

Lancaster University
Summary of Harmonised Terms and Conditions of Employment

This document sets out the key features of harmonised terms and conditions of service. The elements are part of an overall package, which also contains a new pay and grading structure, built on a single pay spine. The proposals form a whole package.

- **Working Hours**

The University will continue to support locally agreed flexible working arrangements to cope with the fluctuating workload.

Grades 1 to 6 - 36.5 per week.

Grades 7 and above - there are no fixed hours of work.

- **Annual Leave**

Grades 1-6 (full-time):

Completed Yrs of Service	Days per annum
0-2	20
3	22
5	23
8	25

Taking the above as a starting point, annual leave entitlement will be reviewed in 2008.

Grades 7 and above – 25 days per annum

- **University Closure Days and May Bank Holidays**

The University normally closes for a period at Christmas and Easter at which time staff will benefit from a total of 6 days 'closure days'.

Staff required to work in the closure period, will have the worked days added to the annual leave entitlement.

The status of the second May bank holiday will be changed from a normal working day to a standard bank holiday with effect from May 2007. Essential services, including the Library, will be maintained.

The status of the first May bank holiday will be changed to a normal working day for all staff. Transitional payment arrangements will be applied during 2007 and 2008 for groups who are not currently required to work on this day or receive enhanced rates for doing so. Thereafter staff may request leave on this day or receive a day in lieu at a later date.

The status of the first May bank holiday will be further reviewed in 2008.

- **Contractual Overtime**

Where staff in grades 1-6 are contractually required to work beyond the standard 36.5 hrs per week, hours worked in excess of 36.5 will be paid at time and a half.

- **Non-contractual Overtime**

All overtime must be agreed in advance with the line manager.

Grades 1 to 6

Overtime is time worked in excess of full-time working hours.

Overtime may be addressed by time off in lieu (based on plain time) or payment (calculated using base salary divided by 36.5 hours) as agreed with the line manager. Where overtime payments are made, it will be on the following basis:

Overtime worked on a sixth working day (in a seven day period) will attract time and a half.
Overtime worked on a seventh day will attract double time.

Where staff work compressed hours or a variable shift pattern, one day each seven-day period will be classified as a rest day and attract double-time. All other days will be classified as freed days and attract time and a half.

In particular circumstances, where the University requires that overtime has to be undertaken on the seventh day of the normal working pattern or a rest day, it will attract double time.

Overtime worked on a bank holiday will attract double time and time off in lieu.

Overtime worked on a University closure day will attract double time.

Grades 7 and above

Overtime may be addressed through time off in lieu agreed with the line manager.

- **Maternity Leave and Pay**

The agreement harmonises maternity pay and leave across all staff groups.

Paid entitlement (26 weeks)	Qualification period	Minimum return to work period
18 weeks on full pay, 8 weeks statutory maternity pay	1 years service at the 14 th week before childbirth	6 months

- **Sick Leave and Pay**

This agreement harmonises sick leave and pay provisions across all staff groups.

Period	Months Full/half	Total
<i>0-5 months</i>	1/0	1
<i>6-12 months</i>	1/1	1.5
<i>In 2nd year</i>	3/3	4.5
<i>In 3rd year</i>	4/4	6
<i>In 4th year and beyond</i>	6/6	9

- **Superannuation**

Grades 1- 6 – the standard pension scheme will be LGPS.

Grades 7 and above – the standard pension scheme will be USS.

Staff who are currently members of schemes other than the scheme for their grade will be offered the choice to retain their current membership or transfer to the standard scheme.

- **Week-end Allowances**

Separate allowances for working Saturdays and Sundays will cease with effect from 1 August 2006. Earnings for staff currently in receipt of these allowances will be maintained.

- **Shift allowances**

Existing allowances will continue subject to the following criteria: -

Alternating shift – i) the shift pattern covers at least 11 hours or ii) there is a variance in start times of at least 4 hours.

Rotating shift – where the shift pattern covers at least 18 hours.

Night work – where at least four hours are worked between midnight and 5.00 am. Night rates are not payable where a shift allowance is already payable.

28 April 2006