

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-0876 - Salary Calculations
Date: 28 June 2017 13:00:29
Attachments: [FOI 17-0876 SNCT pay calc.pdf](#)
[Further Information - Right to Review & Appeal.pdf](#)

Dear [REDACTED]

Thank you for your information request of 20 June 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

I would be grateful if you could answer the following question below noted under FOI legislation.

1) Please advise what calculation is used to form an employee's monthly salary payment.

Below is 2 methods of calculations taken from the payroll section training procedures.

1st calculation:

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The first is for TEACHER member of staff (this applies to persons on the TEACHERS salary scale)

See attached pdf, which is a document from the SNCT (Scottish Negotiating Committee for Teachers)

We have condensed this document into a paragraph which contains the relevant info;

TEACHING STAFF

First Salary Adjustment

The salary for a part year employee is averaged over a 12 month period and they receive 12 payments per year. Their annual salary includes payment for working days and annual leave (including public holidays). Annual leave is accrued for every day worked. The twelve equal salary instalments assume that the employee is working all available working days in the year and are therefore due full holiday entitlement for the year. If a part year employee starts part way through the leave year (which runs from mid- August to mid -August), a calculation will be done to adjust their first salary payment to reflect the proportion of salary due based on the number of available working days to be worked for the remainder of the year.

2nd calculation

Is based on a non-teaching member of staff example are people on the LOCALGOV salary scale (i.e. staff otherwise known as Admin Professional Technical and Clerical)

SALARIED STAFF - NEW STARTER CALCULATION (Not part year workers)

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All salaried staff are paid 1/12th of their annual salary each month regardless of the amount of actual time worked in any particular month. In order to ensure all payments are calculated to a standard, all new starts, who are not part year workers, first pay should be calculated by dividing the 1/12th by the number of days in the month i.e. 30,31 or 28

then multiplying by the number of days worked

Example;

An employee commences duty on 7 August, at a salary rate of £11,658.

Number of days from 7/8 to 31/8 = 25 days

(i) Salary due from 7/8 to 31/8 is £11658 / 12 X 25days

Amount of salary due to be paid in August = £783.47

We hope this helps with your request.

Yours sincerely,

Information Compliance Team

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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