

Bryan Slater
Director of Education

MANAGEMENT INFORMATION

SUBJECT: NATIONAL MINIMUM WAGE

WORKING TITLE:

FORMAT: Letter

DATE PUBLISHED: March 1999

DATE EFFECTIVE:

DISTRIBUTION: Headteachers of all schools

FOR SCHOOL USE:

SUMMARY:

This letter gives information about the introduction from 1 April 1999 of the National Minimum Wage.

ACTION REQUIRED:

Headteachers to note the advice.

ASSOCIATED DOCUMENTS:

CONTACT:

TEL:

Bob Hedley
Lynn Major
Ian Cooper
Stewart Shaddock

01603-222418
01603-223836
01603-222803
01603-223477



Tel: (01603) 222146
Fax: (01603) 222119

Your Ref:		Please ask for:	School's Personnel Consultant
My Ref:	BCS/EPs/SS/TP	Direct Dialling Number:	as per MI sheet
Date:	3 March 1999		

TO: HEADTEACHERS OF ALL SCHOOLS

Dear Headteacher

NATIONAL MINIMUM WAGE

The National Minimum Wage Act and the more detailed National Minimum Wage Regulations will come into force on 1 April 1999. The Act received Royal Assent on 31 July 1998 and the Regulations are currently out for consultation in draft form.

The National Minimum Wage (NMW) will be:

- i) £3.00 per hour for all employees aged 18 and over, but under 22;
- ii) £3.20 per hour if aged 22 or over and employed under a contract which requires the employee to undertake at least 26 days accredited training during the first 6 months of that employment;
- iii) £3.60 for all other employees aged 22 and over.

If schools adopt the recommended grades and pay scales set out in Section 1 of the Personnel Handbook, they should not have any employee being paid less than the NMW. However, the Regulations will apply to staff engaged on a casual hourly basis so it is essential that hourly rates of pay for such staff also reflect the recommended grades for the duties required of them.

Apart from the requirement to pay all employees the NMW, employers will also be required to:

- * issue a NMW Statement to each employee
- * keep records of workers pay
- * allow individuals to inspect their own records

For locally managed schools and grant maintained schools who use the service, these requirements will be met through the County Council's payroll system.

If you have any further queries on any of the above, please contact your designated Personnel Consultant who will be able to help you further.

Yours sincerely

Benjamin Sachs

Bryan Slater
Director of Education