

M E M O R A N D U M

To: ALL STAFF

From: Peter Thomas, Personnel and Administration Manager

Date: 23rd June 2009

Subject: PAYMENTS FOR HOURS WORKED

Please note that from July 2009 no hours will be paid above 57 hours worked per week.

A memo was included with February 2009 payslips telling staff about changes to the arrangements for payment of hours worked in order to reduce the problem of staff working excessive hours.

The memo said

Over the next 12 months we will reduce the number of hours that can be worked by any support staff to the maximum of 50 per week.

The Consortium will not pay staff to work more than 50 hours per week. This arrangement will be implemented in three stages:-

Stage 1 – From April 2009 no hours will be paid above 67 hours worked per week.

Stage 2 – From July 2009 no hours will be paid above 57 hours worked per week.

Stage 3 – From October 2009 no hours will be paid above 50 worked per week.

This should mean that by December 2009 we will have reduced the problem of our support staff working excessive hours.

Hours to be worked when accompanying Service Users on holiday will be confirmed as part of the holiday planning and approval procedures.

Any questions about the practical working arrangements should be made to your own line manager.

Peter Thomas
Personnel and Administration Manager

Our Ref: CLC1110