



Appointment of staff on Grades 8 and 9 covered by the University Statutes (Lecturers, Senior Lecturers and Readers)

Terms and Conditions of Service comprise:

- All Terms and Conditions of Service as detailed below
- Any Terms and Conditions of Service as contained within the University Statutes (eg. disciplinary, grievance and redundancy procedures)
- Any clauses contained within the letter of appointment (and associated annexes)
- Any policies, procedures and codes of practice listed on the Department of Human Resources web pages (as applicable)

University policies and procedures are introduced, reviewed and amended from time to time in line with employment law. Full details of all policies and procedures referred to in this document can be downloaded from the Department of Human Resources web pages, alternatively paper copies may be requested. All staff should ensure that they access the web pages on a regular basis to obtain up to date information regarding any new or amended policies and procedures (paper copies are also available).

Terms and Conditions of Service are subject to review and amendment from time to time to reflect changes in employment law and University policies and procedures. Amendments will be implemented through agreement with the recognised trade unions.

1. General

You are required to observe the Charter, Statutes and Ordinances of the University and carry out all orders and regulations of the Council. You are required to undertake such duties as may be reasonably assigned to you, as appropriate to your grade, by your Head of Department (or delegate), to whom you are to be responsible. You should regularly access the Department of Human Resources web pages to obtain up to date information on the University's policies and procedures.

2. Hours of Work

A nominal working week of 35 hours applies for full-time staff.

3. Overtime and Premium Rates

Overtime and premium rates of pay are not available to staff on Grades 7 to 9.

4. Payment of Salary

Salary is payable monthly in arrears. Payment of salary for part-time staff is pro rata.

5. Salary Increments

Increments are awarded on 1 January in each calendar year with a normal expectation of progression up to the top of the normal salary range.

Staff commencing employment between 1 January and 30 June may expect to receive an increment on 1 January in the following calendar year (e.g. a member of staff commencing employment on 1 February 2008 may expect to receive an increment on 1 January 2009).

Staff commencing employment between 1 July and 31 December may expect to receive an increment on 1 January following the anniversary of their appointment (e.g. a member of staff commencing employment on 1 October 2008 may expect to receive an increment on 1 January 2010).

6. Annual Leave

The annual leave year runs between 1 October and 30 September and staff should ensure that all accrued annual leave has been taken before the end of the annual leave year. Annual leave is not transferable from one leave year to another.

The annual leave entitlement for full time staff is 30 days, plus 3 closure days and 8 Bank Holidays. The dates of the closure days are agreed by the University Council and announced at the start of each leave year. Part time staff receive a pro rata entitlement to annual leave, closure days and bank holidays in accordance with the University Guidelines on Annual Leave Entitlements for Part-time Staff.

On termination of your employment, you are entitled to take paid annual leave or payment in lieu of outstanding annual leave entitlement.

7. Removal Expenses

Removal expenses are paid in accordance with the University's Financial Directives to all staff required to move their main residence as a result of taking up employment.

8. Residence

You are required to make such arrangements in regard to place of residence as will allow you to carry out effectively all your University duties and responsibilities and play a full part in the work and life of the University appropriate to your job. The allocation of duties and responsibilities between staff cannot normally be modified to take account of residential factors.

9. Study Leave

In accordance with the University's qualifying arrangements, you may be eligible for Study Leave for the purpose of furthering research or other study related to your duties in the University.

10. Consultancy

It is the University's policy to encourage members of the academic staff to undertake a reasonable amount of consultancy work.

You are entitled to request approval for up to 35 days of paid outside consultancy work in any academic year. Approval to undertake such consultancy shall not normally be withheld by Heads of Departments providing the work involved is in the general interests of the University.

Requests to undertake more than 35 days of consultancy work should be submitted to the Head of Department and final approval will be given by the Vice-Chancellor. If approval for more than 35 days is given, the fees received in excess of 35 days shall be the subject of individual negotiation: the share of the consultancy income accruing to the University and Department shall not normally be less than 50% of the fee for the days beyond 35.

11. Training and Development

You are required to participate in the Staff Review and Development Scheme on an annual basis. Under the Staff Development Policy you are entitled to a number of training days, which could include attendance at conferences, in line with development needs as identified in your Staff Review. You are also required to attend courses, as appropriate, to enable you to carry out your job effectively.

12. Academic Probation.

Appointments are probationary and include **three academic years** with the possibility of extension to four sessions in exceptional circumstances. Previous relevant experience may be recognised as part of the period of probationary service. The length of probation will be stated in your letter of appointment.

Probationary appointments are reviewed at the end of each full academic year during probation. Appointments are confirmed following satisfactory completion of prescribed periods of probationary service.

Ability in research and teaching is a condition for retention of probationary appointments and for confirmation of lectureships.

13. Intellectual and Patentable Property

You are required to follow agreed University policy in respect of intellectual property ownership, including copyright and other related matters, as may be in force at any given time, and as modified from time to time by the University.

If you believe that there is patentable property or commercial exploitation possibility arising out of your University work you are required to inform the appropriate University body as soon as possible and certainly before any disclosure or publication of the invention, or commercial contracts are agreed. The University will then determine as soon as possible whether it will become involved, determining with you how any future benefits of exploitation may be shared between you, your Department and the University, or will notify you that the University has no interest in the invention or commercial opportunity and that you are free to proceed at your own risk and cost.

14. Confidential Information

No information of a confidential nature may be disclosed to an unauthorised person.

15. Duties and Conflicts of Interest

In accordance with the Policy on Personal Relationships and Conflicts of Interest in the Workplace, you should conduct yourself at all times in ways that are consistent with your role and duties, and that are in line with all University staffing policies. You are required to declare any real or potential conflicts of interest.

You should not normally take up other engagements or appointments outside the University during the course of your employment. If you wish to do so, you should discuss this with your head of department.

16. Health and Safety

You are required to abide by the University's Health and Safety policies and procedures and to undertake such health and safety training as required. Additionally you are required to undertake any job specific health and safety training.

You are also required to undergo any regular health screening as required by your job.

17. Equal Opportunities

The University of Sheffield is an equal opportunity employer and has confirmed its commitment to a comprehensive policy of equal opportunities in employment under which individuals are selected and treated on the basis of their relevant merits and abilities. The aim of the University's Equal Opportunities Policy and Code of Practice for Staff is to promote equality and to ensure that no job applicant or member of staff is subject to unlawful discrimination. The University is committed to a programme of action to make this policy fully effective.

In line with the University's commitment to equality you are required to conduct yourself in a manner consistent with and follow the Equal Opportunities Policy and Code of Practice for Staff.

18. Maternity, Adoption and Paternity Leave

The University Maternity Leave Scheme is available for female members of University staff who have been continuously employed in the University's service for a minimum period of 12 months before the expected date of confinement.

The University Adoption Scheme is available for all eligible members of staff who have been continuously employed in the University's service for a minimum period of 12 months before the expected date of placement. Copies of the University's Maternity and Adoption Leave Schemes are available from the Department of Human Resources.

Members of staff not eligible for these Schemes may be eligible for Statutory Maternity or Adoption Entitlements and they should contact the Department of Human Resources for advice concerning eligibility.

Paternity Leave of 2 weeks (pro-rata for part time staff) is available for eligible members of staff.

19. Sickness Absence Management Notification

Sickness absence should be reported in accordance with the University of Sheffield Sickness Absence Management Policy.

Certification

In cases of ill health lasting more than seven calendar days, you are required to obtain a Medical Certificate from your General Practitioner (GP).

Payment of Salary

Entitlements to salary during sickness absence are calculated in accordance with continuity of service. The salary during periods of sickness absence consists of Statutory Sick Pay (SSP) which is topped up to the equivalent of full pay or half pay as applicable. Full details of SSP entitlements and calculations may be requested from the Pay and Pensions Office.

	Full Pay	Half Pay
Year 1 – first 3 months	2 weeks	2 weeks
Year 1 – after 3 months	8 weeks	8 weeks
Years 2 and 3	13 weeks	13 weeks
Years 4 and 5	21 weeks	21 weeks
After 5 Years	26 weeks	26 weeks

20. Disciplinary Procedure

There is a formal procedure as contained within the University Statutes through which disciplinary matters may be addressed.

21. Grievance Procedure

There is a formal procedure as contained within the University Statutes which you may follow if you wish to seek redress of any grievance relating to your employment.

22. Data Protection

Personal information provided to the University and held on staff personal records must be accurate, complete and up to date and you should advise the University of any changes to this information.

This information will be processed by the University, in accordance with its registration under the Data Protection Act 1998, and in pursuance of its educational and administrative functions and statutory requirements.

23. Changes to Criminal Record Status

You are required to inform your line manager, and/or the Department of Human Resources, in confidence, of any changes to your circumstances which affect your criminal record status, in order that the impact upon your suitability to undertake your job may be reviewed.

24. Pension Scheme Membership

You may, subject to the rules of the Universities Superannuation Scheme Ltd., become or continue as a member of the Universities Superannuation Scheme Ltd. A contracting-out certificate under the Social Security Pensions Act 1975 is in force for appointments subject to the Universities Superannuation Scheme. Membership of the Universities Superannuation Scheme Ltd is available on an opt out basis through Pay Plus for pensions, which is a salary sacrifice arrangement.

25. University of Sheffield Stakeholder Pension Plan

Membership of the University of Sheffield Stakeholder Pension Plan is available to all staff.

26. Retirement

You are required by Statute to retire from your job on 29 September following the date on which you attain the age of 65 years unless the Council by a vote of at least one-half its total members shall request you to continue for a period not exceeding five years after which retirement will be compulsory.

27. Notice Periods

Appointments are terminable at any time by three months notice from either side, the notice taking effect at the end of a University Semester. However subject to mutual agreement the requirements for the notice to take effect at the end of a Semester may be waived.

28. Continuity of Employment

Under the provisions of the Employment Protection Act 1975, no previous employment with the University or with any other previous employer may count as part of your continuous period of employment with the University, except where otherwise stated.

29. Changes to the Terms and Conditions of Service

No member of the University apart from the Registrar and Secretary as Secretary to the University Council or the Director of Human Resource Management has authority to notify staff of any changes in the Terms and Conditions of Service of any member of staff. If any other member of staff purports to effect any change in the Terms and Conditions of Service, the University will not be bound by any such change.