

The University and the recognised campus trade unions have negotiated the following package of harmonised terms and conditions of employment which will automatically be incorporated into your contract of employment on the agreed date of implementation of the final Agreement to support the Pay and Grading structure. These terms and conditions replace and supersede all other existing agreements, arrangements, customs and practices relating to pay and non pay benefits.

Note: Support staff are on grades 1 – 5;

Academic, Academic-related and Research staff are generally on grades 6 – 8;

Grade 5 Research focussed staff have the same terms and conditions as other Research staff

Grade 5 Teaching focussed staff (which includes Language Tutors and Demonstrators in Anatomy) have the same terms and conditions as Research staff.

Hours of Work Implemented 1 August 2005 No reduction in basic pay - therefore hourly rates of pay increased	Support	35 hours week
	Academic-related and Research staff and Grade 5 Teaching focussed staff	Nominal 35 hours for Research grade 5 and all grades 6 and 7 Expected to work such hours as necessary for the proper discharge of the duties
	Academic (grade 6 and above)	Expected to work such hours as necessary for the proper discharge of the duties
Annual Leave Implemented 1 October 2005 Annual Leave year to run from 1 October to 30 September Based on continuous service with the University All staff will receive Annual Leave, Closure Days and Bank Holidays proportionate to their contracted hours of work Allowance based on 1 day equating to 7 hours New starters / leavers only receive proportionate closure days and Bank Holidays which fall within the period of their employment	Support	0 to 5 years service: 23 days Annual Leave plus 4 Closure Days plus 8 Bank Holidays (245 hours)
		5 to 10 years service: 26 days Annual Leave plus 4 Closure Days plus 8 Bank Holidays (266 hours)
		10 plus years service: 27 days Annual Leave plus 4 Closure Days plus 8 Bank Holidays (273 hours)
	Academic-related and Research staff and Grade 5 Teaching focussed staff	29 days Annual Leave plus 4 Closure Days plus 8 Bank Holidays (equating to 287 hours)
Academic (grade 6 and above)	Reasonable amount, at least 28 days statutory minimum	
Probation Periods Implemented 1 October 2005 for new starters	Support	3 calendar months probation period 1 week notice during this period
	Academic-related and Research staff and Grade 5 Teaching focussed staff	9 calendar months probation period 1 calendar month notice during this period
	Academic (grade 6 and above)	Up to 4 years probation period 3 calendar months notice during this period
Notice Periods Implemented 1 October 2005 for new starters. Will be applied to existing staff when they change posts or are re-graded	Support	4 weeks notice by employees 4 weeks notice by the University for first 4 years plus an additional weeks notice for each additional year of service up to a maximum of 12 weeks notice
	Academic, Academic-related and Research staff and Grade 5 Teaching focussed staff	3 calendar months by employees 3 calendar months by the University

Sick Pay Implemented 1 October 2005	All staff	0 to 3 months service: 1 month full pay 3 to 12 months service: 2 months full pay and then 2 months half pay 1 to 3 years service: 3 months full pay and then 3 months half pay 3 + years service: 6 months full pay and then 6 months half pay
Pay Protection resulting from the implementation of the Pay and Grading final Agreement	Staff who have been red-circled	Will continue to receive incremental increases on protected grade and general pay awards (if any) for a period of four years from date of implementation of the final Agreement. At the end of the four year period, pay reverts to non protected pay level appropriate to the post at maximum scale point (excluding contribution points)
Long Service Awards Implemented 1 October 2004	All staff	For staff reaching 25 or 40 years of continuous service, £400 vouchers (shopping / holiday / leisure) or 5 days Annual Leave
Retirement Date Implemented 1 October 2011	All staff	The University no longer has a fixed retirement age. Employees must give at least contractual notice of their intention to retire.
Death in Service Grant	All staff	Automatically instigated by the University 0 to 5 years service: 1 months gross salary 5 years plus service: 3 months gross salary
Pre-Retirement Leave Effective from 1 January 2014 Does not apply to staff giving written notice to retire prior to 1 January	All staff retiring at age 55 or over	Up to maximum of 6 days (1 day for each 2 years of continuous service) Earned at the rate of 1 day for each complete month of written notice given (pro rata for part-time staff) Plus 2 days which can only be used to attend the pre-retirement workshops run by the University and for pension office appointments.
Working contracted hours on a Bank Holiday or Closure Day *TOIL – Time off in lieu	Support Grades 1 - 5	For contracted hours worked on: Bank Holidays (in addition to normal salary) Plain time plus *TOIL for hours worked Closure Days (in addition to normal salary) Plain time for hours worked or *TOIL
Overtime Rates for time worked in excess of the 35 hour week *TOIL – Time off in lieu	Support Grades 1 to 5	Monday to Saturday Time and a half or *TOIL Sunday Double time or *TOIL Bank Holidays/ Closure days Double time or *TOIL All overtime requires prior agreement from management Overtime will only be paid for hours actually worked, there will be no minimum payments A period of less than 30 minutes will be considered under flexible working arrangements and will not qualify for overtime rates Part-time staff will be paid overtime at plain time until hours exceed 35 per week TOIL will be at plain time Staff working any 5 out of 7 day shift patterns, overtime on rest days: First rest day Time and a half or *TOIL First rest day when it falls on a Bank Holiday Double time or *TOIL Second rest day Double time or *TOIL Security staff will be paid all overtime at an average of 1.625 x hourly rate which is equivalent to the above rates

	Academic, Academic-Related and Research staff and Grade 5 Teaching focussed staff	Not applicable Except local arrangements will continue for weekend cover at the Biological Support Unit
Incremental Progression Staff will move to an August increment when they change post or are re-graded	All staff	Incremental progression on 1 August until the top of the grade is reached (subject exceptionally to procedures for dealing with performance). Progression is subject to 6 months in post.
Standby / On Call	Support and Academic-related Grades 1 to 8	Only paid for formal on call rotas Local schemes to be reviewed based on: standby payment and pay for hours actually worked
Holiday and Sick pay	All staff	Holiday and sick pay to be based on contractual pay plus long term market supplements
Acting Up Allowance	All staff	Acting up / Responsibility allowance if covering for at least 1 month. If undertaking full role payment is at the minimum point of the higher grade. If not, payment is proportionate to the extent of the additional duties based on the difference between minimum point of the higher grade being covered and current point of scale of the individual.
Stand in duty (Acting up Allowance)	Support Grades 1 to 4	Day payment at the minimum point of the higher grade being covered (full duties must be covered)
Exceptional Duty Payment	Support Grades 1 - 5	Payments to Building Attendants for cleaning up excessive mess beyond the requirements of their job description (previously known as 'dirt' allowance)
Shift Payments Paid on all hours including overtime	Support Grades 1 to 5	<p>Permanent night shifts between 22.00 and 8.00: 33% of spine point 13</p> <p>Rotating day/ night shifts over 24 hours: 18% of spine point 13</p> <p>Alternating early/late shifts, covering 7.00 to 22.00: 11% of spine point 13</p> <p>Flexible shifts, covering any 5 out of 7 days: 6% of spine point 13</p> <p>Split shifts, paid only on hours returning to work: 6% of spine point 13</p>
Unsocial Hours Not applicable to shift workers Only paid if no other enhancement due	Support Grades 1 to 5	<p>Contracted hours worked between 20.00 and 22.00 - Time plus a fifth</p> <p>Contracted hours worked between 22.00 and 6.00 - Time plus a third</p> <p>No enhancement for working contracted hours at weekends</p>

Note: Where more than one enhanced rate applies to the same hours, pay will be at the highest rate