Newcastle University

Conditions of Service for Administrative & Clerical Staff on Grades A to E

Probation
Staff are appointed on an initial probationary period of six months with the decision on probation being notified to staff before the end of the probationary period. The University may extend the probationary period and staff affected will be notified accordingly. Staff confirmed in post will not normally undergo a further probationary period upon transfer to another clerical post in the University. Where staff are promoted to a significantly different role, they may be required to undergo a further period of probation. Normally a transfer to another post will not be agreed until after the satisfactory completion of the probationary period.

Period of Notice
One month's notice to terminate employment may be given by completing the Leaver's Form which can be found at http://www.ncl.ac.uk/hr/policy/leaving/index.php, or by the University in writing. The University will give two months' notice when the period of continuous employment is over 4 years but less than 9 years and three months' notice when the period of continuous employment is 9 years and over.

Salary
Your commencing salary is specified in your appointment letter. Salaries are paid monthly in arrears on the last bank working day of the month, directly into your bank account. Your salary is part of a single pay spine which is normally increased each year by a national pay award which is normally effective from 1 August each year. The pay spine can be found on the Human Resources web pages. The University reserves the right, after consultation with UNISON, to change the date of payment.

Grading of Jobs
The grade of your job is set out in your appointment letter. Jobs are graded under the University's single job evaluation policy and procedure. Further details are available from the Human Resources Section and are available on the Human Resources web pages.

Accelerated Increments within a Grade
A review will take place annually to consider the award of additional increments or one-off bonus payments to non-academic staff to reward excellent performance/contribution.

Covering higher graded duties
Payment to staff in grades A to E who temporarily undertake duties of a higher graded post for a continuous period exceeding 15 working days (for part-time staff this would normally be 3 weekly cycles of work) will be a minimum of 1 increment. Once the qualifying period has been met, payment will be backdated to the start of the acting up period.

Increments
There will be a normal expectation of progression by one increment each year effective on 1 August, until the maximum of the main scale is reached. Where a member of staff is appointed after 31 March in any year, he/she will receive his/her first increment from 1 August of the following year. In special circumstances a normal increment may be
withheld on the authority of Staff Committee where a Head of School/Institute/Service has recorded serious dissatisfaction regarding the competence, industry or conduct of a member of staff and has given due warning in writing to the person concerned.

**Transfer Arrangements**
Internal transfers at the same grade will not normally qualify for an additional increment and staff so transferred will proceed by normal incremental progression in the August of each year until the top of the main scale is reached. If the internal transfer is to a higher grade one additional increment will be given, except where the bottom point of the higher scale is already more than one increment above the existing salary, in which case the bottom point of the higher scale will be paid.

**Sickness Absence**
The University has an Occupational Sick Pay Scheme outlined in the Effective Management of Sickness Absence Procedure [http://www.ncl.ac.uk/hr/leave/sickness.php](http://www.ncl.ac.uk/hr/leave/sickness.php).
Any payment of occupational sick pay is subject to timely and accurate reporting of absence. Failure to comply with the procedure could result in pay being withheld. Staff may be required to attend Occupational Health at the request of management.

**Jury Service**
Staff called for Jury Service should obtain from the Payroll Section a certificate recording the deduction to be made from their salary which will be equal to the amount reclaimable in respect of that Service.

**Absence in the case of Bereavement**
The University’s policy on bereavement and other statutory, contractual & discretionary leave is contained in the Special Leave provisions which can be found on the Human Resources web pages, or may be obtained from the Human Resources Section.

**Retirement**
The University does not operate a fixed retirement age for its employees. Retirement plans should be discussed in the context of the regular Performance and Development Reviews but employment will normally terminate after the appropriate notice has been given by the employee. Further information and guidance on pensions and the possible options around retirement is available on the Human Resources web pages or from the Payroll & Pensions Section (Finance) or Human Resources Section.

**Pension Scheme (Retirement Benefits Plan 1971)**
The University operates an Occupational Pension Scheme for non-academic members of staff. The University encourages eligible members of staff to join the Scheme, further details of which may be obtained from the Payroll & Pensions Section of the Finance Office, or from the Human Resources web pages.

**Hours of Work**
The normal working hours are 37 hours per week. The hours will be worked within the limits of the working day, which shall be between 08.30 and 18.00 hours, with a maximum of one and a quarter hours for lunch, unless a change is agreed. In special circumstances it may be necessary for a School/Institute/Service to require staff to be on duty outside the normal working hours. In all cases, other than the most exceptional, the School/Institute/Service will be expected to give reasonable notice to members of staff of overtime working required.
Overtime and Overtime Rates
The working of all overtime must be authorised by the Head of School/Institute/Service or such person as he/she may appoint for that purpose.

Overtime (defined as hours worked in excess of the standard contractual hours of 37) for grades A to E will be paid at time and a half for hours worked on Monday to Saturday and double time for hours worked on Sunday. For the protected period of clerical hours of work (ie until 31 December 2006) overtime will be payable on hours worked in excess of 36 hours per week.

Time off in lieu for any additional hours worked in excess of the standard contractual hours will be at plain time.

All time worked (whether overtime or not) on public holidays or University closure days will attract double time, or single time plus equivalent time off in lieu.

Holidays
The University holiday year is 1st October to 30th September inclusive. Holiday entitlement, which is not normally cumulative, is 37 days pa (including 25 days annual leave, 4 University fixed closure days and 8 fixed public holidays). For staff with more than 5 years service holiday entitlement is 39 days pa (including 27 days annual leave, 4 University fixed closure days and 8 fixed public holidays). It is expected that the 4 University fixed closure days will fall during the Christmas/New Year period.

Public holidays and University fixed days will be applied pro rata to staff working on a part-time basis.

Holidays will be taken at any time in each holiday year as agreed with the Head of School/Institute/Service and will be subject to the needs of the School/Institute/Service but it is expected that permission will not be withheld unreasonably taking into account all the factors involved, both personal and organisational. Members of staff who are also members of Voluntary Services such as the Territorial Army and attend camp for a week or more are given one extra week’s paid holiday in any one holiday year provided that, for the second week of a camp, they take one week of their normal annual leave allowance.

The maximum number of days that can be carried forward from one holiday year to the next will be limited to 5 days to be taken by 31 December in the new holiday year. Provision will be made for the following exceptional circumstances:

a. Accrued holiday untaken due to operational need (as agreed with the manager).

b. Holiday accrued, by prior agreement with the manager, for exceptional holiday arrangements eg round the world trip.

c. Where sickness absence has prevented the member of staff from taking at least 28 days holiday (including public holidays and closure days) the balance may be carried forward and should be taken immediately on return to work either as part of a phased return to work or at a time to be agreed by your manager.

d. In circumstances where a member of staff returns to work after long term sickness absence prior to the end of the holiday year e.g. a return to work in August and has not taken or still has a large proportion of statutory holiday
entitlement for that holiday year outstanding, they must, if requested to do so, take their statutory holiday before the end of the holiday year.

Maternity
The University’s maternity provisions can be found on the Human Resources web pages, or may be obtained from the Human Resources Section.

Courses and Qualifications
The University will encourage, and will allow staff, subject to the needs of the School/Institute/Service and satisfactory progress, to undertake courses which the Head of School/Institute/Service concerned considers relevant to the area of work in which they are involved.

Where necessary, time off will be given during working hours for such approved courses and/or up to one full week in a year for more specialised courses.

Rights in Relation to Trade Union Membership
Staff have the right to be members of the trade union of their choice and as a trade union member the right, at any appropriate time, to take part in the activities of the trade union (including any activities as, or with a view to becoming, an official of the trade union) and the right to seek or accept appointment or election and (if appointed or elected) to hold office, as such an official.

Negotiating Machinery
The University recognises UNISON as having sole negotiating rights on behalf of clerical and related staff.

Disciplinary Procedures
The disciplinary procedures for clerical and related staff can be found on the Human Resources web pages, or may be obtained from the Human Resources Section.

Grievance Procedures
In the event of a grievance a member of staff should in the first instance seek redress with the person to whom he/she is immediately responsible. Should the matter not be satisfactorily resolved at that stage, the member of staff should raise the matter under the University grievance procedure for clerical and related staff which can be found on the Human Resources web pages, or may be obtained from the Human Resources Section.

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<td>July 2005</td>
</tr>
<tr>
<td>Policy/Procedure Owner</td>
<td>Garry Coupland</td>
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<tr>
<td>Last Reviewed</td>
<td>26 July 2016 - To update sickness absence March 2013</td>
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