

RD/11373

December 13, 1968

CIRCULAR TO ALL STAFF

Discussions have been held recently with the two Unions, the A.E.U. and the N.A.C.S.S., regarding salary grades and service conditions of the staff. The discussions were held to bring our wage rates and service conditions in line with the Civil Air Transport Joint Handbook of Agreements in a similar manner as BOAC.

In attempting to fall in line with BOAC, we found that on some clauses our existing regulations were better than those prevailing in BOAC and I am glad to say that the Management have agreed to retain certain benefits in excess of the corresponding provisions in BOAC. These benefits relate to passage concessions, which I realise are of considerable importance to the staff, statutory holidays and annual leave. The existing passage regulations will currently remain unchanged and the details regarding statutory holidays and annual leave are enumerated below. In other respects, including wage rates, we have fallen in line with BOAC.

I am anxious to emphasise that the benefits sanctioned by our Management are liberal and generous and I genuinely believe that the staff have been given a very fair deal. In giving us these benefits, Management have naturally indicated that they expect to see an improvement in this region's performance, in terms of increased revenue, better service to our clients and generally increased efficiency and output. I am sure you all realise this yourself and I can rely on your full co-operation.

While the revisions in the wage structure will be notified to you individually, given below are the salient features of the service conditions. As required by local laws, the revisions in the wage rates and service conditions have to be cleared by the Prices & Incomes Board. Reference has been made to the P.I.B. for this clearance and the new wage rates and service conditions can be implemented only after clearance with the P.I.B.

I WORKING HOURS

- A) Non-Industrial Staff : 37½ hours per week, spread over 5 or 5½ days, depending on operational requirements.
- B) Industrial Staff : 40 hours per week, spread over 5 days. For shift workers, the normal working hours shall normally be spread over 5 shifts per week but in view of the special requirements of the Air Transport Industry, the rostering of shifts may be spread over two or more weeks, provided that the number of working days do not exceed an average of 5½ days per week or the hours worked exceed an average of 40 hours (excluding meal times).

II PAYMENT FOR EXCESS HOURS AND SUNDAY WORK

- A) a) Non-Industrial Staff : Non-Industrial staff required in any pay week to work in excess of their normal hours shall be compensated as follows :
- i) if the excess hours are of a casual nature and do not occur between the hours of midnight Saturday and midnight Sunday, corresponding time off shall be given in lieu at a time or times as far as practicable and mutually convenient to the employer and employee.
- ii) if the excess hours are systematic and rostered in advance, and do not occur between the hours of midnight Saturday and midnight Sunday, payment shall be made :
- a) for the first 2½ hours in excess of the normal weekly hours at 1½ times the plain time rate
- b) for all hours in excess of 40, at 1½ times the plain time rate
- c) all hours worked between midnight Saturday and midnight Sunday shall be remunerated at 1½ times the plain time rate.

iii) Staff required to work on authorised holidays will receive

payment for such day or days worked at the rate of time and a half for all holidays, other than Christmas Day, double time payment for Christmas Day, and will also be granted an alternative day off in lieu with pay at the normal rate for each holiday worked. This provision will not apply to the three Indian National Holidays in respect of which only a day off in lieu will be granted.

NOTE: The above provision will not apply to staff in M Scales, in whose case the compensation for work on authorised holidays, other than the Indian National Holidays, shall be as follows :

For Christmas Day	£ 3. 7. 6d
For other 5 statutory holidays	£ 2.10. 0d

In addition, the staff so required to work on these holidays will be granted equivalent time off.

B) i) Industrial Staff : All overtime hours worked outside the rostered hours of the normal working week other than Sundays and Bank Holidays, shall be paid at 3/80ths of the weekly salary, i.e. time and a half of the plain time rate and each day shall stand on it's own and a full turn of duty shall be worked before overtime is reckoned, with the following exceptions :

- a) Time lost through sickness certified to the satisfaction of the employer.
- b) Absence with leave.

ii) Overtime - Sunday and Bank Holidays

Overtime as specified above for work between the hours of 2400 hours Saturday and 2400 hours Sunday shall be paid at the rate of 1/24th of the weekly salary, i.e. time and two-thirds of the plain time rate for one hour.

iii) Overtime for work on Christmas Day shall be paid at the rate of 1/20th of the weekly salary, i.e. double the plain time rate.

C) CALL MONEY : Any worker who has completed a normal day's work (this is to include a normal shift or normal night's work) and having left his place of employment without having been notified that he is required to work overtime, is thereafter summoned from home to work during overtime hours, shall be paid the sum of 10s. as "call money" in addition to any payment to which he becomes entitled by reason of working.

III SHIFT COMPENSATION

A) Non-Industrial Clerical Staff (excluding M scales)

For the purpose of whift working, the shifts are defined as follows :

a) Double-Day Shifts shall be those which are rostered to provide for two shifts (morning and afternoon shifts) to be worked between 0600 hours and 2300 hours. Morning shifts shall be those shifts where hours do not commence before 0600 hours and finish not later than 1530 hours. Afternoon shifts shall be those shifts which do not commence before 1200 hours and finish not later than 2300 hours.

b) Continuous 3-shift systems shall be those shifts made to provide for continuous working where the day is divided into three equal or approximately equal parts (morning, afternoon and night shifts) and the workers change from one shift to another in rotation at pre-determined intervals.

c) Where staff remain constantly on morning or afternoon shifts, without provision for rotation whether as part of a double day or continuous three shift system or not, and the hours of such shift fall between 0700 and 1830 hours, shift premium payments in respect of such shifts will not apply.

The shift pay rates shall be as follows :

Staff rostered to work on double day shifts or continuous three shift systems or morning, afternoon or night shifts, shall be paid at the premium rate of $1\frac{1}{2}$ times the basic rate of payment while employed on morning and afternoon shifts, and $1\frac{1}{5}$ times the basic rate of payment whilst employed on night shift.

B) For staff in M categories, the definition of shifts shall be as follows :

Morning Shift : Shifts commencing not earlier than 0400 hours and finishing not later than 1530 hours.

Afternoon Shift : Shifts commencing not earlier than 12 midday and finishing not later than 12 midnight.

Night Shift : Shifts commencing not earlier than 1830 hours and finishing not later than 0800 hours.

Daywork Hours : Turns of duty commencing not earlier than 7 a.m. and not later than 1159 a.m. and finishing not later than 6.30 p.m. Such turns of duty will not qualify for shift allowance in any circumstances.

The shift allowance rates will be as follows :

Morning Shift : 12s per shift

Afternoon Shift : 12s per shift

Night Shift : 16s per shift

For shifts commencing on Sundays : Sunday Allowance of 41s will be paid

C) Industrial Staff

Definition of shifts for industrial staff will be as follows :

Day work : The normal working hours of day workers shall not commence before 0700 hours or finish later than 1830 hours.

2) Night Work : The normal working hours of night workers or of a night shift shall not commence earlier than 1830 hours or finish later than 0800 hours.

3) Morning/Afternoon Shifts :

Morning shifts shall be those where the hours of work do not commence before 0400 hours or finish later than 1530 hours.

Afternoon shifts shall be those where the hours of work do not commence before 1200 hours and finish later than 2400 hours.

4) Double Day Shifts : shall be those which are rostered to provide for two shifts (morning and afternoon) to be worked between 0400 hours and 2400 hours.

5) Rotating Day Shift System : Rotating Day Shift Systems shall be those where the hours of work do not commence before 0700 hours or finish later than 1830 hours and which provide for rotating rest days.

6) Rotating Night Shift System : Rotating Night Shift systems shall be those where the hours of work do not commence earlier than 1830 hours and finish later than 0800 hours and which provide for rotating rest nights.

7) Continuous Shift System : continuous shift systems shall be those which provide for rotation between morning, afternoon and night shifts, or between day, morning, afternoon and night shifts at pre-determined intervals.

NOTE: Where a worker remains constantly on day work without provision for rotation, whether in association with a shift system or not, no shift premium will apply.

The rates of shift pay for Industrial staff will be as notified to them individually.

IV SERVICE INCREMENTS - Industrial staff only

Service increments will be granted at the following rates :

After 4 years' continuous service	:	4s per week
After 8 years' continuous service	:	7s.6d per week
After 10 years' continuous service	:	11s per week

V HOLIDAY ENTITLEMENTS

In addition to the annual leave entitlements provided for below, there will be an entitlement of 6 additional days holiday with pay during each year plus any days declared by the Queen to be public holidays. (If Christmas Day falls on a Sunday, and an alternate day is proclaimed as a public holiday, this alternate day will not be regarded as an annual holiday).

These 6 days will normally be allocated as follows :

Easter	:	2 days (Good Friday and Easter Monday)
Spring Bank Holidays	:	1 day (as determined by Royal Proclamation)
Summer Bank Holiday	:	1 day (as determined by Royal Proclamation)
Christmas	:	2 days (Christmas Day and Boxing Day)

In addition, the following 3 days will be treated as holidays:

January 26	Indian Republic Day
August 15	Indian Independence Day
October 2	Mahatma Gandhi's Birthday

NOTE: Staff required to work on the three Indian Holidays will not qualify for premium payments and will be granted only a day off in lieu.

VI ANNUAL LEAVE

A) Industrial & non-Industrial Clerical (excluding M scale staff)

a) Employees under 21 years of age :

Two weeks per annum	10 working days
Plus 1 working day for each year of service for the first year upto a maximum of 3 weeks	15 working days

b) Employees 21 years and over :

Three weeks per annum	15 working days
Plus 1 working day after the 4th year of service :	16 working days
Plus 1 working day after the 7th year of service :	17 working days
Plus 1 working day after the 10th year of service:	18 working days

The leave entitlement is based on a 5-day work week.

Staff working a 6-day week shall have their entitlement increased proportionately.

B) In respect of M categories, the annual leave entitlement shall be as follows :

a) after 1 years' continuous service and during the subsequent 4 years' continuous service	18 working days
b) after 5 years' continuous service	19 working days
c) after 10 years' continuous service	20 working days

This entitlement is based on a 5-day work week and staff regularly working a 6-day week will have their entitlement increased to 21, 22 and 24 days respectively.

There shall be no provision for accumulation of leave in excess of one year's entitlement. Such leave, however, may be accumulated where an employee has been prevented from taking leave during the year owing to the requirements of the Corporation. Staff with leave credits in excess of the entitlements enumerated above will be permitted to exhaust the excess over these entitlements before December 1970. Effective January 1971, no accumulation of leave will be permitted.

The annual entitlements accrue after the completion of one year's employment and thereafter in each leave year. Staff with less than one year's employment will be permitted, subject to the exigencies of service, to take leave calculated on the basis of 1/12th of the annual entitlement for each completed month of employment.

VII PAYMENT DURING ABSENCE DUE TO SICKNESS AND/OR ACCIDENTS

NOTE : During the first 13 weeks' service there shall be no entitlement to payment of part wages or salary due to sickness or accident absence.

Unless longer period of entitlement are specified in the agreements for service, payment of part wages or salary during sickness or accident absence will be for the following periods :

After 3 months and upto 6 months service	upto 6 weeks pay
After 6 months and upto 9 months service	upto 7 weeks pay
After 9 months and upto 24 months service	upto 8 weeks pay
After 24 months and upto 36 months service	upto 13 weeks pay
After 3 years' continuous service	upto 26 weeks pay

In all cases, the entitlement of payment shall be during any one calendar year or any consecutive period of sickness or accident absence whichever is the greater.

Medical certificates must be provided by the employee on the fourth day of sickness or accident absence.

Payments to employees serving under the terms of weekly or monthly agreements for service will receive payments of the normal weekly or monthly salaries for the period of absence less the amount they are entitled to under the National Insurance or the Industrial Injuries Scheme

SPECIAL PROVISION FOR ACCIDENTS SUSTAINED ON DUTY

The provisions in this case shall apply to absence resulting through accidents arising out of and in the course of employment, and for which payment of benefit is made under the Industrial Injuries Scheme with the exception that payment will not be withheld during the first 13 weeks' service and such payment will not be charged against the periods during which payment of part wages or salary is paid during sickness.

The above are broad outlines of the new service conditions governing these matters and are based on the agreements contained in the Civil Air Transport Handbook of Agreements as applicable to BOAC employees in the U.K.

M.A.S. Dabul

Regional Director, UK

C.C. Manager, London

c.c. Manager, London Airport

c.c. Resident Engineer, London Airport

c.c. Operations Manager, (W.D.), London Airport

c.c. Cargo Sales Manager, UK : Publicity Manager, UK

c.c. Passenger Sales Manager, UK : Regional Accounts Manager, UK