

ANNUAL WORKING HOURS  
CIVIL SERVICE

The calculations of annual hours of work for Civil Servants in the Non Directorate ranks are shown in this section. These form the basis of the adjustments made to the private sector charts to take account of the differences in hours worked between individual companies and the different bands of the Civil Service. In both the private sector and Civil Service calculations of annual hours worked we used the following formula:

Annual Working hours = no of hours worked per week x 52  
 - (number of days leave + number of public  
 holidays or statutory holidays)  
 x hours per day  
 + annual overtime hours

For example

Works supervisor    48 hours per week  
                           21.3 calendar days leave or 16.7 working days  
                           17 public holidays  
                           450 hours overtime per annum

Annual hours worked =  $48 \times 52 - (16.7 + 17) \times 9 + 450 = 2643$

Annual hours were worked out for each rank or group of ranks in each pay band and a weighted average figure was calculated for each band.

.... /2

495

Master Pay Scale Upper/Upper Band 48 - 51

Master Pay Scale (68.1% local officers, 31.9% overseas officers)  
(1012 staff)

local officers            39 hours per week net  
                             17 public holidays  
                             33.2 calendar days leave or 26 working days  
                             annual working hours 1727

overseas officers        39 hours per week net  
                             17 public holidays  
                             53 calendar days leave or 41.6 working days  
                             annual working hours 1618

disciplined              working hours per annum varies from grade to  
services                  grade and within grades and have been laid out in  
(121 staff)                detail later in this section

local officers average annual working hours 2194  
overseas officers average annual working hours 2053

Weighted average annual hours for the upper/upper band are:

$$\begin{array}{r}
 .681 (1012 \times 1727 + 121 \times 2194) + .319 (1012 \times 1618 + 121 \times 2053) \\
 \hline
 \qquad \qquad \qquad 1133 \qquad \qquad \qquad 1133
 \end{array}$$

= 1741

.... /3

496

Master Pay Scale Upper Band 38 - 47

Master Pay Scale (84.2% local officers, 15.8 overseas officers)  
(3608 staff)

local officers            39 hours per week  
                                 17 public holidays  
                                 33.2 calendar days leave or 26 working days  
                                 annual working hours 1727

overseas officers        39 hours per week  
                                 17 public holidays  
                                 53 calendar days leave or 41.6 working days  
                                 annual working hours 1618

disciplined                working hours per annum varies from grade to  
services                    grade and within grades and have been laid out in  
(2472 staff)                detail later in this section

local officers average annual hours 2194  
overseas officers average annual hours 2053

weighted average annual hours for the upper band are:

$$\frac{.842 (3608 \times 1727 + 2472 \times 2194)}{6080} + \frac{.158 (3608 \times 1618 + 2472 \times 2053)}{6080}$$

= 1898

497

Master Pay Scale 14 - 37 Middle Band

Majority of Ranks                    39 hours per week net  
(29181 staff)                            27 calendar days average leave or 21 working  
days  
17 public holidays  
30 hours per annum average recorded overtime

Annual hours worked  $39 \times 52 - (21 + 17) \times 7 + 30 = 1792$

Supervisory Ranks                    48 hours per week net  
(5507 staff)                            27 calendar days average leave or 21 working  
days  
17 public holidays  
320 hours per annum average recorded  
overtime

Annual hours worked  $48 \times 52 - (21 + 17) \times 9 + 320 = 2474$

Head Estate Caretaker                56 hours per week net  
and Senior Estate                    27 calendar days average leave or 21 working  
Caretaker                                days  
(268 staff)                                17 public holidays  
negligible recorded overtime

Annual hours worked  $56 \times 52 - (21 + 17) \times 10 = 2532$

.... /5



Disciplined Services (35474 staff)      annual hours worked per annum varies from grade to grade and within grades and have been laid out in detail later in this section  
average annual hours worked 2253

Weighted average annual hours for staff in the Middle Band:

$$35474 \times 2253 + 29181 \times 1792 + 5507 \times 2474 + 268 \times 2532$$

-----  
70430

= 2080

499

Master Pay Scale 1 - 13 Lower Band

Majority  
(25380 staff)                      39 hours per week net  
21.3 calendar days average leave or 16.7  
working days  
17 public holidays  
65 hours per annum average recorded overtime

Annual hours  $39 \times 52 - (16.7 + 17) \times 7 + 65 = 1857$

Postman, Foreman, Works      43 hours per week net  
Supervisor and Butcher      21.3 calendar days average leave or 16.7  
(4490 staff)                      working days  
17 public holidays  
395 hours per annum average recorded overtime

Annual hours  $48 \times 52 - (16.7 + 17) \times 9 + 395 = 2588$

Estate caretaker and              56 hours per week net  
senior estate caretaker      17 public holidays  
(1486 staff)                      21.3 calendar days average leave or 16.7  
working days  
negligible reported overtime

Annual hours  $56 \times 52 - (16.7 + 17) \times 10 = 2575$

...../7

500



Postman 43 hours per week net  
 (2657 staff) 21.3 calendar days average leave or 16.7  
 working days  
 17 public holidays  
 395 hours per annum average recorded  
 overtime

Annual hours  $43 \times 52 - (16.7 + 17) \times 8 + 395 = 2361$

Disciplined services hours per week vary dependant on rank and  
 (26041 staff) grade and have been laid out in detail later  
 in this section  
 average annual hours 2303

Weighted average annual hours:

$$\frac{(25380 \times 1857 + 4490 \times 2588 + 1486 \times 2575 + 26041 \times 2303) + 2657 \times 2361}{60054}$$

= 2145

561

Model Scale 1

Majority	48 hours per week net
(40808 staff)	14.8 calendar days leave or 11.6 working days
	17 public holidays
	130 hours average overtime per annum

Annual hours  $48 \times 52 - (11.6 + 17) \times 9 + 130 = 2369$

Watchman	56 hours per week net
(982 staff)	14.8 calendar days leave or 11.6 working days
	17 public holidays
	negligible recorded overtime

Annual hours  $56 \times 52 - (17 + 11.6) \times 10 = 2626$

Weighted average annual hours = 2375



Disciplined Services Officers

Local Officers                      32.2 calendar days average annual leave or  
25.3 working days

Police                                      46 hours per week net  
140 hours average overtime

Annual hours  $46 \times 52 - (25.3 + 17) \times 8.4 + 140 = 2177$

Immigration                              39 hours per week net  
negligible recorded overtime

Annual hours  $39 \times 52 - (25.3 + 17) \times 7 = 1732$

Fire Services                              55 hours per week net  
negligible overtime reported

Annual hours  $55 \times 52 - (25.3 + 17) \times 10 = 2437$

Customs                                      46 hours per week net  
negligible average overtime

Annual hours  $46 \times 52 - (25.3 + 17) \times 8.4 = 2037$

Correctional Services                      44 hours per week net  
negligible average overtime reported

Annual hours  $44 \times 52 - (25.3 + 17) \times 8 = 1950$

Overseas Officers	53 calendar days average annual leave or 41.6 working days (ie 16.3 days per annum more than local officers) 17 public holidays
Police	annual hours 2040
Immigration	annual hours 1618
Fire Services	annual hours 2274
Customs	annual hours 1900
Correctional Services	annual hours 1820