



# Terms and Conditions of Employment

Grades 1 to 5

**ROYAL HOLLOWAY**  
**University of London**

**TERMS AND CONDITIONS OF EMPLOYMENT**  
**FOR STAFF IN GRADES 1-5**

**GENERAL**

1. The purpose of this document is to set out the basic terms and conditions under which members of the College Staff in Grades 1 to 5 are employed by the Council of the College (hereafter called "the College"). Together with your letter of appointment, job description or task list, the provision of any collective agreements made between the Council and the recognised trade union, and appropriate College Statutes and Regulations, it forms your contract of employment with the College.

**DUTIES**

2. The main duties of your post are specified in your job description, or role profile and task list. These documents will be reviewed annually, and revised if necessary.

**PROBATION**

3. Your first six months' service is probationary.
4. Probation is managed in accordance with the [Probationary Guidelines](#). Full details of these are available on the [Staff Intranet](#).
5. The probationary period may be extended or your appointment terminated if your performance during the six month period is not considered to be satisfactory.

**HOURS OF WORK**

6. The standard working week is 35 hours, worked over five days in seven. For most roles the standard week will be Monday to Friday. However, the pattern of working hours will be as defined in your letter of appointment or as agreed with your line manager. Some areas of the College operate flexitime schemes and you will be notified if this applies to your role.
7. Lunch and other breaks are unpaid. Breaks must be taken in accordance with the requirements of the Working Time Directive (or prevailing legislation) and as agreed with your line manager.
8. Sometimes work outside of the normal working hours may be required, and, if so, will be by mutual agreement. Compensation will be given as follows for hours in excess of 35:
  - Additional hours on days one to five – flexi (at time), time off in lieu or pay at time and a half.
  - Additional hours on day six or College Discretionary days – flexi, time off in lieu or pay at time and a half.
  - Additional hours on day seven or Bank Holidays – flexi, time off in lieu or pay at double time.

9. The College requires all managers to operate within the terms of the Working Time Directive (or prevailing legislation). All staff are entitled to proper rest breaks.
10. Within the terms of the Working Time Directive (or prevailing legislation), you may undertake paid work for another employer outside of your College working hours. You must get your Head of Department's permission before taking additional work and must ensure that it does not interfere with your College duties.

## **SALARY**

11. Salaries are paid in accordance with the RHUL salary scale. Your grade and salary will be specified in your letter of appointment and notified to you in writing thereafter.
12. The annual incremental date is 1st August for staff on an incremental scale and in post on 31st January. The date on which your first increment is due will be specified in your letter of appointment.
13. Staff automatically move up one incremental point every year until they reach the top non-contribution point of their grade. The current RHUL single pay spine are available on the [Staff Intranet](#).
14. The College will operate a fair and transparent process with clearly defined and applied criteria which will be implemented for the award of accelerated incrementation within the main scale, and the award of contribution points.
15. Salaries are payable monthly in arrears, no later than 27<sup>th</sup> of the month, by credit transfer.
16. The RHUL salary scale is determined by collective agreement with the trades unions recognised by the College. Cost of living awards are determined by collective agreement between the Universities and Colleges Employers Association, acting on behalf of the College, and the nationally recognised trades unions.

## **DEDUCTIONS FROM PAY**

17. The College may recover any overpayment of salary or expenses incurred. Examples of these include an overpayment due to a miscalculation or managerial error or due to excess annual leave taken at the date of termination. The terms of any repayment will be agreed in consultation with the employee concerned, including the option to have the payment scheduled across a number of months and years.

## **HOLIDAYS**

18. You are entitled to 20 working days paid holiday a year. This will increase to 23 days after five years' continuous service. Staff who reach five years' continuous service between 1st August and 30th November will benefit from the 3 extra days with immediate effect. Staff who reach five years' continuous service between 1st December and 31st March will receive 2 extra days in the current annual leave year and the further day in the following leave year. Staff who reach five years' continuous service between 1st April and 31st July will receive 1 extra day in the current annual

leave year and the further 2 days in the following leave year. Annual leave is pro-rated for part time staff. You are also entitled to 8 statutory public holidays and, at the College's discretion, an additional 6 days holiday, shared between Easter and Christmas, when the College is closed.

19. The holiday year runs from 1st August to 31st July. Outstanding leave can only be carried over from one holiday year to the next in exceptional circumstances and only with the agreement of your Head of Department.
20. All leave must be agreed in advance with your line manager in accordance with local departmental rules and within the terms of the Working Time Directive (or prevailing legislation). Leave will only be approved according to the requirements of the service.

## **PENSIONS**

21. You are entitled to join the occupational pension scheme for staff in Grades 1 to 5 which is the Superannuation Arrangements of the University of London (SAUL). The College operates SmartPension which is a salary sacrifice scheme. You will be automatically entered into SAUL and SmartPension unless the College considers you may not benefit from participation in SmartPension or you elect otherwise in writing. If you elect to join SAUL and opt out of SmartPension you will be required to contribute to SAUL according to the rules of the scheme, and the College will contribute an additional sum in order to finance the benefits of the scheme. If you have elected to remain in SmartPension you will sacrifice an amount from your salary equivalent to the amount of money that you currently pay into SAUL. The College will then make a contribution equal to the amount of salary you have sacrificed plus the employer pension contribution.
22. Your attention is drawn to the provisions of the Rules of SAUL and SmartPension within the [Guide to SmartPension](#) and at [www.saul.org.uk](http://www.saul.org.uk). The provisions allow you not to join, or to leave in certain circumstances and, subject to certain conditions, to enter or re-enter the scheme.

## **TERMINATION OF EMPLOYMENT**

23. You may terminate your employment at any time giving one calendar month's notice in writing to your Head of Department.
24. The College is required to give you one calendar month's written notice of termination of employment or notice in accordance with the statutory entitlements if these are greater.

## **ABSENCE THROUGH SICKNESS**

25. If you are unable to attend work because of sickness you must notify your line manager, Head of Department, or the person nominated for absence reporting, in accordance with the reporting rules for your department.
26. Entitlement to payment during periods of absence due to sickness is as follows:

Up to four months' service	2 months full pay	2 months half pay
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Four months to one year's service 3 months half pay	3 months full pay
Second and third years' service	4 months full pay 4 months half pay
Fourth year and over	6 months full pay 6 months half pay

The full sick pay scheme, which is amended from time to time, is available on the [Staff Intranet](#), see [Absence Management](#).

## **FAMILY FRIENDLY AND MATERNITY POLICIES**

27. The College has an occupational [Maternity Leave Policy](#).
28. Other Family Friendly entitlements include occupational paternity pay.

## **DISCIPLINARY PROCEDURES**

29. The [Disciplinary Policy and Procedure](#) to your appointment is available is available on the [Staff Intranet](#). Alternatively, a copy is available from the Human Resources Department on request.
30. There is a right of appeal against any decision reached under the disciplinary procedure. All appeals must be made in accordance with the terms of the procedure, in writing and to the Director of Human Resources.

## **GRIEVANCE PROCEDURE**

31. If you have a grievance relating to your employment, you should discuss the matter personally with your immediate supervisor in the first instance. Where this is not appropriate the matter should be discussed with your supervisor's line manager.
32. The College has a formal [Grievance Policy and Procedure](#) which is available is available on the [Staff Intranet](#).

## **TRADE UNION RECOGNITION**

33. The College recognises three trades unions, the GMB, the UCU and Unite for negotiation and consultation concerning the terms and conditions of employment for its staff.

## **HEALTH AND SAFETY**

34. A copy of the College's [Health and Safety Policy](#) is available on the [Staff Intranet](#). You are required to read this policy on appointment at the College. All members of staff are required to comply with the terms of the policy.

## **EQUAL OPPORTUNITIES**

35. The University of London was established "to provide education on the basis of merit above and without regard to race, creed or political belief" and was the first university

in the United Kingdom to admit women to its degrees. This tradition continues into the field of employment and the College affirms its commitment to equality of opportunity. Therefore, the equal opportunities policy of the College is that the only consideration in recruitment, training, appraisal and promotion of employees must be how the genuine requirements of the post are met or likely to be met by the individual under consideration. These requirements being met, no regard should be taken (except where legally required) of any of the following factors: race, sex, age, marital status, details of dependents, nationality, physical or mental capabilities, sexual orientation, religion or political beliefs. All members of staff are required to comply with this policy.

## **HARASSMENT AND DISCRIMINATION**

36. Royal Holloway is committed to upholding the dignity of the individual. Personal harassment can seriously affect working, learning and social conditions for staff and students at the College. Any incident of harassment will be regarded extremely seriously and can be grounds for disciplinary action which may include dismissal or termination of registration for students.
37. The College's [Dignity at Work: Anti-Bullying and Harassment Policy](#) is available on the [College website](#).

## **ANTI-FRAUD**

38. A copy of the [College's Anti-Fraud Policy](#) is available on the [Staff Intranet](#). You are required to read this policy on appointment at the College. All members of staff are required to comply with the terms of the policy.

## **OTHER POLICIES AND PROCEDURES**

39. The College policies and procedures relating to employment are available on the College Staff Intranet.

## **REVISIONS**

40. If the Council approves any changes to these terms and conditions of employment, whether as a result of statutory changes or arising from a Collective Agreement, you will be notified in writing.