



Agricultural Wages in Scotland

Twenty First Edition

A Guide
for
Workers
and
Employers

What you need to know about
The Agricultural Wages (Scotland) Order (No.64)



Scottish Government
Riaghaltas na h-Alba
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Introduction

The first edition of this Guide was produced in 1996 to help employers and workers understand the new rules resulting from the simplification of the Agricultural Wages (Scotland) Order (No. 44) 1996.

This twenty first edition of the Guide incorporates the new rates of pay and other changes introduced with effect from Saturday, 1 April 2017.

These rates and other changes are contained in the Agricultural Wages (Scotland) Order (No. 64) 2017 ('the Order'), a copy of which was issued with this Guide. The Order contains the detailed legal requirements for the calculation of minimum pay, holidays etc., and has to be written in the precise legal terms required to make the Order enforceable in law. The following guidance notes attempt to explain the rules in simpler terms and to answer some of the questions which are most likely to arise.

If you require a copy of this Guide or the Agricultural Wages Order in either Gaelic or Polish, please contact us.

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Where the **National Minimum Wage (NMW)** and the **National Living Wage (NLW)** become higher than the hourly or other minimum rate of pay prescribed under this Order, the Wages Board has taken to have made an Order fixing minimum rates equal to the **NMW** and the **NLW**.

If you are unclear about the terms or effect of the **NLW** or the **NMW** then you should seek guidance from your legal or financial adviser.

1. Important Notes

- The information contained in this Guide is provided as guidance only. It should not be seen as providing legal advice on the Order or on legal matters generally. If you are unclear about the terms or the effect of the Order, you should contact your legal adviser.
- The Order makes provisions for all workers except those who are of 'school age', within the meaning of section 31 and 33 of the Education (Scotland) Act 1980. This Guide does not, therefore, apply to persons who are required by law to attend school.
- For convenience, the main entries in the Guide have been cross-referenced back to the corresponding sections of Wages Order No. 64. These cross-references are shown in *italics* and are placed in brackets, eg.:

Rates of Pay (Parts 2 and 3)

Who gets paid what? (Articles 5, 6 and 7)

- The rates of pay quoted in this Guide relate to the **minimum** rates set from 1 April 2017. New rates will be introduced with effect from 1 April 2017 and if this edition of the Guide is being used after that date, care must be taken to apply any revised rates quoted in subsequent Wages Orders.
- The Order contains important definitions of commonly used terms and explains certain other features of the Order. The definitions and explanations are contained in *Part 1* of the Order.
- The Order sets out the **minimum** rates of pay and other conditions to which workers are entitled by law. Employers may, at their discretion, pay more than these minimum rates or offer better conditions of service. Any such rates and conditions agreed by the employer and the worker will be due as a matter of contract law.

2. About Wages Order No. 64

When does the new Order come into effect?

- The Order will be effective from Saturday, 1 April 2017.
- The rates of pay which come into effect on 1 April 2017 are compatible with NMW and NLW requirements where necessary.

Key Features

- A minimum hourly rate of £7.50 for all workers.
- A minimum hourly rate of £4.40 for workers who undertake a Level 2 Modern Apprenticeship in Agriculture/Horticulture.
- The dog allowance to be increased to £5.60 per week for each dog up to a maximum of 4.
- The additional sum payable to workers with appropriate qualifications will increase to £1.14 per hour.
- The daily rate of the accommodation off-set for accommodation other than a house is £6.00.
- The minimum hourly rate of £11.25 for overtime for all workers. Please see qualifying criteria for overtime on page 4.

3. Rates of Pay *(Parts 2 and 3)*

Who gets paid what? (Articles 5, 6 and 7)

- There is a single minimum hourly rate of pay for all agriculture workers.
- It is important to note that this hourly rate applies equally to full-time workers, part-time workers, students, workers on piece work, etc. The rate applies equally no matter what type of work is done.
- If an employer wishes to pay more to a worker employed on particular duties, then they can do so. What they cannot do is pay less than the minimum rate set out in the Order.
- The minimum hourly rate of pay is as follows:

All Ages of Worker	Minimum Hourly Rate Effective from 1 April 2017
	£7.50

- From 1 April 2017 employees who have been continuously employed by the same employer for up to 12 months and who have agreed as part of the terms of their contract of employment to study a Level 2 Modern Apprenticeship in Agriculture/Horticulture, are entitled to be paid £4.40 per hour for the first 12 months. Thereafter the minimum hourly rate will be £7.50 until 31 March 2018.

What about workers who have qualifications? (Article 7)

- Workers who have been with the same employer for more than 26 weeks, and who hold a qualification in an agricultural or production horticulture subject at SCQF 6/7 or above (this includes Scottish (or National) Vocational Qualification at Level 3, National Certificate, Higher National Certificate, Higher National Diploma) are entitled to be paid an additional sum of at least £1.14 per hour from 1 April 2017.
- A qualification in an agricultural or production horticulture subject above Level 3 (SCQF 6/7) must be relevant to the work being carried out.
- This additional sum is also payable to workers who hold a Level 3 (SCQF 6/7) Modern Apprenticeship certificate in agriculture or horticulture [production horticulture pathway only], issued by Lantra, after the worker has been with the same employer for more than 26 weeks.
- For more information contact Lantra Scotland, Inveralmond Business Centre, Auld Bond Road, Perth PH1 3FX, tel no. 01738 646762 or e-mail lantra.scotland@lantra.co.uk.

What about skilled workers who have no formal qualifications? (Article 7)

- Workers who hold a Certificate of Acquired Experience will also be entitled to be paid an additional sum of at least £1.14 per hour from 1 April 2017.
- Applications for the Certificate of Acquired Experience closed on 31 December 1997, although the Certificate remains valid beyond that date.

What payments are due for overtime working? (Article 8 and 9)

Up to 26 weeks

- Overtime must be paid when a worker works for more than 8 hours on any day **or** for more than 48 hours in any week. Note that no overtime hour can be counted twice, i.e. either it is paid because it is in excess of 8 hours for the day **or** because it is in excess of 48 hours for the next week, but not both.

Over 26 weeks

- Overtime must be paid when a worker works for more than 8 hours on any day **or** for more than 39 hours in any week. Note that no overtime hour can be counted twice, i.e. either it is paid because it is in excess of 8 hours for the day **or** because it is in excess of 39 hours for the week, but not both.
- The minimum hourly rate of payment for overtime for both up to and over 26 weeks as detailed above is the minimum hourly rate of pay to which the worker is entitled multiplied by 1.5 (the additional sum explained above does not form any part of the calculation; neither need it be paid in addition to the overtime rate).

4. Holidays (Part 4)

How many holidays should workers get? (Article 10)

- The holiday year will cover the period **1 January to 31 December**.
- The holiday entitlement set out in Part 4 of the Order complies with the provisions of the Working Time Regulations (WTR).
- Holiday entitlement depends on the number of days that an employee would be expected to work in the course of a regular working week (see table below). In addition, two special holidays are set. Details of these dates can be found on page 6 (*article 11*).

Holiday Entitlement	
No of days worked per week	No of days holiday per year
1	8
2	13
3	18
4	23
5	28
6	33
7	38

- Where the number of days worked varies from week to week, the average number of days worked per week over a 12-week period should be calculated.
- When a worker begins working with an employer during the holiday year, their entitlement will be in relation to the part of the holiday year still remaining, plus any of the special holidays which fall within the same period.
- During the first year of employment, the number of days holiday that a worker has a right to take at any time is limited to the amount they have accrued at that time.
- Accrual is at the rate of one-twelfth of the annual entitlement at the beginning of each month.
- The WTR make it clear that a worker is entitled to a minimum of 5.6 weeks holiday (28 days for someone working 5 days a week) in a holiday year. There is no provision for payment in lieu of any part of these 5.6 weeks if they are untaken by the end of the holiday year. Payment in lieu will, however, still apply to holidays which are over and above the provisions set by the WTR.
- If a worker's employment is terminated, then they will be entitled to payment in lieu for **all** holidays to which they are due, calculated up until the date of the termination of employment.

What about special holidays? (*Article 11*)

- In 2017/2018, each worker will be entitled to two special holidays as follows:
 - Christmas Day;
 - New Year's Day.
- If either of these days falls on a day of the week on which the worker would not normally be required to work, then the next normal working day will be allowed as a holiday.

Is time allowed off for bereavements? (*Article 12*)

- In the event of the death of a worker's child, parent, spouse, or someone they live with as if they are married to them (see *article 12(2)* of the Order for a full definition), the worker is entitled to at least three days paid bereavement leave.

What payments are made for the holidays taken by a worker? (Article 13)

- A worker is to be paid for his/her leave according to sections 221-224 of the Employment Rights Act 1996, which determine the amount of a week's pay for the purposes of the Act.

A normal week's pay is calculated as follows:

- For a worker with regular working hours:
 - (i) If his/her normal working hours are the same every week and pay for work done in those hours does not vary, a week's pay is what he/she earns in a normal working week.
 - (ii) If pay varies with the amount of work done in normal working hours (i.e. the number of hours in a working week does not vary), a week's pay is the average hourly rate of pay in respect of the previous 12 weeks.
- For a worker whose normal working hours vary from week to week, a week's pay is the average hourly rate of pay multiplied by the average of their normal weekly working hours over the previous 12 weeks, i.e. based on the average pay received and the average number of hours worked in the previous 12 weeks.
- For a worker with no normal working hours, a week's pay is the average pay received over the previous 12 weeks.
- Overtime: employers' liability to include overtime in holiday pay will vary from case to case. Recent UK tribunal and European court decisions have confirmed that payments intrinsically linked to the performance of tasks the worker is required to carry out under the contract of employment and payments linked to the worker's professional and personal status should be reflected in holiday pay. This can include elements such as bonuses and commission as well as overtime. **Employers should take their own legal advice if they are unsure of their obligations.**

What happens if a worker has to turn out on a holiday? (Articles 10 and 14)

- If a worker has to work for any part of a day on which it had been agreed that they would be on holiday (excluding special holidays) the following rules will apply:
 - the day will not be regarded as a holiday taken i.e. the worker's holiday entitlement will not be reduced in any way;
 - each hour actually worked will be paid at not less than the minimum hourly rate (excluding the additional sum) to which the worker is entitled multiplied by 1.5. A minimum of four hours must be paid even if the time worked is less than four hours. When more than four hours are worked, payment must be made for the actual number of hours worked.

- Different arrangements apply when a worker has to turn out on any of the two special holidays. If a worker is required to work on 25 December or 1 January, the following rules will apply:
 - for each hour worked, the worker must be paid not less than three times the minimum hourly rate (including the additional sum if appropriate). In these circumstances there is no requirement to pay for a minimum of four hours – payment need only be made for the actual hours worked;
 - in addition, if 25 December or 1 January fall on a day which the worker would normally work, then this day will count as holiday taken – the worker is not entitled to a day in lieu but is entitled to a day's holiday pay on top of any payment for the hours worked that day.

(Note: These rules will apply when a worker who would not normally have worked on one of the two special holidays is required to work on the holiday in lieu to which they are entitled, i.e. their next normal working day.)

What happens when the full holiday entitlement is not taken? (Article 15)

- Where a worker has not taken all of the days holiday to which they are entitled by the end of the holiday year, that worker will be due payment in lieu for only the days which are over and above the entitlement set by the WTR (5.6 weeks).
- Where a worker has not taken all of the days holiday to which they are entitled on the termination of their employment, that worker will be due payment in lieu for any days not taken, including all or part of the WTR entitlement.
- Payments in respect of holidays not taken (subject to the above) should be made no later than the first regular pay day after 31 December or within seven days of the end of employment.

Who decides when holidays can be taken? (Article 10(8))

- Normally a worker and employer will be able to agree suitable holiday dates between them.
- Where no such agreement can be reached, the employer may give the worker 21 days notice of the date(s) when the holiday can be taken. The employer **will allow the holiday to be taken before the end of the holiday year**, or before the worker leaves their employment.
- When considering a holiday request, the employer must act reasonably, not in an unreasonable or capricious way.
- In circumstances where an employer refuses a workers request to take a holiday on the date(s) requested, the employer should provide the worker with a justifiable reason for refusal in writing.

5. Absences Due to Ill-Health *(Part 5)*

When does sick pay become payable? *(Articles 16, 17, 18 and 19)*

- To qualify for any Agricultural Sick Pay (ASP), a worker must have been in continuous employment with the same employer for at least 52 weeks.
- The minimum number of days sick pay to which a worker may be entitled in any period of 52 weeks is calculated by multiplying the number of days they are contracted to work in a week by 13. Thus a worker who is contracted to work five days a week would be entitled to 65 days sick pay in any 52 week period.
- Where a worker's absence continues beyond 52 weeks they will become entitled to a further 13 weeks period of sick pay.
- Sick pay is due when a worker cannot work because they are ill, injured or suffering from some other medical condition. Sick pay is also payable when a worker is prohibited from working because of contact with a contagious or infectious disease (but only if they have a certificate from their doctor to confirm this and the certificate is shown to their employer).
- Sick pay is not paid for the first three days of each absence. In addition, days when the worker is in receipt of maternity pay, which are paid as holidays, or when the worker is in legal custody, do not qualify for sick pay.
- To qualify for sick pay, the following steps must be taken:
 - the employer must be informed of the absence within 24 hours and the reason for the absence made known (this could be done by phone, in writing, in person, etc.);
 - if requested to do so **in writing** by their employer, the worker must provide an explanation **in writing** for their absence. This explanation must be signed by the worker and must be provided within 24 hours of the employer's request;
 - if the period of sickness lasts between four and six days, the worker must provide their employer with **one** of the following:
 - (a) a statement signed by the worker explaining the reason for their absence;
 - (b) a medical certificate relating to the period of absence; or
 - (c) a certificate of admission to hospital;

- if the period of sickness lasts for seven days or more, the worker must provide either:
 - (a) a medical certificate; or
 - (b) a certificate of admission to hospital.

(Note: When calculating the period of sickness, only contractual working days are taken into account – holidays and non-working days are excluded.)

How is sick pay calculated? (*Article 18*)

- Having followed the above guidance and worked out the number of days which qualify for sick pay, each day must be paid according to the following calculation:

the minimum hourly rate to which the worker is entitled (including the additional sum, if appropriate) multiplied by the number of hours which they normally work per week (excluding overtime and limited to no more than 39) and divided by the number of days per week which the worker is contracted to work.

Example: For a worker with more than 52 weeks continuous employment who is entitled to the additional sum, contracted to work 36 hours per week over four days.

Minimum hourly rate	=	£7.50
Additional sum	=	<u>£1.14</u>
		<u>£8.64</u>
Minimum daily rate of sick pay	=	$\frac{£8.64 \times 32}{4} = \mathbf{£69.10}$

* As the worker is working more than eight hours per day, four hours would be at the overtime rate and therefore deducted from the hours worked.

What happens when the sick pay 13-week period is up?

- The Statutory Sick Pay Scheme (SSP) is payable for a maximum of 28 weeks in any one spell of sickness, employers should be aware that there may on occasions be an obligation to continue paying SSP even when a worker's entitlement to sick pay under *articles 15-18* inclusive of the Order is exhausted.

6. Benefits *(Part 6)*

What benefits can be counted towards payment of wages? *(Article 21)*

- The only benefit provided by an employer to a worker which can be counted as part payment of the minimum wage is the provision of a house without charge. The value of this benefit will be £1 per week and this amount may be deducted from the worker's pay even if this would reduce the gross pay to below the statutory minimum. (This deduction cannot be made if the accommodation has been declared as unfit for human habitation by the local authority.)
- Any deduction an employer makes from a worker's wage in respect of accommodation other than a house shall not exceed £6.00 for each day in the week for which living accommodation is provided.
- Other deductions for meals, petrol, Council Tax, etc., may be deducted from pay by written agreement between employer and worker, but such deductions must not reduce the worker's gross pay below the minimum level to which they are entitled according to the Wages Order.

7. Miscellaneous Conditions *(Part 7)*

Standby Duty *(Article 22)*

- A worker is entitled to be paid two hours of pay at the appropriate rate specified on page 3 of this guide for each period of standby duty undertaken. The definition of standby duty is given in *article 22(2)* of the Order, but for convenience this can be summarised as time when a worker is required to be readily available for work on a day when they do not normally work **or** on a day which has been agreed as a holiday or special holiday. The requirement for a worker to be readily available for work after completing their normal contracted hours is also classified as a standby period.
- If a worker on standby is required to work, then they must be paid for each hour actually worked in addition to the time spent on standby. The amount of payment will be determined by the status of the day, which means that:
 - if the day was a day on which the worker did not normally work or, the day was a day on which the worker had completed their normal contracted hours, then the hours worked would be paid at not less than their minimum overtime rate (see *article 9* of the Order and Section 3 of this guidance note);
 - if the day had been agreed by the worker and the employer as a holiday, then the minimum payment for the work done would be the same as it would be for work on a holiday when the worker was not on standby (see *article 10(10)* of the Order and Section 4 of this guidance note);
 - if the day was one of the special holidays (Christmas or New Year) or a day in lieu of one of the special holidays, then payment would be made in accordance with the rules for work carried out on such days (see *article 14* of the Order and Section 4 of this guidance note).

Can Pension Contributions still be made? *(Article 23)*

- Nothing in the new Order affects the operation of the pension enrolment scheme established by the Pensions Act 2008. Information on employers' duties, in relation to the enrolment scheme, can be found at www.thepensionregulator.gov.uk. The arrangements for the payment of pension contributions, for workers not yet captured by the pension enrolment scheme, are not changed by the new Order. These arrangements are outlined below for convenience.
- A worker may choose to have a sum of not less than £4 per week deducted from their pay and paid into a pension fund on their behalf. This can only be done where the worker has given a written instruction to their employer to make these deductions from their pay.
- A worker cannot choose to make pension contributions unless they have been continuously employed by the same employer for at least 26 weeks or are already a member of a pension scheme.
- Deductions from pay for pension purposes will continue to be made until the worker gives a written instruction to their employer that they should stop or when the worker leaves that employment.

What about Health and Safety Training? (*Article 24 and 25*)

- The new Order continues to give workers a right to time off to attend health and safety training, and it also gives employers the right to insist that workers attend such courses.
- The employer and worker may agree that no training is required, but either party can insist on attendance at training courses up to a total of two days in any year. The Order does not, of course, stop employers and workers from agreeing that more than two days training should be undertaken in a year.
- The health and safety training provisions apply only to workers who have been continuously employed by the same employer for more than 26 weeks.
- The costs of attendance at such training courses will be paid by the employer. These costs include:
 - the cost of course fees etc.; and
 - the reasonable cost of travel, meals and accommodation necessary to enable the worker to attend the course.

Is the Dog Allowance still payable? (*Article 26*)

- If it is necessary for a worker to keep and feed a dog (or dogs) to enable them to do their job, then they should be paid a sum of not less than £5.60 per week for each dog, up to a maximum of 4 dogs. This sum is non-taxable.

Who is responsible for weather protective clothing? (*Article 27*)

- It is the responsibility of the employer to ensure that a worker is provided with the weather protective clothing which they need to do their job.
- This means that, where required, the employer must provide wellington boots and PVC coat, leggings and gloves.
- It is the responsibility of the employer to repair or replace clothing which is no longer fit for use. However, it is the responsibility of the worker to repair or replace any items which they have damaged or lost as a result of their own carelessness or other fault.

Who needs to keep time sheets? (*Article 28*)

- The employer **must** provide the worker with a time sheet on which they can record the hours they have worked each day.
- The worker **must** complete time sheets and give them to their employer. The employer **must** retain these time sheets for **at least three years**.
- There will be no requirement to keep time sheets if the employer uses an automatic system, such as a time clock, to record hours worked.
- Examples of two types of time sheet (one covering a week and the other covering a month) are shown at *Appendix 2*. Other styles may be used as long as they can provide all of the necessary information.

When should wages be paid? (*Article 29*)

- *Article 29* of the Order requires that all basic pay and overtime should be paid as soon as possible after the hours have been worked. This generally means that all normal hours worked should be paid for at the end of the week or month, or whatever the normal pay period is. (Some payments may have to be carried over into the next accounting period, e.g. where overtime is worked shortly before pay day and cannot be processed in time.)
- Where a worker is contracted to work varying hours from week to week, or where variable levels of overtime are worked, the employer is not allowed to average out payments across two or more pay periods unless the employment is covered by the stable income arrangement (SIA). Likewise, occasional lump sum payments cannot be regarded as a substitute for prompt and proper payment.
- Holiday pay should generally be paid in advance. Other elements of pay should be paid as early as possible after there is sufficient information available to calculate it.
- Workers contracted to work under the SIA should be paid at the intervals agreed in the contract.

8. Stable Income Arrangement (SIA)

(Part 8)

What is SIA? (Article 30)

- Wages Order 46 introduced a voluntary option of paying wages in equal instalments. This method of payment is known as the SIA.
 - This will allow wages to be paid in equal instalments for each pay period regardless of the number of hours worked in each pay period. Payment by this method ensures that there are no fluctuations in pay where hours vary greatly according to either working patterns or the seasons.

Who is eligible for the SIA?

- All agricultural workers in Scotland, can, through agreement between worker and employer, be paid by this method. Workers who work differing hours throughout the seasons of the year may benefit by receiving a regular pay at the end of each pay period. It may also benefit employers as outgoings would be consistent from week to week or month to month.

What conditions have to be met? (Article 31)

- In order for a worker to be paid by this method a written contract of employment between the employer and the worker has to be in place and must specify the number of hours to be worked over a prescribed period, e.g. time to be worked over a year.

The payment of such hours must be calculated at not less than the appropriate minimum hourly rate prescribed in Part 2 of the Order in force at the time. Hours which attract the overtime rate must also be separately identified, and paid for at no less than the rates prescribed by Part 3 of the relevant Order. Details of how to calculate the payment of hours worked over a year are set out in the following examples:

Example 1 – Summer/Winter

13 weeks of 35 hours during the winter and 39 weeks of 40 hours in the summer.

35 hrs x 13 wks x £7.50	=	£3,412.50
39 hrs x 39 wks x £7.50	=	£11,407.50
1 hr x 39 wks x £11.25	=	£438.75
Total	=	£15,258.75

Example 2 – Weekend On/Weekend Off

Weekend on = 48 hours

Weekend off = 39 hours

39 hrs x 52 wks x £7.50	=	£15,210.00
9 hrs x 26 wks x £11.25	=	£2,632.50
Total	=	£17,842.50

Example 3

52 weeks of 39 hours per week plus periods of overtime likely to be worked by a 'tractorman'.

39 hrs x 52 wks x £7.50	=	£15,210.00
10 hrs x 4 wks x £11.25	=	£450.00
12 hrs x 2 wks x £11.25	=	£270.00
5 hrs x 4 wks x £11.25	=	£225.00
Total	=	£16,155.00

- The employer **must** supply time sheets to the worker. The worker, in turn, **must** complete time sheets in order to record the hours worked. Completed time sheets will require to be maintained by the employer for a period of not less than **three years**.

What about holiday entitlement and sick pay?

- Entitlement to holidays, absences due to ill-health and the other miscellaneous conditions of the Order apply to those on SIA as they do to workers being paid under Parts 2 and 3 of the Order.

Would the pay period change?

- The pay period conditions under which a worker is employed need not change if payment by the SIA method is in place. Pay can be made on a weekly, fortnightly or monthly basis. It will be a matter of agreement between the worker and employer as to when pay is to be paid. Instalments should be calculated and paid over the entire period employed, including periods of holiday.

9. Working Time Regulations 1998

(S.I. 1998/1833) as amended

- The following provides guidance on the application of some aspects of the WTR. The WTR concerning holiday entitlement have been included in the Order. Section 4 of this Guide gives details of holiday provision for agricultural workers.

What about working long hours?

- The WTR limit weekly working time to an average of 48 hours over a 17 week period (the averaging period may be extended in certain circumstances). An individual worker may choose to agree to work more than the average 48 hour weekly limit. Should they do so, an agreement to that effect must be made in writing. The worker has the right to bring such an agreement to an end.
- Where such an agreement is in place between the worker and the employer then records must be kept to show the actual hours worked by the worker (the example of time sheets given at *Appendix 2* could be used or adapted for this purpose). The employer must maintain completed records, showing which workers have made this type of agreement, and the actual hours worked, for at least **three years**.

What rest periods are workers entitled to?

- The WTR make provision for weekly rest periods and daily rest breaks. Compensatory rest is allowed for under the WTR should a worker be required to work during a rest period or a rest break. In practice, cases where it is not possible to take compensatory rest due to 'exceptional circumstances' will be rare, but will also be self-evident, for example a foreseeable surge of activity at harvest or lambing etc. This flexibility provided for is not something that could be used on a routine basis.

Who enforces the WTR conditions?

- Agricultural inspectors will continue to enforce the terms and conditions of the Order including the provisions which have been adapted to comply with the WTR. The working time limits will be enforced by the Health and Safety Executive and local authorities. The entitlements to rest periods and breaks will be enforced by a worker taking their case to an Employment Tribunal.

Further Information on the WTR?

- Information on all aspects of the Working Time Regulations can be found at www.bis.gov.uk/publications.

10. Explanatory Notes

- The following notes do not relate directly to the Order but they offer advice, guidance and information which workers and employers may find helpful in a variety of circumstances.

Scope of Order

- The provisions of this Order apply to all workers in agriculture and horticulture (ie market gardens, gardens and nursery grounds, but not private or ornamental gardens from which none or only a small amount of the produce is sold), and also to foresters.
- The provisions of the Order apply to all workers in agriculture except those who are of 'school age', within the meaning of section 31 and 33 of the Education (Scotland) Act 1980. It does not, therefore, apply to persons of school age. There are separate provisions set out in national legislation and in local authority by-laws for the employment of children of school age with which all employers must comply.
- For the avoidance of doubt, the provisions of this Order apply to workers employed in fish farming where the fish farming enterprise comes within the definition of agriculture.

Void Agreements

- Section 11 of the Agricultural Wages (Scotland) Act 1949 states that any agreement between a worker and an employer which would lead to the worker not enjoying at least the minimum terms and conditions set out in the Orders would be void.
- Examples of void agreements would include the following:
 - an agreement to pay less than the minimum wage in cash even if some compensatory payment in kind was made;
 - an agreement to reduce holiday entitlements or the minimum payments for holidays;
 - an agreement not to pay full overtime rates when overtime was worked;
 - an agreement that a worker should provide their own weather protective clothing.
- Any agreement which means that a worker benefits from payments or other conditions in addition to those set down in the Order is acceptable under the 1949 Act.

Statement of Terms and Conditions of Employment

- In terms of Section 1 of the Employment Rights Act 1996, employers are required to provide workers with a written statement of particulars of their employment within two months of commencing employment. Any changes to the terms and conditions of all employees require to be intimated in writing no later than one month after the change. *Appendix 1* to these notes provides a suggested form of written statement which sets out the information required.

Training

- For the purposes of training courses provided for in *article 24* of the Order, Lantra NTO shall provide, at a standard charge, certificates of training at the end of a course. A specimen certificate is shown overleaf. It is recommended that the certificate(s) provided on completion of the training course be retained by the worker to provide a comprehensive record of training for future employers.

Useful Contacts

The following gives information on various publications and contact telephone numbers which employers and workers may find useful:

- **Statutory Sick Pay (SSP)**

Employers' obligations under the SSP are contained in the Employers' Manual to SSP (E14). For further information contact:

Employer's helpline: 0300 200 3200

Employee's helpline: 0300 200 3500

Email: helpdesk@ir-efile.gov.uk

Website: www.hmrc.gov.uk/online

- **Working Tax Credit**

Contact: Tax Credit

Helpline: 0345 300 3900

Website: www.gov.uk/working-tax-credit

- **General Employment Matters – ACAS**

The Advisory Conciliation and Arbitration Service (ACAS) publish information on codes of practice employment matters such as redundancy, contracts, bullying, harassment, rest breaks and earned leave.

ACAS Scotland

151 West George Street

Glasgow G2 2JJ

General helpline: 08457 474747

Regional helpline: 0300 123 1150

Website: www.acas.org.uk

- **Working Time Regulations**

For information regarding Working Time Regulations.

Contact: 0800 917 2368

Website: www.gov.uk/maximum-weekly-working-hours/overview

- **Health and Safety Executive (HSE)**

Scotland Local Offices

Edinburgh – 0131 247 2121

Glasgow – 0141 275 3100

Aberdeen – 01224 252525

Inverness – 01463 713459

Website: www.hse.gov.uk

- **Employment Tribunals**

For information about making a claim or going to an Employment Tribunal.

Contact: Govan Law Centre

Telephone: 0141 440 2503

Website: www.govanlc.com/appet.htm

- **National Minimum Wage (NMW)**

The Pay and Work Rights helpline offers information on the National Minimum Wage and can be contacted by telephone on 0800 917 2368 and on textphone on 0800 121 4042.

Website: www.gov.uk/national-minimum-wage-rates

- **Citizens Advice Scotland**

CAS is the national umbrella body that provides support services for Scottish citizens. For local office or to contact Citizens Advice Direct: 0808 800 9060.

Website: www.cas.org.uk

- **Human Trafficking**

Helpline number: 08000 121 700

Website: www.modernslaveryhelpline.org

CERTIFICATE OF ATTENDANCE

This is to certify that

.....

has completed training in

.....

Course Duration:

1 Day

Date:

6 July 2011

Instructor:

Mr S White

Ref: HO27510


Chairman

Ensuring that workers are properly paid

- The employer and the worker both share the responsibility for ensuring that all requirements of the Order are complied with in full. This guidance note seeks to help both parties to understand what they are required to do, and officials of The Scottish Government Wages Enforcement Team will always try to answer any questions.

Control Test Inspections

- Scottish Government Agricultural Wages Inspectors will also carry out random checks at employers' places of business, both by way of routine spot checks and in response to complaints by workers about their pay and conditions. These visits will normally involve interviews with the employer and one or more workers, and probably a check of records relating to pay, holidays, hours worked, etc.
- Where the Wages Enforcement Team considers that a worker has not received his/her full entitlement, the employer will be advised of the problem in writing and invited to remedy the position.
- The Wages Enforcement Team has found it to be beneficial for an employer to maintain records to show that the appropriate payments due to workers have been made. For example:
 - payments due for holidays taken and not taken,
 - payments due for bereavement leave and parental leave,
 - payments due for working on special holidays, standby, etc.
- If an acceptable solution cannot be agreed, then the matter may have to be referred to an Employment Tribunal for settlement.
- If a worker believes that they are not being paid in accordance with the Order, then they should contact the Secretary, Scottish Agricultural Wages Board, Saughton House, Broomhouse Drive, Edinburgh EH11 3XD, Tel No: 0131 244 9749.
E-mail sawb@gov.scot

Complaint Procedures

- Complaints about the standard of service received from the Scottish Government Rural and Environment Directorate Agricultural Wages enforcement staff, should be directed initially to the Deputy Director, Agriculture and Rural Development Division, Spur D, Saughton House, Broomhouse Drive, Edinburgh EH11 3XD.
- If having referred the matter to the Deputy Director, Agriculture and Rural Development Division you remain dissatisfied you may refer the matter to the Cabinet Secretary for Rural Affairs and the Environment, St Andrew's House, Regent Road, Edinburgh EH1 3DG.
- Where an employer or worker considers that there has been maladministration by Scottish Government staff in the handling of a routine inspection or complaint case, as opposed to the outcome of the case, they may refer the matter to the Scottish Public Services Ombudsman, 4 Melville Street, Edinburgh EH3 7NS, Tel: Freephone 0800 377 7330, Fax: Freephone 0800 377 7331. Complaints must, normally, be submitted in writing within 12 months of the event giving rise to the complaint. Further information regarding the Scottish Public Services Ombudsman is available at www.spsos.org.uk.

11. Members of the Scottish Agricultural Wages Board

The Scottish Agricultural Wages Board has the following membership:

■ Independent members appointed by Scottish Ministers:

John Menzies, Chair
Cllr Bill Howatson
David Nelson
Mrs Fiona O'Donnell
Mrs Afshan Rathore

■ Employers' representative members nominated by NFU Scotland and the Scottish Rural Property and Business Association:

Scott Walker	NFU Scotland, Rural Centre, West Mains
John Picken	Ingliston, Newbridge EH28 8LT
Jamie Smart	Tel No: 0131 472 4000
Peter Thomson	
Tracy McCullagh	
Ms Katy Dickson	Scottish Land & Estates Stuart House, Eskmills Business Park Musselburgh EH21 7PB Tel No: 0131 653 5400

■ Employees' representative members nominated by Unite the Union:

Scott Foley	Edinburgh Office
Ms Frances Mackay	22 York Place
Scot Walker	Beaverbank Business Park
Ms Donna Donnelly	Edinburgh EH1 3EP
Ms Kelly Graham	Tel No: 0131 556 9676
Jim Winter	

■ SAWB Secretary:

Ken Gray
D Spur, Saughton House
Broomhouse Drive
Edinburgh EH11 3XD
Tel No: 0131 244 9749
E-mail: sawb@gov.scot

Appendix 1

Statement of Particulars of Employment

In terms of section 1 of the Employment Rights Act 1996 an employer is required to give an employee a statement of particulars of employment within two months of commencing employment. Where a change occurs in any of the matters covered in the statement, employees must be given written notification of this as soon as possible and, in any event, within one month. The following statement is a list of all the particulars which the employer is required to give. It is, however, intended as a guide only. The employer is strongly advised to consult his own solicitors as to how the statement should be completed in any particular case and in any event must have regard to the provisions of the Wages Order.

1. Employer (Name)

Employee (Name)

2. **Date of Employment**

(a) Your employment began on (date)

.....

(b) Continuous employment (**enter this section only where applicable**). As previous employment with [specify relevant previous employer]

.....

counts as part of your period of continuous employment your employment is deemed to have begun on (date)

.....

3. **Job Title**

You are employed as a

The employer reserves the right to transfer you to other suitable duties if there is no work available at your job OR it is necessary for the needs of the business. (The employer should specify as required.)

4. **Wages**

(a) Your rate of pay will be:

.....

.....

(where applicable the method of calculating remuneration should be entered in this section including benefits and advantages).

(b) Pay interval

The interval at which remuneration will be paid will be weekly/monthly/at the following specified intervals [delete whichever is inapplicable].

.....

.....

5. **Hours**

Your terms and conditions in relation to hours of work are as follows:

.....
.....

(The Agricultural Wages (Scotland) Order sets a minimum calculation for overtime hours of the minimum hourly rate x 1.5).

6. **Holidays**

Your entitlement to holidays, including special holidays and holiday pay, is as follows:

.....
.....

7. **Place of Work**

Your place of work will be [where employee is required or permitted to work in various places include an indication of that and of the address of the employer]

.....
.....

8. **Sickness**

Your terms and conditions relating to incapacity for work due to sickness, injury or other medical condition and to sick pay are as set out in the Agricultural Wages (Scotland) Order as amended from time to time or as set out hereunder [delete whichever is inapplicable].

.....
.....

(Where they differ from the Wages Order you should enter any alternative terms and conditions in this section eg agreed qualifying days for Statutory Sick Pay purposes.)

9. **Pensions**

THERE IS/IS NOT a pension scheme.

(If applicable) – The terms and conditions relating to the pension scheme are supplied to you with this statement. A contracting-out certificate under the Social Security Pensions Act 1975 is/is not in force [delete where applicable].

10. **Termination of Contract**

If applicable:

Your contract is for a fixed term and will terminate on (date):

.....

Your employment under this contract is not intended to be permanent and is expected to continue only for [.....] weeks.

11. **Notice**

The amount of notice of termination of your employment you are entitled to receive is:

.....

The amount of notice you are required to give is:

.....

12. **Disciplinary Procedures**

The disciplinary rules which apply to you are:

(an explanation of the employer’s rules is required here. For more details about the statutory code that must be complied with see the ACAS Code of Practice on Disciplinary and Grievance Procedures.)

.....

.....

If you are dissatisfied with any disciplinary or dismissal decision which affects you, you should apply in the first instance to:

(specify the name of the person to whom the employee can apply)

.....

Such application should be made as follows:

(specify manner in which application should be made)

.....

.....

13. **Grievances**

If you have a grievance about your employment you should apply in the first instance to (specify the name of the person to whom the employee can apply)

.....

Such application should be made as follows:

(specify manner in which application should be made)

14. **Other Terms and Conditions**

(any collective agreements which directly affect the terms and conditions of employment should be referred to, if there are none this requires to be stated).

.....

.....

.....

Signature of Employer

Signature of Employee

Appendix 2

Sample Time Sheets

Time Sheet (Weekly)

Employee _____

Week commencing Monday (day/month/year) _____

Day	Time Worked	Total Hours:Minutes
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Weekly Total (Hours:Minutes)		

Employee's Signature _____ Date _____

Approved by _____ Date _____

Time Sheet (Monthly)

Employee _____

Month _____ Year _____

Date	Time Worked	Daily Total (Hours:Minutes)	
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			Weekly Total (Hours:Minutes)
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			Weekly Total (Hours:Minutes)

Time Sheet (Monthly)

Date	Time Worked	Daily Total (Hours:Minutes)
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		Weekly Total (Hours:Minutes)
Sun		
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		Weekly Total (Hours:Minutes)
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		Weekly Total (Hours:Minutes)
		Monthly Total (Hours:Minutes)

Employee's Signature _____ Date _____

Approved by _____ Date _____



Scottish Government
Riaghaltas na h-Alba
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www.gov.scot

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