HOURS OF WORK

The standard working week consists of 37 hours. Start and finish times are by local arrangement with the immediate manager and may be changed to meet operational requirements with due consultation. Staff will be notified in their contract of employment if they are required to work contractual overtime, on a shift system, on closure days or on Public Holidays.

Working Time Regulations prohibit a compulsory average working week in excess of 48 hours (contractual hours combined with overtime). Staff can agree to work in excess of this and in that case they will be asked to sign an addendum to their contract of employment to confirm that they are doing so voluntarily. If staff wish to opt out of this agreement they should discuss this with their immediate manager in the first instance. The arrangement may be terminated by three months’ written notice on either side.

ANNUAL LEAVE ENTITLEMENT

Annual leave entitlement is 31 days for full time staff (pro rata entitlement for part time staff). Entitlement includes days notified by the College as closure days; these days normally number six each year allocated at Christmas and Easter. Most staff will not be required to attend work on closure days and should allow for the deduction of these days from their overall annual leave entitlement. These days will also be deducted if staff are on sick, maternity or any other leave on closure days.

PAYMENTS FOR TEMPORARILY UNDERTAKING ADDITIONAL DUTIES

In case of temporary transfer to a higher grade for a continuous period of more than four weeks other than for annual leave, a member of staff required to carry out the FULL duties and responsibilities of the higher grade shall receive a salary in accordance with the grading of the post temporarily occupied. Payment shall include the initial four weeks of work.

In cases where a member of staff does not carry out the full duties and responsibilities of the higher grade, an ad hoc payment may be made related to the extent to which the responsibilities of the higher grade post have been undertaken and the length of time required. Recommendations for this payment should be raised by the department or division with the HR Division in advance of the start of duties.
OVERTIME PAYMENTS

At certain times it may be necessary to request that staff work overtime outside of their contractual hours. At these times as much advance warning as possible will be given but it is possible that some overtime may be required at short notice due to sickness or emergencies.

The need for overtime must be formally approved, in advance, by the Head of Department/Division (or his/her nominee) and claims for periods of less than half an hour will not be paid.

The method of compensation should be agreed in advance between the immediate manager and the member of staff and is either an equivalent period of time off in lieu at a later date or by payment at the following rates:

- Monday to Friday: one and a half times the basic hourly rate for each hour worked
- Saturday: one and a half times the basic hourly rate for each hour worked
- Sunday: twice the basic hourly rate for each hour worked
- Public Holidays: twice the basic hourly rate for each hour worked

Part time staff will only receive overtime rates for work carried out Monday to Friday when they have worked in excess of 37 hours per week.

PREMIUM PAYMENTS FOR ROSTERED STAFF

Rates for Weekends and Public Holidays

Staff who are contracted to work on these days will receive the following premium rates in addition to normal pay:

- Saturday: half times the basic hourly rate for each hour worked
- Sunday: one times the basic hourly rate for each hour worked
- Public Holidays: twice the basic hourly rate for each hour worked OR a day in lieu
- 25th December: treble the basic hourly rate for each hour worked OR one times the basic hourly rate for each hour worked and a day in lieu

Where there is a choice between being paid additional pay or time off in lieu, the method of compensation should be agreed in advance between the immediate manager and the member of staff.

Saturday and Sunday rates only apply where at least 50% of the working week is during Monday to Friday.

All enhanced rates are paid from midnight to midnight.

Staff on a rest day or lieu day on a Public Holiday or on 25th December will be entitled to a further rest or lieu day.
PENSION SCHEME

For technical staff, the occupational pension scheme is the Superannuation Arrangements of the University of London (SAUL).

Staff who are already members of the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in this scheme.

NOTICE PERIODS

Unless stated otherwise in the offer of employment, the written notice to be given by a member of staff to terminate employment with the College is one month.

Unless stated otherwise in the offer of employment, the notice to be given by the College is one month subject to compliance with statutory notice entitlement of one week's notice for each year of continuous service up to a maximum of twelve weeks’ notice.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the College would be as above.

Human Resources Division
May 1999