

# **NATIONAL JOINT COUNCIL FOR ENVIRONMENTAL ENGINEERS AND ALLIED STAFFS**

## **PROMULGATION 2/03**

### **1 January 2004 Review of Staff Agreement**

The National Joint Council (NJC) has concluded the 1 January 2004 review of the Staff Agreement. The Parties have entered into a three year agreement covering the period 1 January 2004 to 31 December 2006. The terms of the agreement are detailed below:

**1. Minimum Salaries (Clause 9 & Appendix H)**

- a** An increase in minimum salaries of 3.5 per cent with effect from 1 January 2004;
- b** A further increase in minimum salaries of 4 per cent with effect from 1 January 2005;
- c** A further increase in minimum salaries of 4.5 per cent with effect from 1 January 2006.

The table in **Appendix 1** shows the revised minimum salaries.

**2. London weighting allowance (Clause 10 & Appendix H)**

- a** From 1 January 2004 the London weighting allowance is to be £2,290 per year;
- b** From 1 January 2005 the London weighting allowance is to be £2,390 per year;
- c** From 1 January 2006 the London weighting allowance is to be £2,500 per year.

**3. The Parties have agreed the following changes with effect from 1 January 2004:**

**a Staff engaged on large sites where special conditions obtain (Clause 18)**

It has been agreed to amend this Clause to remove the dated reference to D2 awards and to make the scope of the provision more general. The revised Clause is in **Appendix 2**.

**b Site working and lodging (Clause 20)**

It has been agreed to extend this Clause to include a permissive provision regarding the payment of an additional travelling allowance for office-based staff assigned to a site, under defined circumstances. The revised Clause is in **Appendix 3**.

4. The Parties have agreed the following changes with effect from 1 January 2005:

**a Annual leave (Clause 13)**

An increase in service-related annual leave entitlement, by the granting of one additional day's leave after ten years' company service, resulting in not less than 26 working days' holiday for those employees in any complete leave year.

**b Family friendly policies**

The first three days of statutory paternity leave will be granted on full pay (inclusive of the proportionate part of statutory paternity pay that would be payable for those three days).

In addition, the existing guidelines in the Handbook of Agreements are to be updated to reflect recent statutory changes to maternity leave and other 'family friendly' leave arrangements.

5. **Amendments to the Handbook of Agreements**

The changes detailed in this Promulgation will be incorporated into a package of amendments of the Handbook of Agreements, to be circulated in due course.

12 December 2003

**APPENDIX 1**  
**to NJC Promulgation 2/03**

Grade	Minimum Salaries from 1 January 2003		Minimum Salaries from 1 January 2004	
	Minimum Salary	Minimum Salary after 3 years' satisfactory Company service in the Grade	Minimum Salary	Minimum Salary after 3 years' satisfactory Company service in the Grade
	£	£	£	£
9	25,256	29,676	26,140	30,715
8	22,211	26,098	22,989	27,013
7	18,086	21,252	18,720	21,996
6	15,643	18,381	16,191	19,025
5	13,320	15,651	13,787	16,200
4	10,860	12,761	11,241	13,209
3	9,291	10,917	9,617	11,300
1/2	8,373	9,839	8,667	10,184

Grade	Minimum Salaries from 1 January 2005		Minimum Salaries from 1 January 2006	
	Minimum Salary	Minimum Salary after 3 years' satisfactory Company service in the Grade	Minimum Salary	Minimum Salary after 3 years' satisfactory Company service in the Grade
	£	£	£	£
9	27,186	31,944	28,410	33,382
8	23,909	28,094	24,985	29,358
7	19,469	22,877	20,346	23,907
6	16,839	19,786	17,597	20,677
5	14,339	16,849	14,985	17,608
4	11,691	13,737	12,218	14,357
3	10,002	11,753	10,453	12,283
1/2	9,014	10,592	9,420	11,069

**EEI Handbook of Agreements — Revised Clause 18**

**18. Staff Engaged on Large Sites where Special Conditions Obtain**

It is recognised by the National Joint Council that on sites where the conditions of employment justify, employers should give consideration to the payment of a site allowance — in addition to the minimum grade salary — to staff who are employed on the site on a full-time basis.

The allowance should take the form of a lump sum payment calculated on an hourly basis, to be paid progressively each month with salary.

The allowance should cease when the individual concerned leaves the site; it should not be integrated with salary and should not count towards pension scheme contributions.

In computing the amount of the allowance, the following factors can be taken into account:

- (a) Whether the responsibilities of the site appointment are such as to warrant either a temporary or permanent increase in the basic salary of the staff employee concerned. In the former case the increase would form part of the site allowance.
- (b) Does the site appointment mean the individual incurring additional travelling expenses or additional travelling time? If so, a suitable sum to compensate for this should be included in the site allowance.
- (c) Is overtime being worked on the site and is the staff employee concerned required to work the extended hours? As necessary, an allowance for average overtime over the year, based on the overtime provision in Clause 15, should be incorporated in the site allowance.
- (d) Are the office accommodation and overall conditions on site less favourable than in the company offices? If so, a sum should be added to the site allowance to compensate for this.
- (e) Whether special arrangements are in place at the site concerned aimed at improvements in the productivity of the workforce and in the performance of the project.

**EEI Handbook of Agreements — Revised Clause 20**

**20. Site Working and Lodging**

Staff covered by the Agreement are entitled to suitable accommodation when required to work away from home, and the expenses so incurred are reimbursed in full by the employer on presentation of valid receipts. It is understood by the Parties to the Agreement that circumstances will arise where employees may be reasonably expected to transfer to other places of work which may require additional travelling and/or temporary residence away from home, in line with business and operational requirements.

**(a) Additional travelling**

Where staff who do not normally work on site are assigned to a site job that necessitates additional travelling, employers should give consideration to the payment of an additional travelling allowance.

In computing the amount of the allowance, the under noted conditions should be taken into account:

- (i) the assignment to a site job lasts continuously for at least one month;
- (ii) it is agreed by management in any particular case that lodging is not required;
- (iii) the *additional* daily travelling (i.e. over and above the normal home to office journey) is greater than 1\_ hours each way;
- (iv) the allowance is not paid for journeys (or part journeys) undertaken during normal working hours.

The allowance should take the form of a lump sum payment calculated on a daily basis. It should not be integrated with salary and should not count towards pension scheme contributions.

**(b) Student Engineers**

The amount of subsistence allowance for Students Engineers is to be as shown, from the date indicated, in Appendix I.