

**JOINT CONCILIATION COMMITTEE OF THE
HEATING, VENTILATING AND DOMESTIC ENGINEERING INDUSTRY**

COMPRISING:

Building & Engineering Services Association

111

Unite – the Union

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14 April, 2014

**TO EMPLOYERS AND EMPLOYEES IN THE HEATING, VENTILATING, AIR CONDITIONING,
PIPING AND DOMESTIC ENGINEERING INDUSTRY**

Dear Sir/Madam

- (a) Wage Agreement for 2014-2016 effective from 14 April 2014;**
- (b) An increase in the Level of the Weekly Sickness and Accident Benefit for Weeks 1-28;**
- (c) Reduction in the Length of the Basic Working Week and the Threshold beyond which Overtime Rates are paid from 38 to 37½ hours;**
- (d) Changes to Clauses 3 (Hours of work), 4 (Meal and tea breaks), 5 (Guaranteed week) and 9 (Overtime) of the National Agreement;**
- (e) Improvements in Other Welfare Benefits of the National Agreement, including Death Benefit**

1 Introduction and Summary

1.1 The purpose of this letter is to advise you of the terms of the Wage Agreement for Operatives in the Heating and Ventilating Contracting Industry between the Building & Engineering Services Association (“the Association”) and Unite (“the Union”), with effect from 14 April 2014.

1.2 This Wage Agreement:

- (a) increases the hourly rates and allowances, Daily Travelling Allowance, Premium Rate 1 and Premium Rate 2 used as the premium payment in calculating overtime rates, Sickness and Accident Benefit, and the various lump sum and index benefits payable under the terms of the B&ES Operative National Agreement (“the National Agreement”);
- (b) reduces the length of the working week and the threshold beyond which overtime rates are paid from 38 to 37½ hours;
- (c) further enhances the entitlement for Operatives to participate in an Employers’ Contributory Pension Scheme – introduced under the terms of the Wage Agreement for 2009/10-2010/11 – by increasing the level of the contractual Pension Contribution payable by Employers on behalf of their Operatives;
- (d) introduces a number of substantive changes to the terms of the National Agreement to reflect the reduction in the working week and the overtime threshold, as well as modernising its provisions concerning tea breaks to ensure they are consistent with modern health and safety management practice; and
- (e) introduces the changes mentioned at paragraphs 1.2(a)-(d) above from a range of different dates.

2 Wage Agreement

2.1 The main changes introduced by this Wage Agreement shall be as follows:

As from Monday 14 April 2014:

- (a) an increase in the level of the Weekly Sickness and Accident Benefit of the Agreement for weeks 1-28. The Parties to the National Agreement have also agreed to seek to maintain the Benefit at this level relative to basic rates for basic hours for the practicable, foreseeable future.

As from Monday 6 October 2014:

- (b) an increase of 2½ per cent in all hourly wage rates;
- (c) a corresponding increase in: Responsibility Allowances; Premium Rate 1 and Premium Rate 2 (used as the premium payment in calculating overtime rates); Daily Travelling Allowance; Daily Abnormal Conditions Money; and Weekly Sickness and Accident Benefit for weeks 29-52 only; and
- (d) an increase in the Death Benefit, Permanent and Total Disability Benefit, Accidental Dismemberment Benefit and the Index Benefits of the National Agreement.

2.2 The changes at 2.1(a)-(d) above shall be *in addition* to the commitment already entered into as part of the 2013-14 Wage Agreement to increase the employers' contractual Pension Contribution to 4 per cent of basic pay, as *from 6 October 2014*.

2.3 Also, *as from Monday 6 October 2014*, there shall be a reduction from 38 to 37½ hours in the length of the working week and the threshold beyond which overtime rates are paid.

2.4 Further changes introduced by this Wage Agreement shall be as follows:

As from Monday 5 October 2015:

- (e) an increase of 3 per cent in all hourly wage rates;
- (f) a corresponding increase in Responsibility Allowances; Premium Rate 1 and Premium Rate 2 (used as the premium payment in calculating overtime rates); Daily Travelling Allowance; Daily Abnormal Conditions Money; Weekly Sickness and Accident Benefit for weeks 1-28 and 29-52;
- (g) an increase in the Death Benefit, Permanent and Total Disability Benefit, Accidental Dismemberment Benefit and the Index Benefits of the National Agreement;
- (h) an increase in the employers' contractual Pension Contribution to 4½ per cent of basic pay; and

As from Monday 3 October 2016:

- (i) a further increase in the employers' contractual Pension Contribution to 5 per cent of basic pay.

2.5 The detailed increases in rates and allowances are in the Tables at **Appendix 1**.

2.6 The detailed increases in Premium Rate 1 and Premium Rate 2 are in the Tables at **Appendix 2**.

2.7 This Wage Agreement is on the understanding that there will be no further increase before **Monday 3 October 2016** in: hourly rates and allowances; Premium Rate 1 and Premium Rate 2; Daily Travelling Allowance; Daily Abnormal Conditions Money; Weekly Sickness and Accident Benefit; the Combined Weekly Holiday Credit and Welfare Contribution; or employers' contractual Pension Contributions.

3. Changes to the Operative National Agreement

3.1 The Association and the Union have agreed changes to the following provisions of the Agreement:

- (a) **Clause 3 (Hours of work)**, **Clause 5 (Guaranteed week)** and **Clause 9 (Overtime)** to reflect the reduction in the length of the working week and in the overtime threshold; and
- (b) **Clause 4 (Meal and tea breaks)** to update these provisions of the Agreement in the light of modern health and safety management practice and to reduce the degree of paid non-productive time within the Agreement by limiting the morning tea break to a quarter-of-an-hour and removing the provisions which allow a paid afternoon tea break.

3.2 The changes at 3.1(a) and (b) above are set out in **Appendix 3** to this JCC Letter and highlighted in *bold italics*.

4. Commitment to Further Joint Discussion on Other Matters

- 4.1 The Association and the Union have agreed to further joint discussion concerning a number of longer-term issues regarding pension provision under the terms of the Agreement, particularly about establishing a structured and the most beneficial approach to securing employee contributions.

5 Wage Packet Leaflets

- 5.1 A short leaflet giving details of this Agreement for inclusion in Operatives' wage packets will be available shortly free of charge from:

B&ES Publications
Old Mansion House
Eamont Bridge
Penrith
Cumbria CA10 2BX

Tel: 01768 860405
Fax: 01768 860401
E-mail: b-espublishations@welplan.co.uk

Signed on behalf of and as authorised by
BUILDING AND ENGINEERING SERVICES ASSOCIATION
R PETTIGREW, Chief Executive

Signed on behalf of and as authorised by
UNITE – THE UNION
B McAULAY, National Officer for Building, Construction and Allied Trades

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APPENDIX 1
to JCC LETTER 111

WAGE RATES, ALLOWANCES, EMPLOYERS' PENSION CONTRIBUTION AND OTHER PROVISIONS

RATES AND ALLOWANCES	<i>From 1 April 2013 (JCC Letter 108 (Revised) dated 30 September 2013)</i>				<i>From 6 October 2014</i>				<i>From 5 October 2015</i>			
HOURLY WAGE RATES												
Foreman	15.23				15.61				16.08			
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	14.67				15.02				15.50			
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	14.15				14.49				14.95			
Senior Craftsman (+ Supervisory Responsibility)	13.63				13.96				14.40			
Senior Craftsman (+ 2 units of Responsibility Allowance)	13.63				13.96				14.40			
Senior Craftsman (+ 1 unit of Responsibility Allowance)	13.11				13.43				13.85			
Senior Craftsman	12.59				12.90				13.30			
Craftsman (+ 3 units of Responsibility Allowance)	13.11				13.43				13.85			
Craftsman (+ 2 units of Responsibility Allowance)	12.59				12.90				13.30			
Craftsman (+ 1 unit of Responsibility Allowance)	12.07				12.37				12.75			
Craftsman	11.55				11.84				12.20			
Installer	10.46				10.72				11.04			
Adult Trainee	8.82				9.04				9.31			
Mate (18 and over)	8.82				9.04				9.31			
Mate (aged 16 and 17)	4.09				4.19				4.32			
Modern Apprentices												
Senior	10.46				10.72				11.04			
Intermediate	8.12				8.32				8.57			
Junior	5.72				5.86				6.04			
Junior Ductwork Trainees	Probation £ 5.19	1st £ 6.46	2nd £ 8.04	3rd £ 9.12	Probation £ 5.32	1st £ 6.62	2nd £ 8.24	3rd £ 9.35	Probation £ 5.48	1st £ 6.82	2nd £ 8.49	3rd £ 9.63
RESPONSIBILITY ALLOWANCES (paid to SENIOR CRAFTSMAN) – payment per hour – see Note 1												
(Each skill/responsibility attracts one unit of responsibility allowance at the value shown)												
• Second welding skill	52p				53p				55p			
• Gas responsibility – see Note 2	52p				53p				55p			
• Supervisory responsibility	£1.04				£1.06				£1.10			
RESPONSIBILITY ALLOWANCES (paid to CRAFTSMAN) – payment per hour – see Note 1												
(Each skill/responsibility attracts one unit of responsibility allowance at the value shown)												
• Second welding skill	52p				53p				55p			
• Gas responsibility – see Note 2	52p				53p				55p			
• Supervisory responsibility	52p				53p				55p			
DAILY ABNORMAL CONDITIONS MONEY – £ per day	£3.10				£3.18				£3.28			
LODGING ALLOWANCE – £ per night	<i>From 18 November 2013 £36.00 (JCC letter 110 dated 13 November 2013)</i>				To be promulgated separately				To be promulgated separately			
MILEAGE ALLOWANCE – pence per Mile – see Note 3	20p				No Change – may be reviewed during the lifetime of this Wage Agreement							

EMPLOYERS' CONTRACTUAL PENSION CONTRIBUTION – see Note 4

<i>From 7 October 2013 (JCC letter 108 (Revised) dated 30 September 2013)</i>	<i>From 6 October 2014 (JCC letter 108 (Revised) dated 30 September 2013)</i>	<i>From 5 October 2015</i>	<i>From 3 October 2016</i>
3% of all basic pay	4% of all basic pay - see Note 5	4½% of all basic pay - see Note 5	5% of all basic pay - see Note 5

Notes: On next page

WAGE RATES, ALLOWANCES, EMPLOYERS' PENSION CONTRIBUTION AND OTHER PROVISIONS/Continued

DAILY TRAVELLING ALLOWANCE – SCALE 1 – Payable in accordance with Clause 15 b i of the National Agreement

C = Craftsmen, including Installers
M&A = Mates, Apprentices and Adult Trainees

<i>From 1 April 2013</i> (JCC letter 108 (Revised) dated 30 September 2013)				<i>From 6 October 2014</i>				<i>From 5 October 2015</i>			
Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£
Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A
0	15	6.92	6.92	0	15	7.09	7.09	0	15	7.30	7.30
15	20	9.45	9.09	15	20	9.69	9.32	15	20	9.98	9.60
20	30	13.43	12.55	20	30	13.77	12.86	20	30	14.18	13.25
30	40	16.28	15.02	30	40	16.69	15.40	30	40	17.19	15.86
40	50	19.24	17.48	40	50	19.72	17.92	40	50	20.31	18.46

DAILY TRAVELLING ALLOWANCE – SCALE 2 – Payable in accordance with Clause 15 b ii of the National Agreement

C = Craftsmen, including Installers
M&A = Mates, Apprentices and Adult Trainees

<i>From 1 April 2013</i> (JCC letter 108 (Revised) dated 30 September 2013)				<i>From 6 October 2014</i>				<i>From 5 October 2015</i>			
Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£
Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A
15	20	2.53	2.17	15	20	2.59	2.22	15	20	2.67	2.29
20	30	6.51	5.63	20	30	6.67	5.77	20	30	6.87	5.94
30	40	9.36	8.10	30	40	9.59	8.30	30	40	9.88	8.55
40	50	12.33	10.55	40	50	12.64	10.81	40	50	13.02	11.13

- Notes:**
- (1) In the table on the previous page, the various combinations of units of Responsibility Allowance as envisaged under the National Agreement have already been added to the hourly wage rate for the grade of Operative concerned.
 - (2) A new Responsibility Allowance for Senior Craftsmen and Craftsmen duly trained and certificated to carry out visual inspection, testing and purging of industrial and commercial scale gas systems in accordance with the relevant Institute of Gas Engineers and Managers standard procedure specification was agreed between the Association and the Union in 2012. See Appendix 3 to JCC Letter 108 (Revised) (dated 30 September 2013) for further details.
 - (3) Payable in accordance with paragraph 8 of Appendix D to the National Agreement.
 - (4) All Operatives have a contractual entitlement to participate in an employers' contributory pension scheme with employers' contributions at the level shown in the Table on the previous page. See Clause 22 of the National Agreement.
 - (5) Basic pay = hourly rate x 37½ hours.

WAGE RATES, ALLOWANCES, EMPLOYERS' PENSION CONTRIBUTION AND OTHER PROVISIONS/Continued

WEEKLY SICKNESS AND ACCIDENT BENEFIT – Payable in accordance with the Rules of WELPLAN and the Holiday Scheme Supplement to the National Agreement – see Note 6									
National Agreement Grade and Allowance(s)	Credit Value Category	<i>From 1 April 2013</i> <i>(JCC letter 108 (Revised)</i> <i>dated 30 September 2013)</i>		<i>From 14 April 2014</i>		<i>From 6 October 2014</i>		<i>From 5 October 2015</i>	
		Weeks 1-28 £	Weeks 29-52 £	Weeks 1-28 £	Weeks 29-52 £	Weeks 1-28 £	Weeks 29-52 £	Weeks 1-28 £	Weeks 29-52 £
Foreman	a	227.64	113.89	289.38	113.89	289.38	116.76	298.06	120.26
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	227.64	113.89	278.74	113.89	278.74	116.76	287.07	120.26
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	227.64	113.89	268.87	113.89	268.87	116.76	276.92	120.26
Senior Craftsman (+ Supervisory Responsibility)	c	189.00	94.50	259.00	94.50	259.00	96.88	266.77	99.82
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	189.00	94.50	259.00	94.50	259.00	96.88	266.77	99.82
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	189.00	94.50	249.06	94.50	249.06	96.88	256.55	99.82
Senior Craftsman	e	189.00	94.50	239.19	94.50	239.19	96.88	246.40	99.82
Craftsman (+ 3 units of Responsibility Allowance)	d	189.00	94.50	249.06	94.50	249.06	96.88	256.55	99.82
Craftsman (+ 2 units of Responsibility Allowance)	e	189.00	94.50	239.19	94.50	239.19	96.88	246.40	99.82
Craftsman (+ 1 unit of Responsibility Allowance)	f	172.55	86.24	229.32	86.24	229.32	88.41	236.18	91.07
Craftsman	g	156.17	78.05	219.45	78.05	219.45	80.01	226.03	82.39
Installer	h	124.74	62.37	174.86	62.37	174.86	63.91	180.11	65.80
Adult Trainee	i	91.07	45.57	140.77	45.57	140.77	46.69	144.97	48.09
Mate (18 and over)	i	91.07	45.57	140.77	45.57	140.77	46.69	144.97	48.09
Mate (aged 16 and 17)	m	6.37	3.22	18.62	3.22	18.62	3.29	19.18	3.36
Senior Modern Apprentice	h	124.74	62.37	174.86	62.37	174.86	63.91	180.11	65.80
Intermediate Modern Apprentice	j	91.07	45.57	123.41	45.57	123.41	46.69	127.12	48.09
Junior Modern Apprentice	k	34.30	17.22	56.49	17.22	56.49	17.64	58.17	18.20

OTHER WELFARE BENEFITS – Payable in accordance with the Rules of WELPLAN and the Holiday Scheme Supplement to the National Agreement – see Note 6			
	<i>From 1 April 2013</i>	<i>From 6 October 2014</i>	<i>From 5 October 2015</i>
DEATH BENEFIT FOR DEPENDANTS	£42,650	£46,500	£50,000
ACCIDENTAL DISMEMBERMENT	£21,780	£27,270	£32,760
PERMANENT TOTAL DISABILITY BENEFIT	£21,780	£27,270	£32,760
INDEX BENEFITS			
Loss of four fingers or thumb	£ 4,580	£ 4,700	£ 4,850
Loss of index finger	£ 3,020	£ 3,100	£ 3,200
Loss of any other finger	£ 670	£ 750	£ 780
Loss of big toe	£ 1,450	£ 1,490	£ 1,540
Loss of any other toe	£ 370	£ 500	£ 520

Notes: (6) Payment of Weekly Sickness and Accident Benefit, Accidental Dismemberment Benefit, Death Benefit and Permanent Total Disability Benefit is discretionary and the amounts stated are maxima.

WAGE RATES, ALLOWANCES, EMPLOYERS' PENSION CONTRIBUTION AND OTHER PROVISIONS/Continued

WEEKLY HOLIDAY CREDIT VALUES, WELFARE CONTRIBUTIONS AND EMPLOYERS' PENSION CONTRIBUTIONS										
National Agreement Grade and Allowance(s)	Credit Value Category	From 7 October 2013 <i>(see JCC Letter 108 (revised) dated 30 September 2013)</i>			From 14 April 2014			From 6 October 2014 <i>- see Note 10</i>		
		Weekly Holiday Credit	Combined Weekly Holiday Credit and Welfare Contribution	Combined Weekly Holiday Credit and Welfare Contribution plus Employers' Pension Contribution	Weekly Holiday Credit	Combined Weekly Holiday Credit and Welfare Contribution	Combined Weekly Holiday Credit and Welfare Contribution plus Employers' Pension Contribution	Weekly Holiday Credit	Combined Weekly Holiday Credit and Welfare Contribution	Combined Weekly Holiday Credit and Welfare Contribution plus Employers' Pension Contribution
		<i>- see Note 7</i>	<i>- see Note 8</i>	<i>- see Note 9</i>	<i>- see Note 7</i>	<i>- see Note 8</i>	<i>- see Note 9</i>	<i>- see Note 7</i>	<i>- see Note 8</i>	<i>- see Note 9</i>
		£	£	£	£	£	£	£	£	£
Foreman	a	73.77	81.95	99.32	73.77	82.97	100.34	72.38	81.66	105.08
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	71.00	79.18	95.91	71.00	80.20	96.93	69.66	78.94	101.50
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	68.50	76.68	92.82	68.50	77.70	93.84	67.21	76.49	98.24
Senior Craftsman (+ Supervisory Responsibility)	c	65.98	74.16	89.70	65.98	75.18	90.72	64.74	74.02	94.96
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	65.98	74.16	89.70	65.98	75.18	90.72	64.74	74.02	94.96
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	63.46	71.64	86.59	63.46	72.66	87.61	62.26	71.54	91.70
Senior Craftsman	e	60.95	69.13	83.49	60.95	70.15	84.51	59.80	69.08	88.43
Craftsman (+ 3 units of Responsibility Allowance)	d	63.46	71.64	86.59	63.46	72.66	87.61	62.26	71.54	91.70
Craftsman (+ 2 units of Responsibility Allowance)	e	60.95	69.13	83.49	60.95	70.15	84.51	59.80	69.08	88.43
Craftsman (+ 1 unit of Responsibility Allowance)	f	58.48	66.66	80.42	58.48	67.68	81.44	57.38	66.66	85.22
Craftsman	g	55.96	64.14	77.31	55.96	65.16	78.33	54.90	64.18	81.94
Installer	h	50.68	58.86	70.79	50.68	59.88	71.81	49.72	59.00	75.08
Adult Trainee	i	42.71	50.89	60.95	42.71	51.91	61.97	41.90	51.18	64.74
Mate (18 and over)	i	42.71	50.89	60.95	42.71	51.91	61.97	41.90	51.18	64.74
Mate (aged 16 and 17)	m	19.81	27.99	32.66	19.81	29.01	33.68	19.44	28.72	35.01
Senior Modern Apprentice	h	50.68	58.86	70.79	50.68	59.88	71.81	49.72	59.00	75.08
Intermediate Modern Apprentice	j	39.38	47.56	56.82	39.38	48.58	57.84	38.64	47.92	60.40
Junior Modern Apprentice	k	27.74	35.92	42.45	27.74	36.94	43.47	27.22	36.50	45.29

- Notes:** (7) The Weekly Holiday Credit values shown here apply only in those cases where the Employer has opted to continue accumulating holiday pay through the centrally operated industry fund, Welplan. Employers are reminded that the concession previously allowed by HMRC which permitted payment of holiday pay from centrally administered funds such as Welplan to be made without deduction of National Insurance Contributions was withdrawn as from the end of October 2012.
- (8) Payment by the Employer of the Weekly Welfare Contribution is necessary to ensure compliance through Welplan with the Weekly Sickness and Accident Benefit and Other Welfare Benefits of the National Agreement enumerated on the previous page of this JCC Letter.
- (9) Payment by the Employer of the Weekly Employer's Pension contribution will ensure compliance through Welplan Pensions with the requirements of the National Agreement in respect of the Employer's Pension Contribution set out on page 5 of this JCC Letter.
- (10) This is a "53-week" year.

WAGE RATES, ALLOWANCES, EMPLOYERS' PENSION CONTRIBUTION AND OTHER PROVISIONS/Continued

WEEKLY HOLIDAY CREDIT VALUES, WELFARE CONTRIBUTIONS AND EMPLOYERS' PENSION CONTRIBUTIONS/continued				
National Agreement Grade and Allowance(s)	Welplan Ref.	From 5 October 2015		
		Weekly Holiday Credit - see Note 7	Combined Weekly Holiday Credit and Welfare Contribution - see Note 8	Combined Weekly Holiday Credit and Welfare Contribution plus Employers' Pension Contribution - see Note 9
		£	£	£
Foreman	a	74.73	84.38	111.52
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	71.93	81.58	107.72
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	69.40	79.05	104.27
Senior Craftsman (+ Supervisory Allowance)	c	66.84	76.49	100.76
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	66.84	76.49	100.76
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	64.29	73.94	97.30
Senior Craftsman	e	61.75	71.40	93.83
Craftsman (+ 3 units of Responsibility Allowance)	d	64.29	73.94	97.30
Craftsman (+ 2 units of Responsibility Allowance)	e	61.75	71.40	93.83
Craftsman (+ 1 unit of Responsibility Allowance)	f	59.25	68.90	90.40
Craftsman	g	56.69	66.34	86.93
Installer	h	51.34	60.99	79.62
Adult Trainee	i	43.27	52.92	68.64
Mate (18 and over)	i	43.27	52.92	68.64
Mate (aged 16 and 17)	m	20.07	29.72	37.01
Senior Modern Apprentice	h	51.34	60.99	79.62
Intermediate Modern Apprentice	j	39.90	49.55	64.02
Junior Modern Apprentice	K	28.11	37.76	47.96

Notes: (7), (8) and (9) – see previous page

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PREMIUM RATE 1 AND PREMIUM RATE 2 OVERTIME RATES

**READY RECKONER FOR CALCULATING TOTAL OVERTIME PAYMENTS IN ACCORDANCE
WITH NATIONAL AGREEMENT CLAUSE 9**

National Agreement Grade and Allowance(s)	<i>From 1 April 2013</i> <i>(JCC Letter 108 (Revised) dated 30 September 2013)</i>				
	<i>Basic rate for all hours</i>	<i>Premium Rate 1</i>	<i>Total Overtime Payment see Note 1</i>	<i>Premium Rate 2</i>	<i>Total Overtime Payment see Note 2</i>
	£	£	£	£	£
Foreman	15.23	6.23	21.46	12.44	27.67
Senior Craftsman (+ Supervisory Responsibility and 2 units of Responsibility Allowance)	14.67	6.00	20.67	12.01	26.68
Senior Craftsman (+ Supervisory Responsibility and 1 unit of Responsibility Allowance)	14.15	5.81	19.96	11.60	25.75
Senior Craftsman (+ Supervisory Responsibility)	13.63	5.60	19.23	11.19	24.82
Senior Craftsman (+ 2 units of Responsibility Allowance)	13.63	5.60	19.23	11.19	24.82
Senior Craftsman (+ 1 unit of Responsibility Allowance)	13.11	5.36	18.47	10.75	23.86
Senior Craftsman	12.59	5.16	17.75	10.30	22.89
Craftsman (+ 3 units of Responsibility Allowance)	13.11	5.36	18.47	10.75	23.86
Craftsman (+ 2 units of Responsibility Allowance)	12.59	5.16	17.75	10.30	22.89
Craftsman (+ 1 unit of Responsibility Allowance)	12.07	4.94	17.01	9.88	21.95
Craftsman	11.55	4.73	16.28	9.45	21.00
Installer	10.46	4.29	14.75	8.59	19.05
Adult Trainee	8.82	3.60	12.42	7.23	16.05
Mate (18 and over)	8.82	3.60	12.42	7.23	16.05
Mate (aged 16 and 17)	4.09	1.67	5.76	3.34	7.43
Senior Modern Apprentice	10.46	4.29	14.75	8.59	19.05
Intermediate Modern Apprentice	8.12	3.31	11.43	6.66	14.78
Junior Modern Apprentice	5.72	2.34	8.06	4.72	10.44

National Agreement Grade and Allowance(s)	<i>From 6 October 2014</i>				
	<i>Basic rate for all hours</i>	<i>Premium Rate 1</i>	<i>Total Overtime Payment see Note 1</i>	<i>Premium Rate 2</i>	<i>Total Overtime Payment see Note 2</i>
	£	£	£	£	£
Foreman	15.61	6.39	22.00	12.75	28.36
Senior Craftsman (+ Supervisory Responsibility and 2 units of Responsibility Allowance)	15.02	6.15	21.17	12.31	27.33
Senior Craftsman (+ Supervisory Responsibility and 1 unit of Responsibility Allowance)	14.49	5.96	20.45	11.89	26.38
Senior Craftsman (+ Supervisory Allowance)	13.96	5.74	19.70	11.47	25.43
Senior Craftsman (+ 2 units of Responsibility Allowance)	13.96	5.74	19.70	11.47	25.43
Senior Craftsman (+ 1 unit of Responsibility Allowance)	13.43	5.49	18.92	11.02	24.45
Senior Craftsman	12.90	5.29	18.19	10.56	23.46
Craftsman (+ 3 units of Responsibility Allowance)	13.43	5.49	18.92	11.02	24.45
Craftsman (+ 2 units of Responsibility Allowance)	12.90	5.29	18.19	10.56	23.46
Craftsman (+ 1 unit of Responsibility Allowance)	12.37	5.06	17.43	10.13	22.50
Craftsman	11.84	4.85	16.69	9.69	21.53
Installer	10.72	4.40	15.12	8.80	19.52
Adult Trainee	9.04	3.69	12.73	7.41	16.45
Mate (18 and over)	9.04	3.69	12.73	7.41	16.45
Mate (aged 16 and 17)	4.19	1.71	5.90	3.42	7.61
Senior Modern Apprentice	10.72	4.40	15.12	8.80	19.52
Intermediate Modern Apprentice	8.32	3.39	11.71	6.83	15.15
Junior Modern Apprentice	5.86	2.40	8.26	4.84	10.70

Notes: On next page

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PREMIUM RATE 1 AND PREMIUM RATE 2 OVERTIME RATES

READY RECKONER FOR CALCULATING TOTAL OVERTIME PAYMENTS IN ACCORDANCE WITH NATIONAL AGREEMENT CLAUSE 9/continued

National Agreement Grade and Allowance(s)	<i>From 5 October 2015</i>				
	<i>Basic rate for all hours</i>	<i>Premium Rate 1</i>	<i>Total Overtime Payment see Note 1</i>	<i>Premium Rate 2</i>	<i>Total Overtime Payment see Note 2</i>
	£	£	£	£	£
Foreman	16.08	6.58	22.66	13.13	29.21
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	15.50	6.33	21.83	12.68	28.18
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	14.95	6.14	21.09	12.25	27.20
Senior Craftsman (+ Supervisory Responsibility)	14.40	5.91	20.31	11.81	26.21
Senior Craftsman (+ 2 units of Responsibility Allowance)	14.40	5.91	20.31	11.81	26.21
Senior Craftsman (+ 1 unit of Responsibility Allowance)	13.85	5.65	19.50	11.35	25.20
Senior Craftsman	13.30	5.45	18.75	10.88	24.18
Craftsman (+ 3 units of Responsibility Allowance)	13.85	5.65	19.50	11.35	25.20
Craftsman (+ 2 units of Responsibility Allowance)	13.30	5.45	18.75	10.88	24.18
Craftsman (+ 1 unit of Responsibility Allowance)	12.75	5.21	17.96	10.43	23.18
Craftsman	12.20	5.00	17.20	9.98	22.18
Installer	11.04	4.53	15.57	9.06	20.10
Adult Trainee	9.31	3.80	13.11	7.63	16.94
Mate (18 and over)	9.31	3.80	13.11	7.63	16.94
Mate (aged 16 and 17)	4.32	1.76	6.08	3.52	7.84
Senior Modern Apprentice	11.04	4.53	15.57	9.06	20.10
Intermediate Modern Apprentice	8.57	3.49	12.06	7.03	15.60
Junior Modern Apprentice	6.04	2.47	8.51	4.98	11.02

- Notes:** (1) See Clauses 9f and 9h(i) of the National Agreement
(2) See Clause 9h(i)-(iii) of the National Agreement

NATIONAL AGREEMENT – AGREED CLAUSE CHANGES

The Parties to the National Agreement have agreed that the following changes to the Agreement shall be effective *as from 6 October 2014*. The agreed changes are shown in *bold italics*.

CLAUSE 3: Hours of Work

- a** The normal working week shall consist of **37½** hours to be worked in five days from Monday to Friday inclusive. The length of each normal working day shall be determined by the Employer but shall not be less than **five-and-a-half** hours or more than eight hours unless otherwise agreed between the Employer and the Operative concerned. ***Where a day of five-and-a-half hours' duration is worked, there shall be no meal or refreshment break as provided for under Clause 4.***
- b** Subject to paragraph c below, the Employer and the Operative concerned may agree to extend working hours to more than **37½** hours per week for particular jobs, provided that overtime shall be paid in accordance with Clause 9. [*Continues unchanged*]
- c** [*Unchanged*]

CLAUSE 4: MEAL AND REFRESHMENT BREAKS

- a** [*Unchanged*]
- b** An Operative directed to start work before his normal starting time or to continue work after his normal finishing time shall be entitled to a quarter of an hour refreshment break with pay at the appropriate overtime rate for each two hours of working (or part thereof exceeding one hour) in excess of the normal working day, which on Saturdays and Sundays shall mean eight hours. Where an Operative is entitled to a **morning refreshment** break under this Clause, it shall replace the morning **refreshment break** referred to in Clause 4c. ***Where an Operative is entitled to an evening refreshment break under this Clause, it shall be additional to the morning refreshment break allowed under Clause 4c and the meal break under Clause 4a.***
- c** A refreshment break shall, subject to Clause 4b, be allowed in the **morning** without loss of pay, provided that the Operative co-operates with the Employer in minimising the interruption to production. To this end the duration of the **refreshment break** shall be limited to **a quarter of an hour**. ***The Employer shall have the ability to plan the most appropriate method and timing of the break, depending on the nature of the work so as to cause the minimum disruption to production, but refreshment breaks shall not be specified at the start or the end of the work period.***
- d-e** [*Unchanged*]

CLAUSE 5: GUARANTEED WEEK

- a** Subject to the provisions of this Clause an Operative who has been continuously employed by the same Employer for not less than two weeks is guaranteed wages equivalent to his inclusive hourly normal time earnings for **37½** hours in any normal working week provided that during working hours he is capable of, available for, and willing to perform satisfactorily the work associated with his usual occupation, or reasonable alternative work if his usual work is not available.
- b-c** [*Unchanged*]
- d** The basis upon which the Employer shall endeavour to provide alternative work as required in Clause 5c shall be as follows:
- i** where possible the employer shall try to organise work on each job so as to provide a normal day's work for five days, Monday to Friday
- ii** where this is not possible on any particular job, the Employer shall endeavour to arrange to transfer Operatives to other sites to make up working hours to a normal day's work for five days, Monday to Friday
- iii** where an Employer finds it impossible to provide a normal day's work for five days, Monday to Friday, he should rearrange the working hours in agreement with the Operatives concerned so that normal time earnings for **37½** hours in the normal working week can be earned but in less than five days
- iv** where it is not possible to provide Operatives with a minimum of **37½** hours during the week, rather than resort to dismissals a reduced working week may be agreed.
- e** [*Unchanged*]

CLAUSE 9: OVERTIME

- a-f** [*Unchanged*]
- g** For the purposes of calculating overtime, time worked in excess of **thirty-seven-and-a-half** hours during the normal working week, as provided in Clause 3, shall be paid for at normal hourly rate plus Premium Rate 1, subject to the following conditions:
- g(i)-(v)** [*Unchanged*]
- h-k** [*Unchanged*]