

SAS Proposals Ready Reckoner Diary - Guidance Information

The Ready Reckoner

The SAS Ready Reckoner is a tool to allow you to see an estimate of what your salary would be under the new contract proposals. To receive an accurate estimate it is important that you input your current work in the appropriate format as the future SAS contract uses a new calculation for pay. You should have carried out a 6-12 week diary exercise in order to have a detailed record of the hours worked over a normal period (You can see how to do this on the BMA Web site -

<http://www.bma.org.uk/ap.nsf/Content/sasDiaryforReadyReckoner>)

This Ready Reckoner has been updated to include the transitional arrangements that apply for 2008-09 so that you can also see what your salary would be in April 2009.

Please note:

- the ready reckoner cannot confirm the actual salary you will receive if you move over to the new contract. This is because there are significant differences in current working practices across the UK which may affect the model.
- the ready reckoner's calculations are based on your current job plan but your new salary will be based on your new job plan under the terms of the new contract. The ready reckoner therefore can only provide an estimate of your projected salary under the new contract. The BMA therefore makes no representations or warranties regarding the accuracy of the ready reckoner or your projected salary.
- Any personal decision to assimilate on to the new contract should therefore be based on more detailed discussions you should have with your employer regarding a new job plan and new salary.

Using the Ready Reckoner

The SAS ready reckoner has been updated to take into account the phasing imposed by the Government and is available here:

<http://www.bma.org.uk/ap.nsf/Content/SASdocumentation1007>

Please read the notes page then click on the tab at the bottom headed 'INPUTS + RESULTS' to enter your data. You can also see a chart of your prospective salary on the third tab.

The ready reckoner is based on an excel spreadsheet and unfortunately we cannot provide this in paper format.

Calculations

Calculations that the ready reckoner uses are based on current job plans, not prospective working arrangements which would be subject to the assimilation job planning process under the new contract. It cannot give doctors details of the actual salary they would receive under the new contract, if accepted, because there are too many variables and individual situations to take into account on such a tool. But if sufficiently detailed diary information is fed into the reckoner, it will give an estimate of the kind of salary that might be expected on assimilation to the new contract. The new contract is based on a move to a 40-hour (10PA) contract.

Input 1 – Choose the point on the table that corresponds to your current basic salary

Please enter into the black box the number from the table in columns G & H on the inputs and results page that corresponds to your point on the salary scale at **1 April 2007**. The salary scales are based on your current basic salary (exclusive of London weighting or other payments that you may receive).

Part timers should enter the full time salary that their basic salary is equivalent to.

Input 2 – How many sessions per week are you paid?

Please enter into the black box the total number of sessions per week that you are paid, including those paid for on call duties.

Input 3 – How many of these sessions are for on-call?

Please enter into the black box the number of the above NHDs that are for on-call. This should be the actual number of NHDs paid for on call in your current contract. You may need to consult your job plan to ensure that the total number of NHDs you are paid for on call are accurately defined.

In order to ensure that in the future you are paid this supplement for all the actual work (ie any time spent not resting and undertaking work for their employer) undertaken during time spent on call, we suggest that you should keep a record of all the time worked during this period.

In order to establish how much time you spend actually working during an on-call period you will need to count how much time you spend undertaking the following:

- being at your place of work in preparation for or undertaking job activities.
 - travelling between home and hospital or between hospitals (and the return journey)
 - giving telephone advice
 - undertaking administrative work arising from advice given/work undertaken while on call.
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- Time spent actually working while on call should then be counted up and averaged out over the whole of the diary period
 - Short spells of work out of hours will either be aggregated or treated as a continuous period subject to local agreement.

'Predictable' out of hours and emergency work:

- Under the terms of the new contract, all emergency work that takes place at regular and predictable times will be programmed into the working week on a prospective basis and count towards programmed activities. All time spent on either a full shift or on-call between 7pm at night and 7am in the morning and between 7pm on a Friday night and 7am on a Monday morning will be paid at time and a third (this would generally mean that a PA scheduled during these hours would last for three hours rather than for four).
- A diary will help ensure that your predictable out of hours work is correctly estimated in your job plan. A diary should be kept to record hours of work to be averaged out over a period of time. It is recommended that your diary for job planning purposes is kept over a three month reference period.

'Unpredictable' on call work

- For doctors working an on-call rota (rather than a full shift arrangement), emergency work that it is not possible to predict for the purposes of job planning will be remunerated via an on-call supplement which is calculated as a percentage of basic pay. The supplement is payable depending on the frequency of on call duties:
 - more frequent than or equal to 1 in 4 = 6%
 - less frequent than 1 in 4 or equal to 1 in 8 = 4%
 - less frequent than 1 in 8 = 2%
- Your job plan will establish the frequency of your participation in the rota.
- In order to ensure that you are paid this supplement for all the actual work (i.e. any time that you are not resting and are undertaking work for your employer) you undertake during your time spent on call, you will need to keep a record of all the time worked during this period.

Input 4 – How many hours per week do you work?

Please enter into the black box the total number of hours per week that you actually work. If this varies, please enter the values for a typical week or the average value for the relevant period for your pattern of work (e.g. one month).

- In order to establish how much time you spend actually working during your on-call period you will need to count how much time you spend undertaking the following:
 - being at your place of work in preparation for or undertaking job activities.
 - travelling between home and hospital or between hospitals (and the return journey)
 - giving telephone advice
 - undertaking administrative work arising from advice given/work undertaken while on call.
- Time spent actually working while on call should then be counted up and averaged out over the whole of the diary period.
- Short spells of work out of hours will either be aggregated or treated as a continuous period subject to local agreement.
- Please note, if you are working continuously during an on-call period, then this may be deemed a shift by your employer. Such a shift will not attract a supplement on top of the time and a third payment.

The best way to estimate your hours if they are variable would be to undertake a diary exercise. Your total hours should include time spent working in normal hours as well as time spent working on call but not resting while on call.

At the end of the diary period you will need to work out the average total number of hours of actual work you undertake each week.

Example -

Week one: 38.5 hours

Week two: 42 hours

Week three: 37 hours

Week four: 45 hours

Average hours worked = 40.5

Input 5 – Including time spent actually working when on-call, how many hours per week do you work outside 7am to 7pm Monday to Friday?

Please enter into the black box the number of hours per week that you actually work outside 7am to 7pm Monday to Friday including the weekend. This should include time spent actually working when on-call (see above). If this varies, please enter the values for a typical week or the average value for the relevant period for your pattern of work (e.g. one month).

Time spent working during these hours as part of shift should be counted as well as time spent actually working when on call but not time resting when on call. For example if your normal working hours are Monday to Friday from 1pm to 9pm then your total hours would be 40, and your hours worked in the out of hours period would be 10 (2 hours for 5 days from 7pm to 9pm).

Input 6 – Do you work on call (1 = yes, 0 = no)

If you do any on call work please enter a '1' into the black box. If you are effectively working a shift you should enter '0' here regardless of your nominal rota.

Input 7 – If yes, what is your on call frequency - 1 in.....

If you work on call, please enter the frequency of on call work that you do. Therefore if you work one period in every three (1:3) enter a 3 in the black box, a 1:4 a 4 and so on.

Input 8 – What is your incremental date? (dd/mm)

Enter your normal incremental date using the format dd/mm. If you do not know this, your HR department will be able to advise you. It is often shown on payslips or your contract too.

Progression and breakdown of salary

At the bottom of the spreadsheet you will find a table with four columns and five rows. The bottom row gives you under each column, your current pay, your pay on assimilation to the new contract on 1 April 2008, your pay on your next incremental date and your pay on 1 April 2009 when the second half of the phased increment is paid.

The first three rows give you a breakdown of your total pay.

Annex 1 - Ready reckoner Worked example 1

A Staff Grade doctor in A&E answering as below -

1. Choose the point on the salary scale

- I'm on the third point at present

2. The number of sessions you are paid to work each week

- I am a whole time doctor, working 11 sessions. (This includes 3 sessions paid for on-call duties, 2 supporting professional activities and 21 hours of clinical work (21/3.5hrs=6 sessions)

3. The number of sessions that you work on call

- According to my job plan I am paid 3 on-call sessions

4. The total number of hours per week that you actually work

- According to my job plan I have only had to go into clinic twice last month for an hour each time. According to my diary, over the last month I worked the following:
Week one: 38.5 hours
Week two: 42 hours
Week three: 37 hours
Week four: 45 hours
Average hours worked = 40.5

5. The total number of hours per week that you actually work *outside* the 7 am to 7 pm Monday to Friday, including the weekend

- I work a 1 in 4 rota with 1 weekend a month working from 5pm on Friday to 9am on Monday. However, I spent x of it resting. According to my diary, over the last month I have worked the following out of hours after 7pm and before 7am:

Mondays – 0	1	1	0 = 2 hours
Tuesdays – 0	0	0	0 = 0 hours
Wednesday – 1	0	0	0 = 1 hour
Thursday - 0	1	0	0 = 1 hour
Friday – 2	2	1	1 = 6 hour
Saturday – 4	1	3	12 = 20 hours
Sunday – 0	0	10	0 = 10 hours

Average – (40/4) = 10 hours


6. Your on call frequency

- I work 1:4

7. Your incremental date

15 June (15/06)

INPUTS

1	Choose the point in the table on the right which corresponds to your current basic salary	3		Point	Salary
2	How many sessions per week are you paid?	11		1	£32,547
3	How many of these sessions are for on-call	3		2	£35,131
4	How many hours per week do you work?	40.5		3	£37,714
5	Including time spent actually working when on-call, how many hours per week do you work outside 7am to 7pm Monday to Friday	10		4	£40,298
6	Do you work on call (1 = yes, 0 = no)	1		5	£42,882
7	If yes, what is your on call frequency - 1 in.....	4		6	£45,924
8	What is your incremental date? (dd/mm)	15-Jun		7	£48,049
				8	£50,632
				9	£53,216
				10	£55,800
				11	£58,383
				12	£60,968

This gives me the following totals:


PROGRESSION AND BREAKDOWN OF SALARY				
	Current contract (basic pay & additional hours)	01 April 2008	15 June 2008	01 April 2009
Basic pay (40 hour week)	£37,714	£39,877	£42,216	£44,133
Adjustment to basic pay (for hours above or below 40 hours)	£3,771	£498	£528	£552
Time and a third (out of hours)		£3,323	£3,518	£3,678
On-call		£2,393	£2,533	£2,648
Total	£41,485	£46,091	£48,794	£51,010

Ready reckoner Worked example 2

I am an Associate Specialist working in Psychiatry. I am currently paid a basic salary of £55,029 for working 11 sessions 2 of which are for supporting professional activities. I also get paid 3 additional sessions for on call duties. I work my 11 sessions between 9am and 5pm except when I'm on call when I start at 9.30am

I work a 1 in 5 on call rota. On call Monday to Friday starts 5.30pm and end at 8am the next day although I'm only resident on call until 8pm. After 8pm I usually only get 1 or 2 calls during the night and usually don't have to return to the hospital. Weekend on call starts at 9am on Saturday and ends at 8.30 on Monday morning. On a Saturday I'm resident on call from 9am until noon and on a Sunday from 8.30am until noon and I only get a few calls outside of this time on the weekends but wouldn't usually have to come back to the hospital.

1. Enter **6**
2. You are paid for **14** sessions: 11 in hours and 3 for on call
3. **3** of these sessions are for on call
4. In hours you are contracted to work 38.5 hours. If you average your on call hours actually worked that would come to approximately 5 hours a week, therefore your total hours worked would be **43.5** hours.
5. If you took an average of the hours that you worked on call during the out of hours that would work out to approximately **3** hours a week.
6. Enter **1** as you do work on call.
7. Enter **5** as you work a 1 in 5 on call rota
8. Your incremental date is the 1 August, therefore enter **01/08**

	A	B	C	D	E	F	G	H
1	INPUTS							
2	1	Choose the point in the table on the right which corresponds to your current basic salary			6		Point	Salary
3							1	£35,977
4	2	How many sessions per week are you paid?			14		2	£39,788
5							3	£43,598
6	3	How many of these sessions are for on-call			3		4	£47,408
7							5	£51,219
8	4	How many hours per week do you work?			43.5		6	£55,029
9							7	£60,061
10	5	Including time spent actually working when on-call, how many hours per week do you work outside 7am to 7pm Monday to Friday			3		8	£64,422
11							9	£66,232
12	6	Do you work on call (1 = yes, 0 = no)			1		10	£68,593
13							11	£70,954
14	7	If yes, what is your on call frequency - 1 in.....			5		12	£73,315
15							13	£75,676
16	8	What is your incremental date? (dd/mm)			01-Aug		14	£78,039
17								
18	TOTAL PAY COMPARISON (excluding pension and NI)							
19								
20					Total pay			
21		Current			£70,037			
22								
23		as at 1 April 2008			£68,905			
24								
25		as at 1 April 2009			£77,139			
26								
27								
28	PROGRESSION AND BREAKDOWN OF SALARY							
29								
30		Current contract (basic pay & additional hours)		01 April 2008	01 August 2008	01 April 2009		
31								
32	Basic pay (40 hour week)	£55,029		£59,787	£64,666	£66,932		
33	Adjustment to basic pay (for hours above or below 40 hours)	£15,008		£5,231	£5,658	£5,857		
34	Time and a third (out of hours)			£1,495	£1,617	£1,673		
35	On-call			£2,391	£2,587	£2,677		
36	Total	£70,037		£68,905	£74,528	£77,139		
37								

Help and Advice

If having read this guidance note you have any further questions on completing the Ready reckoner, please email info.sascreadyreckoner@bma.org.uk