



Annualised Hours Contract – FAQ's

Why use these types of contracts?

- BD&BF programmes events year round, however peak periods of activity are seen in the run up to and during May when we deliver the annual Brighton Festival and in the Autumn. By using annualised hours contracts we can help the business cope with these seasonal variations and peaks/ troughs in demand. As well as being beneficial to BD&BF annualised contracts are often attractive to employees as they provide flexibility, but also security in terms of a guaranteed income over the life of the contract.

How will it work?

- The contract will be for a total of **1456 hours worked over a 12-month period**, which includes 140 hours of paid time off = 25 days excluding public holidays. The total hours you will be asked to work are 1316 hours over 12 months.
- Regardless of hours worked, the pay will remain the same, **£1502.11 per month** gross and will be paid to you, in arrears, on monthly basis for the duration of the contract. The total wages you will earn over 12 months are **£18,025.28** – subject to pay review.
- It is envisaged that you will work on average 28 hours per week including weekends, but these hours will vary according to operational need and will be much higher during May when we deliver the Brighton Festival and much less or 0 in the summer and January when the diary is quieter; for example you may average 40 hours per week in May but only 6-10 hours a week in August if at all.
- If the contract hours are fulfilled before 12 months have passed and hours are owed to the staff member they will be paid, if the staff member is under hours, then either the amount owed would be paid back to BD&BF or those hours added to the total number of hours and worked over the next 12 month period.
- Even though there will be peak times when you will be working a high level of hours, we commit to staying within Working Time Directive Limits and to ensuring the safety of staff and venue users.

How will I know when I am working?

- Your rota will be issued a minimum of 2 weeks in advance of shift dates and we will make every effort to ensure it is accurate and reliable and to limit the changes once it has been issued. However, the nature of the business and availability of information from incoming companies and hirers plus day-to-day scheduling changes do necessitate amendments being made.
- When changes are made that affect you, these will be communicated by phone and /or email. An up-to-date version of the rota is kept on the staff intranet and you will be given a log in to access this remotely.

Can I refuse shifts? What happens if I do?

- No, we expect you to ensure you can work the contracted hours and you will need to prioritise the work here, especially during peak periods. Once rotas have been issued, if you do not raise any concerns with your Manager, they will be assumed to have been agreed by you.
- If you need to tell us about unavailability at any point, outside peak periods and in advance of rotas being published, we will do our best to accommodate requests for time off as long as they are given with a reasonable amount of notice.

Can I take on work elsewhere?

- Yes. As above the requirements of the Dome will need to take priority, particularly during busy periods but we will do our best to accommodate any requests as long as they are given with a reasonable amount of notice. The exception is that holiday time should be used for rest and the principles of the Working Time Directive adhered to.

What about current work commitments elsewhere?

- Again, we would expect you to prioritise the Dome during the busiest times, but we are aware that it is not a full time position and that you will need to supplement your income. Before committing to the contract, we can discuss existing commitments and see whether we can accommodate them.

How will you monitor my hours?

- You will need to complete a weekly timesheet which will be signed off by your manager. Managers will track hours against the contract total and will keep you informed of your position on a regular basis.

Can I earn Overtime?

- No, any hours worked will be counted down against the total contracted hours.
- There will be no additional monthly payments other than those for working on bank holidays, earlies and lates, or missed breaks, unless you have fulfilled your full complement of hours under the contract, and we look to vary the agreement with you. A meal voucher to the cost of £7.50 will be paid for any shifts exceeding 10 hours and more and will also be paid monthly.

Can I work additional hours on a zero-hours contract basis?

- Not in the VSA department, no. This would effectively be the same as overtime.

Do I get any holiday or time off in lieu (TOIL)?

- You are entitled to 140 hours of paid time off which includes an allowance for bank holidays. All holiday dates must be approved in advance by your Manager.
- You are required to take the majority of your holiday within non- peak periods of the year. Your remaining entitlement may be taken at any other time during the contracted period as long as you have your Manager's agreement and have given a minimum of 4 weeks' notice.
- Whilst this type of contract does not attract TOIL, there will be times at which you will be asked to work on Bank Holidays and additional payments and TOIL will be available on these occasions.

Do I get access to a Pension Scheme?

- You will automatically be enrolled in the company's Pension Scheme.

Keeping in touch

- We recognise that annualised hours contracts may mean large periods of time where you are not here, in the workplaces, so we commit to sharing information that will affect your work with you via regular email communication.
- Likewise, if your commitments change, we ask that you keep us informed .