstanding that individual members may have legal rights arising from the Equal Pay Act going back up to 6 years.