

STANDARD TERMS & CONDITIONS OF APPOINTMENT For SUPPORT STAFF

Clerical & Administrative Staff

Technical

Manual and Facilities

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1. INTRODUCTION

The standard terms and conditions for Support Staff described below have been agreed with the relevant recognised trade unions at national and/or local level and apply to the stated categories of staff. Terms and Conditions which differ from the standard ones are detailed in the particular contractual documentation applying to that specific staff group. This document relates to:

- (a) Clerical and Administrative Staff
- (b) Technical Staff
- (c) Manual and Facilities Staff

2. TRADE UNION MEMBERSHIP

It is not a condition of employment in the University that a member of staff should be a member of the trade union. Members of staff have the right to belong to any trade union of their choice. The University recognises three unions, namely **UCU**, **Unite**, and **Unison**.

The University recognises **Unite** as the appropriate union to represent Technical Staff and Manual and Facilities Staff; and **Unison** as the appropriate union to represent Clerical and Administrative Staff and some Manual and Facilities Staff. Although the University recognises UCU as having sole negotiation rights for Academic and Professional Staff, Graduate Teaching Assistants on Support Staff Terms and Conditions may also be represented by UCU for case work purposes (namely matters specific to their own employment).

The University currently undertakes to deduct Trade Union membership subscriptions from salaries on behalf of the Campus Trade Unions.

3. STAFF DEVELOPMENT

The University is committed to improving the skills and competencies of all staff, and has established a staff development programme. The programme will:

- a) provide relevant training workshops designed to enhance the personal skills of staff generally, and
- b) advise and encourage members of staff to undertake such training as will help equip them for a better performance of their duties and responsibilities within the university, taking into account the needs of both the University and the employee.

4. UNIVERSITY MATERNITY, PATERNITY AND ADOPTION PAY AND LEAVE

To qualify for University leave and benefits, a member of staff should have been continuously employed by the University for a minimum period of 12 months before the expected week of confinement/adoption. The full details of the benefits, and other statutory benefits, are explained in the booklet "Family Friendly Policies". A copy can

be obtained from Human Resources, or viewed on the Human Resources Website.

Staff who do not qualify for the University schemes may qualify for statutory leave and benefits.

5 SALARY

Salary scales are as indicated on the Statement of Terms and Conditions of Employment. Salary is paid on the last working day of the month in arrears by direct transfer to the employee's bank account.

The University reserves the right to recover any overpayment, made as a result of an administrative error, by deduction from salary over a reasonable period.

Annual increments, where applicable, are payable from 1 August each year until the maximum of the relevant scale is reached. Staff appointed after 31 January in any one year receive their first increment in the August of the following year. Increments may be withheld if the Head of Department considers that performance does not merit an increment in any year. They may also be reinstated at the discretion of the Head of Department.

6 SERVICE

Employment with a previous employer will not count as a member of staff's continuous period of employment with the University unless otherwise stated in writing by the University.

7 SICKNESS ABSENCE PROCEDURE AND PAY

- (a) Members of staff absent through illness should:
 - (i) Inform their Head of Department immediately, (preferably by no later than 9.30 a.m.) of the reason for absence (if appropriate) and giving an anticipated duration of absence.
 - (ii) Forward a completed Self Certificate for Sickness Absence Form to the Health and Safety Services for absences up to six days;
 - (i) Forward a doctor's statement to the Health and Safety Services, in addition to the Self Certificate for Sickness Absence Form, when the absence lasts seven days or more;
 - (ii) Inform the department of the likely date of return to work.
- (b) A scale of paid sick leave will apply within any period of 12 months, e.g. if sick leave begins on 1st June of one year, an assessment is made as to how much sick leave entitlement there is according to length of service, and how much of that entitlement has been taken in the 12 month period commencing on 1st June of the previous year;

- (c) The following scale will apply within any period of 12 months:

Length of Service	Normal Pay	Half Normal Pay
1 st year [after first 3 months]	2 months	+ 2 months
Second & third year	3 months	+ 3 months
Fourth & fifth year	5 months	+ 5 months
After 5 years	6 months	+ 6 months

- (d) The University Council reserves the right to vary these arrangements at its discretion, particularly in the case of long-term absence through illness;
- (e) In the event of absence as a result of an accident, there is no entitlement to sick pay if damages may be receivable from a third party, but the University may, at its discretion, advance a sum not exceeding the particular sick pay entitlement, subject to the member of staff undertaking to refund, from any damages received [but excluding any award by the Criminal Injuries Compensation Board], the whole or part of this sum as the University may determine;
- (f) See also the document headed Sickness Absence Policy available on the HR website: <https://www.bangor.ac.uk/humanresources/policies/leave.php.en>

8 MEDICAL SUSPENSION

The University reserves the right to suspend a member of staff with pay pending a report on the employee's medical condition.

It is a condition of employment that the member of staff agrees to the University approaching his/her General Practitioner for a confidential medical report or being referred to the University's Health & Safety Services if deemed necessary by the University, and in accordance with the Sickness Absence Policy, taking into account the employee's sickness absence record.

9 TEMPORARY ADDITIONAL DUTIES

Where a member of staff undertakes some or all of the duties of a higher-grade post for a continuous period of at least four weeks for any reason other than annual leave, an additional payment will be made. This will be calculated on the difference between present salary and the mid-point of the higher salary range for the period in question, on a pro-rata basis. Such an arrangement will not be for a period of more than 6 months.

10 GRIEVANCE PROCEDURE

A procedure has been agreed locally, with the aim of settling an issue as near as possible to the point of origin. The procedure allows that a grievance or issue that is not resolved at one stage be referred to a higher stage. Full details are given in the enclosed booklet entitled "Grievance and Disciplinary Procedure for Support Staff" and of which a copy can be obtained from Human Resources or viewed on the Human Resources Website.

11 DISCIPLINARY PROCEDURES

The Disciplinary Procedures relating to all members of the Support Staff are also detailed in the document "Grievance and Disciplinary Procedure for Support Staff".

Director of Human Resources

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