**What are the pay rates for Apprentice Craftworkers and fully qualified Craftworker posts?**

The salary scales for Apprentice Craftworkers and fully qualified Craftworker posts can be found here: [http://thezone/nmsruntime/saveasdialogHYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130".HYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130"asp?lID=23566HYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130"&HYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130"sID=8130](http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130)

**How are the salary rates for Apprentice Craftworkers worked out?**

Apprentice Craftworkers are paid a percentage of the fully qualified Craftworker hourly rate. The percentage paid increases in each year of the Apprenticeship. The salary scales ([http://thezone/nmsruntime/saveasdialog.asp?lID=23566HYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130"&HYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130"sID=8130](http://thezone/nmsruntime/saveasdialog.asp?lID=23566&sID=8130)) include details of the Apprentice percentage rates.

**I am a Craftworker. What is my annual leave entitlement?**

* Less than 5 years continuous service: 25 days
* Five years continuous service or more: 30 days
* Ten years continuous service or more: 35 days

Further information on annual leave and how it is calculated can be found here: [http://thezone/nmsruntime/saveasdialog.asp?lIHYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23572&sID=8145"DHYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23572&sID=8145"=23572HYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23572&sID=8145"&HYPERLINK "http://thezone/nmsruntime/saveasdialog.asp?lID=23572&sID=8145"sID=8145](http://thezone/nmsruntime/saveasdialog.asp?lID=23572&sID=8145)

**What public holidays are Craftworkers entitled to?**

* Christmas Day (25 December)
* Boxing Day (26 December)
* Hogmanay (31 December)
* New Year's Day (01 January)
* 02 January
* May Day (first Monday in May)
* Autumn Holiday (4th Monday in September)

**Is there an age limit for applying for an Apprentice post?**

*Check with Sharon*

**How does the Apprentice Craftworker scheme work?**

The Council recruits Apprentice Craftworkers once a year, with the application process usually opening around [month]. The Apprenticeships last 4 or 5 years, depending on the trade and Apprentice Craftworkers are employed on fixed term contracts. During the Apprenticeship, the Apprentice Craftworkers undertake on the job experience and also complete an SVQ Level 3.

**What happens at the end of the Apprentice Craftworker fixed term contract?**

At the end of the fixed term contract one of three things might happen: 1) contract is terminated; 2) contract is extended; 3) Apprentice gets permanent fully qualified Craftworker post. The managers within the service make the decision as to what will happen to each Apprentice and the HR Service Centre will then be informed of this.

**Does Performance Review & Development (PR&D) apply to Craftworkers?**

No, PR&D does not apply to Craftworkers.

**How many hours a week can Craftworkers be employed for?**

Craftworkers can be contracted to work up to 45 hours per week. In practice they tend to be working 37, 41 or 45 hours per week. In the Craftworker local agreement there are also 3 different rotas which can be worked. Rota A is working Monday to Friday 8am to 4pm and doesn’t attract any extra pay. Rota B is working Rota A (standard hours) plus working up to 8pm Monday to Friday and this attracts a 4% uplift on hourly rate. Rota C is working Rota A + Rota B + on a Saturday until 4pm (5 days out of 7) and this attracts an 8% uplift on hourly rate. The rotas are allocated per individual employee, not per trade.

**Which terms and conditions apply to Craftworkers?**

Craftworkers have their own set of terms and conditions. There is a national set of terms and conditions for Craftworkers however in 2007 the Council agreed a set of local terms and conditions with the Trade Unions. The local conditions are the main reference document for Craftworkers, apart from some areas of the local agreement where it says ‘refer to national conditions’.

**What standby rates apply to Craftworkers?**

Actual hours worked whilst on standby duty are paid at time and a half, apart from on a public holiday when they are paid at double time. For any time called out a minimum of 2 hours should be claimed, as long as the total hours claimed for the period of standby doesn’t exceed the length of the standby period e.g. for 8 hours on standby a maximum of 8 hours can be claimed. Standby is claimed on the Craftworkers claim form.

**What public holiday rates apply to Craftworkers?**

Craftworkers are not contracted to work on a public holiday but may be required to work. Hours worked on a public holiday are claimed on the Craftworkers claim form and are paid at double time plus time in lieu, or on occasion, at treble time.

**What overtime rates apply to Craftworkers?**

Overtime is paid at time plus 50% and is claimed on the Craftworkers claim form.

**How do pay increments work for Craftworkers?**

Apprentice Craftworkers are paid a nationally agreed percentage of the 1st point of the fully qualified Craftworker rates and this percentage automatically increases every year. So if an Apprentice starts on 1st August, they would automatically go up to the next percentage on 1st August the following year. This is not based on performance, conduct, attendance etc. but should be applied automatically.

Fully qualified Craftworkers should always be appointed to the 2nd point of the scale (including Apprentices making the transition to a fully qualified Craftworker). There is therefore no incremental progression for fully qualified Craftworkers.