

# ENGAYNE PRIMARY SCHOOL

Policy No: 90



## UNION FACILITIES

## Relevant union officials

What was the total number of your employees who were relevant union officials during the relevant period?

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
<p>Relevant union officials are:</p> <ul style="list-style-type: none"><li>• Union representatives</li><li>• Union learning representatives</li><li>• Union health and safety representatives</li></ul>	<p>Calculated as: 0.4</p> <p>(Total number of full-time employees) + (the total fractions of full-time employee hours worked by all employees who are not full-time)</p>

## Percentage of time spent on facility time

How many of your employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1% to 50%, c) 51% to 99%, or d) 100% of their working hours on facility time?

Facility time in this context includes:

- Paid time off for the purpose of carrying out trade union duties as a union representative, union learning representative or union health and safety representative
- Paid time off for the purpose of undergoing training relevant to the carrying out of trade union duties
- Paid time off for accompanying another of the employer's workers to grievance or disciplinary hearings
- Paid and unpaid time off for taking part in trade union activities when acting as a union representative

Percentage of time	Number of employees
0%	
1% to 50%	1 (FTE 0.4)
51% to 99%	
100%	

## Percentage of pay bill spent on facility time

Provide the figures requested in the first column of the table below to determine the percentage of your total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period.

<p><b>Total cost of facility time £222</b></p>	<p>Calculate this by:</p> <ol style="list-style-type: none"> <li>1. Determining the hourly cost of each employee who was a relevant union official during the period*</li> <li>2. Multiplying this by the number of paid facility time hours spent by the employee on facility time during the period**</li> <li>3. If there is more than one employee who was a relevant union official, add together each of the amounts produced in step 2</li> </ol>
<p><b>Total pay bill £277</b></p>	<p>Calculate this by adding together:</p> <ul style="list-style-type: none"> <li>• The total gross amount spent on wages by the employer in respect of its employees during the period</li> <li>• The total amount spent on pension contributions by the employer in respect of its employees during the period</li> <li>• The total amount of National Insurance contributions paid by the employer in respect of its employees during the period</li> </ul>
<p><b>Percentage of the total pay bill spent on facility time 80%</b></p>	<p>Calculated as:</p> <p><math>(\text{Total cost of facility time} \div \text{total pay bill}) \times 100</math></p>

\* The hourly cost is calculated by:

- Adding:
  - The gross amount spent on wages by the employer in respect of the employee during the period
  - The amount spent on pension contributions by the employer in respect of the employee during the period
  - The amount of National Insurance contributions paid by the employer in respect of the employee during the period
- Dividing the above amount by the working hours of the employee during the period

A notional hourly cost must be used here where the employee is identifiable (i.e. a person reading this would be able to identify the individual employee's wages). The notional hourly cost is what 'reasonable pay' would be for the type of work the identifiable employee ordinarily did for the employer over the relevant period

\*\* Paid facility time hours do not include unpaid time off to undertake trade union activities.

## Paid trade union activities

As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?

Time spent on paid trade union activities as a percentage of total paid facility time hours  
100%

Calculated as:

(Total hours spent on paid trade union activities by relevant union officials during the relevant period\* ÷ total paid facility time hours) x 100

\* Do not include unpaid time off to undertake trade union activities

*This KeyDoc is featured in our article 'What you need to publish about time off for union reps'. To read the article, visit <https://schoolleaders.thekeysupport.com> and enter the article title in the search bar.*