

<p>Hours of Work</p>	<p>January in the following calendar year (e.g. an agency worker commencing employment on 1 June 2012 may expect to receive an increment on 1 January 2013).</p> <p>Staff commencing employment between 1 July and 31 December may expect to receive increment on 1 January following the anniversary of their appointment (e.g. a member of staff commencing employment on 1 October 2011 may expect to receive an increment on 1 January 2013).</p> <p>The standard working week for full-time staff is 35 hours normally worked over 5 agreed days. Any hours worked on days 6 and 7 are paid at premium rates for grades 1 to 6 only.</p> <p>Only work booked through and authorised by the Head of Department (or nominee) will be eligible for payment. No allowance will be granted for any expenses or time incurred in travelling to/from the allocated place of work.</p>
<p>Overtime and Premium Rates</p>	<p>All hours worked up to and including 40 hours are paid at plain time. Hours worked in excess of 40 hours are paid at time and a half.</p> <p>All paid overtime must be agreed in advance and may be taken as time-worked off in lieu.</p> <p>The following premium rates apply:</p> <ul style="list-style-type: none"> • Work undertaken between 10.00pm and 6.00am is paid at time and a third unless a shift allowance is being paid. • All hours worked on the 6th worked day of the week is paid at time and a half. • All hours worked on the 7th worked day of the week is paid at double time. • All hours worked on University closure days is paid at double time. • All hours worked on Bank Holidays is paid at double time (plus time-worked off in lieu).
<p>Shift Allowances</p>	<p>Shift allowances will be based on 18% (for rotating shifts) and 11% (for alternating shifts) of Grade 2 point 1. Shift allowances are subject to national pay awards. See www.sheffield.ac.uk/hr/reward/structures/shift.</p>

<p>Annual Leave</p>	<p>The annual leave entitlement for Grades 1 to 6 is 27 days plus 3 closure days and 8 Bank Holidays (pro-rated for part time hours). The dates of the closure days are agreed by the University Council and announced at the start of each leave year.</p> <p>The annual leave year runs between 1 October and 30 September. Where an engagement crosses over two leave years you should ensure that all accrued annual leave has been taken before the end of the current annual leave year, as annual leave is not transferable from one leave year to another (other than any outstanding statutory elements in some sickness related absences or where the specific department does enable staff to carry over up to 5 days a/l pro-rated).</p> <p>Part time agency workers 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.</p> <p>A manager may choose to pay in lieu of any annual leave in excess of statutory provision either as part of the daily/hourly rate or at the end of the assignment.</p> <p>Agency workers will be entitled to access the SRDS review process and have a review if it is anticipated, at the time the SRDS reviews are undertaken within the department that they will be continue to be engaged up until at least the 1st January of the following year.</p>
<p>SRDS Review</p> <p><u>GRADE REALTED T&CS: GRADES 7-9</u></p> <p>Payment</p>	<p>a) Prior to gaining the '12 week qualifying period' of service with TUOS agency workers will be paid in accordance with the pay rates agreed with their agency at the time of the engagement. Having attained the 12 week qualifying service their basic hourly rate of pay will change to mirror the University's hourly rate for the grade of the work that they are engaged to undertake at TUOS, as defined by the University's grading profiles. The University of Sheffield Single Pay Spine can be accessed at http://hr.dept.shef.ac.uk/reward/salariesaug10.pdf</p> <p>b) The normal expectation is that most engagements will be paid at point 1 of the relevant grade. For details as to the hourly rate please see: http://www.shef.ac.uk.eresources.shef.ac.uk/hr/guidance/contracts/relationships/payrates.html</p>

<p>Salary Increments</p>	<ul style="list-style-type: none">c) Should TUOS's relevant grading and thus hourly rate be less than the original rate paid during the engagement, prior to gaining the qualifying service, the agency worker's original rate will continue unaffected .d) Any increases in the hourly rate will only apply to work undertaken after having attained the qualifying service.e) Hourly Rates will be used both for work undertaken and for accrued annual leave.f) Payment is made for hours worked only and excludes lunch breaks.g) Rates will be uplifted in line with negotiated increases in the single pay spine. <p>Where eligible, 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.</p> <p>Agency workers commencing employment between 1 January and 30 June may expect to receive an increment on 1 January in the following calendar year (e.g. an agency worker commencing employment on 1 June 2012 may expect to receive an increment on 1 January 2013).</p> <p>Staff commencing employment between 1 July and 31 December may expect to receive increment on 1 January following the anniversary of their appointment (e.g. a member of staff commencing employment on 1 October 2011 may expect to receive an increment on 1 January 2013).</p> <p>The standard working week for grades 7-9 is a nominal 35 hours normally worked over 5 agreed days.</p> <p>Only work booked through and authorised by the Head of Department (or nominee) will be eligible for payment. No allowance will be granted for any expenses or time incurred in travelling to/from the allocated place of work.</p>
<p>Hours of Work</p>	<p>Overtime and premium rates of pay are not available to those working within posts equivalent to Grades 7 to 9.</p> <p>The annual leave entitlement is 30 days for grades (7 to 9), plus 3 closure days and 8 Bank Holidays (pro-rated for part</p>

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<p>SRDS Review</p>	