

# Catering and FM Staff Briefing

## Regular Additional Core Hours – during COVID-19



### OFFICIAL

You will have seen the message included in the [daily briefing](#) on our [commitment regarding continuity of employment for permanent and temporary employees](#).

This includes 'casual' and 'bank' employees, agency workers and also the newly introduced arrangements regarding part time employees who work regular additional core hours (RACH).

The extract from the relevant corporate brief is shown below:

- **Part-time employees that work regular additional core hours** – It was recognised that a small number of part time workers, regularly and consistently worked fairly fixed additional hours in a number of areas of the business and these were not within their contractual hours. Employees in this grouping have been identified and agreement has been reached that they will receive a relevant number of additional hours on a 4 weekly basis linked to the relevant regular additional hours they have worked over a set period. Where appropriate, Services will communicate at a local level the specifics of this arrangement. The areas mainly affected by this arrangement are Catering & FM, Neighbourhoods and Sustainability and Glasgow Life

### Catering and FM approach

- Our approach within Catering and FM has included a very detailed analysis of regular payment of additional hours from our payroll records and significant dialogue with your line managers to make sure we made all possible efforts to capture this information consistently and fairly across the service.
- We looked at average additional core hours worked over the last 3 months and also checked that this period was comparable over a longer time period of 6 and 12 months.
- We then made adjustments to reflect overtime actually offered, worked and submitted through normal process and calculated appropriate payments.

### Pay arrangement

The results of this exercise, which has also involved Trade Union dialogue about our methodology, means that we are pleased to confirm that payments were able to be included in May's pay for the appropriate staff identified. This arrangement, in line with other pay measures, will be in place until the end of June when the ongoing requirement will be reviewed.

As with all other pay arrangements which are new, there may be some people who have enquiries about this payment. We would encourage any of these enquiries be directed to the existing 'pay query' contact point in HR email: [leeann.wilkie@glasgow.gov.uk](mailto:leeann.wilkie@glasgow.gov.uk) and either Leeann or a senior line manager will get back to you at their earliest opportunity and fully explore any concerns or queries you may have.