UNIVERSITY OF NEWCASTLE UPON TYNE
CONDITIONS OF SERVICE FOR SPECIALIST & TECHNICAL
STAFF ON GRADES A TO E

Definition of technical posts
All jobs which were formerly defined as technical will be located in the Specialist, Technical and Professional Services job family along with certain other computing jobs.

Qualifications on Entry
It is expected that members of the technical staff will possess the necessary qualifications required for their job.

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 technical post at the same grade 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. Further information on the University’s probation policy and procedures can be found on the Human Resources web pages.

Period of Notice
Notice of termination of 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 with one month's notice where the period of continuous employment is less than 4 years. The University will give two months' notice when the period of continuous employment is over 4 years but not more than 8 years, and 3 months' notice where 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.

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 pages of the University intranet. A member of staff who believes that the duties of their job have changed substantially would normally have the opportunity to have the job evaluated and in such circumstances they should discuss the matter with their manager.

Annual pay review
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 1st August, until the maximum of the main scale is reached. Where a member of staff is appointed after 31st March in any year, he/she will receive his/her first increment from 1st 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/Service has recorded his/her serious dissatisfaction regarding the competence, industry or conduct of a member of the technical staff and has given due warning in writing to the member of staff concerned. Unite would be informed where appropriate.

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. 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 & Pensions Section of the Finance Office 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 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 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 members of the non-academic 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.
**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 or Service to require technical staff to be on duty outside the normal working hours. In all cases, other than the most exceptional, the School/Service will be expected to give reasonable notice to members of the technical staff of overtime working required.

**Overtime and Overtime Rates**
The working of all overtime must be authorised by the Head of School/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.

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. The annual 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) or 39 days pa (including 27 days annual leave, 4 University fixed closure days and 8 fixed public holidays) for staff with more than 5 years’ service. 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.

Holiday, or pay in lieu thereof, in the event of a member of the technical staff leaving his/her employment with the University is calculated proportionately for each calendar month of service completed.

Holidays will be taken at any time in each holiday year as agreed with the Head of School/Service and will be subject to the needs of the School/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 holiday with payment in a year provided that for the second week of a camp they take one week of their normal annual allowance of 21 working days. The maximum number of days 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. This includes holiday accrued whilst on sick leave. Provision will be made for the following exceptional circumstances:
1. Accrued holiday untaken due to operational need (as agreed with the manager).
2. Holiday accrued, by prior agreement with the manager, for exceptional holiday arrangements e.g. round the world trip.
3. Holiday accrued during sickness absence occurring within the last 2 months 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.

**Overalls and Protective Clothing**
These will be provided and maintained by the University and must be worn at appropriate times when on duty. They remain the property of the University.

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

**Driving of University Vehicles**
The fact that driving is necessarily incidental to his/her job does not preclude a technician who is normally required to drive, from refusing to do so in any particular instance and the University, for its part, will not regard such a refusal as a reason for disciplinary action without full consideration through the established channels.

**Rights in Relation to Trade Union Membership**
You have the following rights with regard to Trade Union membership:
(a) the right to be a member of such trade union as he/she may choose;
(b) where he/she is a member of a trade union, 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 Council has set up Negotiating Committees responsible for negotiating with the Unions (Unite in the case of the technical staff) on conditions of service other than those negotiated nationally.

The Negotiating Committee may appoint Sub-Committees for detailed negotiations and refer to the University Council any proposal for agreement on changes in conditions of service. Subject to this proviso, however, it has full authority to conclude agreements on behalf of the University.

**Disciplinary Procedures**
The disciplinary procedures for Technical 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 the technical 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 technical staff which can be found on the Human Resources web pages, or may be obtained from the Human Resources Section.

**Amendment of Terms of Appointment**

No variation to the Conditions of Service attached to your appointment will be made until any such change has been agreed with the Union which represents the group of staff to which you belong, and communicated to you by a formal letter from Human Resources.

**Data Protection**

The University is subject to the provisions of GDPR. As a member of staff you are required to comply with the Act and follow the University [HR privacy notice](#) in relation to any personal data to which you may have access during your employment with the University.

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<tbody>
<tr>
<td>Approval</td>
<td>May 2006</td>
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<tr>
<td>Policy/Procedure Owner</td>
<td>Garry Coupland</td>
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<tr>
<td>Last Reviewed</td>
<td>06 June 2018 – Update GDPR and HR Privacy Notice 26 July 2016 - To update sickness absence April 2013</td>
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