

## **ABERDEEN CITY COUNCIL**

### **COLLECTIVE AGREEMENT FOR CRAFT WORKERS**

**June 2025**

This is the Agreement referred to in terms of the Craft Workers Implementation Agreement dated June 2025. Conditions 2 and 3 of the Craft Workers Collective Agreement 2007 shall be replaced with the below with effect from 1 July 2025. Condition 2 and 3 now provides:

## **2. TERMS AND CONDITIONS**

These local terms and conditions are those that have been determined as those that will apply to all Craft Operatives employed by Aberdeen City Council.

For the sake of clarity these new local terms and conditions replace and supersede any detailed agreements, working arrangements or custom and practice. Where this agreement is silent the provisions of the Scheme of Conditions determined by the Scottish Joint Negotiating Committee for Local Authority Services in respect of Craft Operatives will apply.

### **2.1 Salaries**

Core to these terms and conditions is the fact that the rate for the job is an all inclusive rate taking account of all aspects of the job.

The rate of pay recognises the multi-tasking requirement (i.e. “bolt-on” skills) within areas of competence in related fields, which form part of this agreement. These are detailed in Appendix D.

Other than the allowances detailed in this local agreement, the Council will NOT make any other payments as allowances for special working arrangement or practices.

The all-inclusive rates are set out in Appendix A.

Employees will continue to receive nationally negotiated pay awards which are normally effective from 1 July each year. Apprentices shall receive the greater amount of either the rate of pay as stipulated in the appendixes or the Real Living Wage.

## **3. HOURS OF WORK AND WORKING ARRANGEMENTS**

### **3.1 Hours of Work**

The standard working week will be 35 hours. This is the calculator for pay purposes. Employees will be offered the flexibility to be contracted to work up to a maximum of 43 hours per week. Any variation of contracted hours will be agreed on an annual basis. To enable the needs of the service and those of the individual to be managed effectively, the actual hours to be worked will be mutually agreed and a system will be implemented to record this. For example this may take the form of monthly or quarterly work patterns for each individual.

The Council seeks to promote flexible working arrangements which promotes every employees' own work life balance but such working arrangements can only be agreed when service needs can be met.

Arrangements for flexible working will include the following:

- Flexible Working Hours Scheme
- Term-time only Contracts
- Annualised Hours Contracts
- Compressed Working Week
- Home, Remote working

As every employee will be paid at an hourly rate the working week of individual employees may be varied by agreement from the standard 35 hours, provided that the individual's average hours over a 17 week period does not exceed an average of 48 hours, except by agreement.

### **3.2 Day-service delivery hours**

Day-service delivery hours for all employees subject to this agreement is:

<b>Day</b>	<b>Times</b>
Monday – Friday	0800 to 2400
Saturday	0800 to 1600
Sunday	None

All employees will be required to work Monday – Friday between 0800 and 1600. Where possible employees can work flexibly in accordance with the working arrangements detailed above. In addition, to meet service delivery needs, it will be necessary to offer more flexible working arrangements requiring staff to cover service delivery commitments between 0800 and 2400 Monday-Friday and between 0800 and 1600 on a Saturday.

The normal standard hours of work will be 0800 to 1600 Monday to Thursday and 0800 to 15.30 on Friday. A half-hour for lunch will be taken each day. These working times can be varied by local arrangement.

Employees will only be required to work five days out of any six but any hours worked on day six in a working week (where the employee has worked their contracted hours within five days) will be paid at overtime rate.

### **3.3 Additional Hours, Overtime and Premium Payments**

For the purposes of overtime the working week will be counted as Monday to Sunday.

The normal hourly rate will be paid where an employee works hours additional to their contracted amount when the 'additional hours' are worked within "Day-service delivery hours." Day-service delivery hours are only for the purpose of determining the rate of pay an employee is due when working hours within this period which are additional to their contracted amount.

Employees will normally be contracted to work a given number of hours per week. Where an employee agrees to work more than their contracted hours within a working week they shall be paid as per table below with effect from 1 July 2025:

<b>Situation</b>	<b>Rate of Pay</b>
Additional hours exceeding 43 hours per week, where contracted.	Time and a half
Additional hours during standard day-service delivery hours over 37 hours per week, where not contracted	Time and a half
All hours worked between 1600 and 2400 on Saturday and all hours worked on Sunday	Time and a half
All hours worked between 24.00 and 0800 hours the following morning in addition to the minimum 37 hour week	Time and a half
Where an employee works on a public holiday nominated by the Council	Double time, plus a day off in lieu.

The below table shall have effect from 1 July 2026:

<b>Situation</b>	<b>Rate of Pay</b>
Additional hours exceeding 43 hours per week, where contracted.	Time and a half
Additional hours during standard day-service delivery hours over 36 hours per week, where not contracted	Time and a half
All hours worked between 1600 and 2400 on Saturday and all hours worked on Sunday	Time and a half
All hours worked between 24.00 and 0800 hours the following morning in addition to the minimum 36 hour week	Time and a half
Where an employee works on a public holiday nominated by the Council	Double time, plus a day off in lieu.

The below table shall have effect from 1 July 2027:

<b>Situation</b>	<b>Rate of Pay</b>
Additional hours exceeding 43 hours per week, where contracted.	Time and a half
Additional hours during standard day-service delivery hours over 35 hours per week, where not contracted	Time and a half
All hours worked between 1600 and 2400 on Saturday and all hours worked on Sunday	Time and a half
All hours worked between 24.00 and 0800 hours the following morning in addition to the minimum 35 hour week	Time and a half
Where an employee works on a public holiday nominated by the Council	Double time, plus a day off in lieu.

### 3.4 Working Patterns

There is a requirement to meet the service need. Defined working patterns are required to be undertaken by Craft Operatives. The patterns are as follows:

- Standard is Monday to Friday, 0800 – 1600 (All Operatives)
  - Part-flexible is Monday to Friday, 1200 – 2000
  - Fully- flexible is in addition to the part-flexible working pattern also committing to work Monday to Friday, 1600 – 2400 and Saturday, 0800 – 1600 (working contracted hours 5 days from 6)
- ❑ Standard working pattern attracts no premium payment.
  - ❑ The part-flexible pattern attracts a flexible working payment allowance of 4% payable in addition to the salary level
  - ❑ The fully flexible pattern attracts a flexible payment allowance of 8% payable in addition to the salary level.

All arrangements for Call-out/Stand-by must be compliant with the Council's obligations as an employer under Health & Safety legislation, including the Working Time Regulations.

Where there is a need to provide services outwith normal working hours, where practicable, appropriate staff will be contracted for such duties.

### 3.5 Standby Duty:

At least one employee in each trade will be required to cover each period outwith the hours of the standard day service. The working hours will be designed to provide compliance with the Working Time Directive i.e. An 11-hour rest period will apply between time completing one working period and commencing the next period.

**Stand-by is not classed as working time in accordance with the workforce agreement on working time. Only when an employee is called out to provide a service will this be deemed to be working time.**

All payments in respect of standby duty are in recompense for the employee being contractually available for work. Failure to respond whilst on-stand by may be viewed as a disciplinary matter.

The periods of standby duty operated by the Service in accordance with the above definition are therefore as follows: -

Monday to Friday	2400 hrs to 0800
Saturday	1600 hrs to 0800 hrs on the following day
Sunday	0800 hrs to 0800 hrs on the following day

Payment for actual hours-worked on standby duty will be made at the following rates: -

- i) Time and a half

- ii) On public holidays – Double time
- iii) The minimum payment in respect of any period of standby duty will be two hours at the appropriate rate.
- iv) Where an operative on standby duty returns home after completing a call-out and the period for the next call received extends beyond two hours or more from start time of the previous call, then this subsequent period will be subject to a minimum payment of two hours at the appropriate rate. If however, the following call is received less than two hours after the first, then the hours claimed will match the attendance hours.
- v) The maximum claim for any 8 hour period of stand-by is 8 hours at the appropriate rate.

In considering the foregoing, it should be noted that all claims are in respect of actual attendance hours worked within a period of stand-by and are not related to individual jobs or calls.

- vi) All operatives must obtain a signature from the tenant confirming the time the work was undertaken.

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At least one employee in each relevant trade will be contracted to cover each stand-by period. The working hours will be designed to provide compliance with the Working Time Directive