



# Terms and Conditions of Employment

Grades 6 to 10

**TERMS AND CONDITIONS OF EMPLOYMENT  
FOR STAFF IN GRADES 6 – 10**

**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 6 to 10 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 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 year of service will be probationary. Any variation from this will be detailed in your letter of appointment.
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 first year is not considered to be satisfactory.

**HOURS OF WORK AND OUTSIDE WORK**

6. There are no specified hours of work, but your appointment is full time unless otherwise stated in your letter of appointment. A notional 35 hours per week is used as a reference for calculating pro-rata hours as appropriate. The standard working week is Monday to Friday unless otherwise agreed at appointment or with your Head of Department.
7. Within the requirements of the Working Time Directive (or prevailing legislation), you may undertake paid work for another employer outside of your College working time. 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.

8. All consultancy must be undertaken in accordance with the terms of the College's [Consultancy Policy](#).
9. Occasionally, staff in Grades 6 to 10 will by mutual agreement in advance be required to attend College for events or other agreed work on a Saturday or Sunday (or day 6 or 7). In these instances, and with the prior agreement of your Head of Department, you will be entitled to time off in lieu as compensation. In exceptional circumstances, and with prior agreement of the Director of HR, arrangements can be made for overtime worked on days 6 and 7 to be compensated by payment appropriate to the allowance for time off in lieu.

## **SALARY**

10. Your salary and grade will be specified in the letter of appointment and notified in writing thereafter.
11. 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.
12. 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](#).
13. 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.
14. Salaries are payable monthly in arrears, no later than 27th of the month, by credit transfer.
15. 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**

16. 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

17. You are entitled to 27 working days paid holiday a 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.
18. 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.
19. 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

20. You are entitled to join the occupational pension scheme for staff in Grades 6 to 10 which is the Universities Superannuation Scheme (USS). The College operates SmartPension which is a salary sacrifice scheme. You will be automatically entered into USS 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 USS and opt out of SmartPension you will be required to contribute to USS 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 USS. The College will then make a contribution equal to the amount of salary you have sacrificed plus the employer pension contribution.
21. 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. This booklet also explains about electing not to join, leaving and rejoining the scheme.

## TERMINATION OF EMPLOYMENT

22. You may terminate your employment by giving three months' notice in writing to your Head of Department.
23. The College is required to give you three months' written notice of termination of employment.

## ABSENCE THROUGH SICKNESS

24. 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.

You are entitled to six months full pay and six months half pay during periods of absence due to sickness. 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**

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

## **DISCIPLINARY PROCEDURES**

27. 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.
28. 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**

29. 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.
30. The College has a formal [Grievance Policy and Procedure](#) which is available is available on the [Staff Intranet](#).

## **EXPLOITATION OF INVENTIONS AND PATENTS**

31. If, in the course of his or her duties, a member of staff makes an invention which he or she believes to be commercially exploitable, this should be reported to the College in accordance with [The Exploitation of Inventions and Patents Code of Practice](#).

## **TRADE UNION RECOGNITION**

32. 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**

33. 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**

34. 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**

35. 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.
36. The College's [Dignity at Work: Anti-Bullying and Harassment Policy](#) is available on the [College website](#).

## **ANTI-FRAUD**

37. 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**

38. The College policies and procedures relating to employment are available on the College [Staff Intranet](#).

## **REVISIONS**

39. 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.