

Rules for Fixed Term, Part-Time Sessional Lecturers

Note

These Rules are in amplification of, and additional to, the terms and conditions of service set out in each employee's contract of employment. They form part of the contract and, as such, are binding on each employee. If, however, any of these Rules, in whole or in part, is in conflict with an employee's terms and conditions of service, the latter shall prevail.

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Director of Human Resources

Contents

A	General Conditions	3
B	Remuneration	3
	Salaries	3
	Income tax and National Insurance	3
	Pension	3
C	Sick leave	4
D	Annual Leave	6
E	Maternity Leave	6
F	Childbirth Support Leave	7
G	Adoption Leave	7
H	“Time Off Work” for Trade Union or Public Duties	7
I	Travelling Expenses	7
J	Equal Opportunities	8
K	Health and Safety	8
L	Financial Regulations	9
M	Fraud Policy	9
N	Harassment	9
O	Use of Computers and the Data Protection Act	10
P	Records	10
Q	Incentive Payments	10
R	Consultancies and other “Additional Work”	10
S	Commercial Exploitation of Intellectual Property	10
T	Confidentiality	10
U	Car Parking	11
V	Environment, Energy and Sustainability	11

A General Conditions

The sole agency to represent Sessional staff in respect of their terms and conditions of service is the University and College Union. All proposals for changes in terms and conditions of service (except any related to those of an individual) are first discussed by the Joint University/U.C.U. Committee, which makes its recommendations to the Council via the Strategy and Finance Committee and Senate.

Members of staff on Sessional contracts are not members of the Academic Staff under Statute XXXIII.

B Remuneration

1 Salaries

- (a) Salaries are paid monthly in arrears direct to bank accounts. A form of authority will be sent out with the contract. This needs to be signed and returned to the HR Operations Office who will arrange to pay salaries to any branch of any U.K. bank or building society. At the end of each month a payslip will be sent by the HR Operations Office showing details of the salary payment and/or deductions made.
- (b) In the event of an overpayment of salary, whether through manual or computerised error, the overpayment will be treated as an advance of pay and will be recovered from salary payments over a time period similar to that in which it was paid, or as agreed with the Finance and Corporate Services Directorate.

2 Income tax and National Insurance

Income Tax Form P.45 from the previous employer should be handed into the HR Operations Office. Any employee who cannot produce a Form P.45 must contact the HR Operations Office immediately upon taking up appointment to complete the appropriate Income Tax form (P46). Failure to do so may result in an over- or under deduction of Income Tax.

All changes which affect an employee's tax coding should be advised to HMRC, East Hants and Wight Area Office, Lynx House, 1 Northern Road, Cosham, Portsmouth, PO6 3XA (Phone: 08453 000627). In any communication please quote the reference number 581/U1 along with your NI number. The Inspector will then advise the University of any coding change.

National Insurance contributions, where appropriate, will be deducted monthly from salary. If Form P.45 stating NI number has not been handed in, the HR Operations Office needs to see the original of a document which states your name and National Insurance number. Details of appropriate paperwork are given in the letter of offer. If you are a married woman or are currently aged over 60 (women) or 65 (men) and have a certificate of reduced liability or age exemption you will need to provide this to the HR Operations Office.

3 Pension

Employees are eligible to join the contributory scheme (Universities Superannuation Scheme) referred to in their "Terms and Conditions of Service" if they meet the appropriate criteria. Further details of the scheme may be obtained from the Pensions Officer. Employees are eligible to join the contributory scheme (Universities Superannuation Scheme) referred to in their "Terms and Conditions of Service" from the start of employment if they

meet the appropriate criteria. Further details of the scheme may be obtained from the Pensions Officer.

If you join the USS pension scheme, you will automatically be entered into the University's Pension+ scheme. Under **Pensions+**, your remuneration will be reduced by the amount of your normal pension contributions and the University will pay an equivalent amount into your pension scheme in addition to the normal University contribution. The result is that the same amount of money will be paid into your pension scheme as if you were paying employee contributions, but it will all be paid by the University. As your remuneration is reduced to compensate for this, the amount of NI you pay will be reduced, and your take home pay will increase. If you do not wish to participate in Pensions+, you must complete and return an opt out form within one month of your date of commencement of employment with the University. Alternatively, you may opt in or out of the scheme on 1 August annually, or if a life event has occurred, or otherwise in accordance with the rules of the Scheme from time to time. The opt out is effective from the beginning of the next pay period following receipt of your form. The opt out form is available upon request from Human Resources, or to download from the website. Further information is available in the booklet enclosed with this contract of employment, or from Human Resources. The University does not offer Pensions+ arrangements for Sessional Lecturers in any scheme other than USS. The University reserves the right to amend or withdraw Pensions+ from time to time and at its absolute discretion.

A period of employment before joining the University may be taken into account for pension purposes but this does not, of course, mean that the employment is treated as continuous employment with the University. Unless otherwise expressly stated in writing continuous employment with the University began on the date of taking appointment as set out in the "Terms and Conditions of Service".

C Sick Leave

1 Sick leave

If you become sick you should follow these instructions carefully in order to qualify for payment under the University's sick pay arrangements:

- a) You are required to contact your line manager on the first day of absence at a time before or as close to your start time for the day, and certainly prior to any formal commitments for the day. This should not normally be any later than one hour after your normal commencement time. Only in cases of acute illness or injury should a relative or friend telephone if the member of staff is not able to do so themselves.
- b) If you are in a customer facing role, or are required to start work early, then local arrangements may require a slightly different process for reporting the first day of sickness absence.
- c) You should outline the nature of your illness (if you do not wish to reveal the exact nature of the illness you must broadly indicate the cause of absence). You should also state the anticipated length of the absence, contact details (if necessary) and details of any outstanding or urgent work that needs to be dealt with during the absence.
- d) In order to qualify for occupational sick pay, you are required to complete the relevant section of the USP1 form (self certification) for any period of sickness absence from one to seven days in duration. The

USP1 form must then be returned to your line manager or the department's designated representative for submission to the Human Resources Office.

- e) For absences exceeding 7 calendar days you must obtain a medical certificate, usually issued by your General Practitioner, which should be submitted to your line manager or designated representative.
- f) Medical certificates must be submitted from this point onwards in a timely manner to cover any further periods of absence. Sick pay may be withheld in the event of non-compliance.

Don't delay seeing your doctor if you need medical advice or treatment.

2 **Sickness Payments Scheme**

An employee is entitled to receive full pay, subject to deduction of Statutory Sick Pay (SSP) and/or state sickness benefit and to the production of medical certificates, as follows:

Length of Service	Full Pay	Half Pay
Up to 1 month	-	-
2 months to 5 months	1 month	-
6 months to 3 years	6 months	-
3 years and above	6 months	6 months

A period of employment with another University in the UK before joining the University will be taken into account for sick pay purposes but this does not, of course, mean that the employment is treated as continuous employment with the University. Unless otherwise expressly stated in writing continuous employment with the University began on the date of taking appointment as set out in the "Terms and Conditions of Service".

A day's pay for sickness purposes is calculated as follows:

$$\frac{\text{Full time salary} \times \text{FTE}}{12} = 1 \text{ month's salary}$$

$$\frac{1 \text{ month's salary}}{\text{Number of days in the month}} = 1 \text{ day's pay}$$

The rate of allowance and the period for which it shall be paid in respect of any absence due to illness shall be ascertained by deducting from the period of benefit appropriate to their service on the first day of absence the aggregate of the periods of absence due to illness during the twelve months immediately preceding the first day of the current absence.

An employee absent as a result of an accident shall not be entitled to sickness payments if damages are recoverable from a third party. In this event, subject to the employee undertaking to reimburse the University from any damages received in respect of loss of remuneration, the Director of Finance and Corporate Services may advance sums not exceeding the sickness payments the employee would otherwise have received under this scheme.

If an employee is absent as a result of an injury or an accident which occurs whilst engaging in gainful employment other than with the University, there will be no entitlement to sickness payments under this scheme.

D Annual Leave

Provision is given at the statutory entitlement, which is 28 days for a full-time employee, pro-rata in accordance with the number of hours to be worked as specified in the contract. The leave proviso will be converted into a payment made proportionately each month of the contract, using the following formula:

$$\frac{28 \text{ days (full time annual leave)}}{260.715 \text{ (i.e. full-time annual days)}} = 10.74\%$$

E Maternity Leave

Statutory maternity rights are given under the Employment Rights Act 1996 (as amended by the Employment Act 2002 and the Maternity and Parental Leave etc. and the Paternity and Adoption Leave (Amendment) Regulations 2006). There are qualifying periods with regard to the payment of Statutory Maternity Pay (SMP) or Maternity Allowance.

Maternity Leave lasting 52 weeks is available to all pregnant employees irrespective of length of service. The first 26 weeks of Maternity Leave is known as “Ordinary Maternity Leave” (OML) whilst the second period of 26 weeks is called “Additional Maternity Leave (AML).

Statutory Scheme (SMP)

If an employee is eligible for the payment of SMP this will be for 39 weeks paid at the statutory rate and a further 13 weeks of unpaid leave (a total of 52 weeks leave). This will be assessed in accordance with the rules regarding eligibility to SMP in force at the time.

If not eligible for SMP

If an employee is not entitled to payment of SMP it may be possible to claim Maternity Allowance (MA) from the local Social Security office. MA covers the first 39 weeks of the absence and can be followed by a further 13 weeks of unpaid leave (a total of 52 weeks leave).

Occupational Scheme

University occupational maternity leave with pay is granted to staff who:

- have continuous services of at least 26 weeks up to and including the 15th week before the expected week of childbirth
- return to work for three months (or equivalent period if returning on reduced hours).

The following will be paid if a member of staff is eligible for the Occupational Scheme:

- full salary for a maximum of 18 weeks.
- SMP only for 21 weeks if entitled.
- 13 weeks unpaid leave

If for any reason an employee does not return to work the University will require her to repay gross non-statutory Maternity Pay. She would be expected to return to work for at least three months or equivalent period, if returning on reduced hours, to avoid this requirement.

Full details are available from Human Resources or can be downloaded from the Human Resources Web page.

F Childbirth Support Leave

University Childbirth Support Leave is granted to staff who meet the following conditions:

- have continuous services of at least 26 weeks up to and including the 15th week before the expected week of childbirth
- have or expect to have responsibility for the child's upbringing
- are the biological father of the child or the mother's husband or partner.

The entitlement for staff who meet these criteria is a period of 2 weeks pay at full pay (including Statutory Paternity Pay). Please note that the combination of Statutory Paternity Pay and full pay will not exceed full pay. This leave must be taken as follows:

- a consecutive period of 2 weeks' leave; or
- two blocks of one week each

The entitlement must be used within 56 days of the actual birth of the child, or if the child is premature within the period from the actual date of birth up to 56 days after the first day of the week in which the birth was expected.

To claim Childbirth Support Leave please contact Human Resources for the appropriate application form.

G Adoption leave

The Paternity and Adoption Regulations 2002 provide for time off work to care for a child who had been newly placed for adoption. This gives all employees the right to take up to 26 weeks' ordinary adoption leave, immediately followed by up to 26 weeks' additional adoption leave. There are qualifying conditions with regard to being eligible for adoption leave and qualifying periods with regard to payment of Statutory Adoption Pay (SAP).

During adoption leave the following will be paid:

- 39 weeks of SAP (or 90% of the employees' average weekly earnings if 90% rate is less than SAP rate).
- 13 weeks of unpaid leave

Full details are available from Human Resources.

H "Time Off Work" for Trade Union or Public Duties

The Employment Rights Act 1996, the Trade Union and Labour Relations (Consolidation) Act 1992 and subsequent legislation provide for paid time off during working hours for carrying out trade union duties, trade union activities or public duties. The legislation also covers looking for work or making arrangements for training in redundancy situations. Questions relating to these provisions should be addressed to the Director of Human Resources.

I Travelling expenses

Travelling expenses are not payable for journeys between an employee's residence and his or her principal place of work.

Travelling expenses are payable to employees when they make journeys on other University or School/Departmental business as official representatives of the University; the journeys must be authorised by the Head of School/Department.

Journeys should be made by public transport wherever feasible. First-class rail fare is reimbursed to Heads of School/Department and Professors; second-class rail fare to all other employees.

Further information may be obtained from the Finance and Corporate Services Directorate.

J Equal Opportunities

The University of Reading has sought throughout its existence to be fair in all its actions, both within and beyond areas which have come to be covered by law, which makes illegal any discrimination in employment on grounds of sex, marital status, race, colour, nationality and ethnic or national origins. By making the following formal statement about Equal Opportunities with particular reference to the field of employment, the University aims to render explicit its resolve to continue this policy of fairness.

The University of Reading, in accordance with the specific provisions and general intention of its Charter, confirms its commitment to a comprehensive policy of Equal Opportunities in employment in which individuals are selected, developed, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given Equal Opportunities within the University. The object of this policy is to ensure that no applicant, student, employee, supplier, provider, contractor or user of facilities shall be treated more or less favourably than any other on account (for example) of his or her sex, sexual orientation, gender identification, marital status, Civil Partnership status, family responsibilities, race (including colour, nationality, ethnic or national origins and citizenship), religion and belief, political belief, membership (or non-membership) of a Trades Union or other representative association of employees or students, disability (including HIV status), age or socio-economic background.

The University opposes any form of discrimination on these stated grounds unless it can be objectively justified as genuine, substantial, reasonable and within the law. Evidence of discriminatory behaviour (including harassment) will be treated as a potential disciplinary matter which may, in turn, result in sanctions up to and including staff dismissal or student expulsion in line with staff grievance and disciplinary procedures and student complaints and disciplinary procedures.

K Health and Safety

All employees must co-operate fully with the University in implementing its Health and Safety Policy. The implementation of legislative aspects such as risk assessment, provision of personal protective equipment, etc, is carried out at School/Departmental level and your Head of School/Department will provide appropriate information, instruction and training in accordance with the relevant statutory provisions. New employees should be given a copy of the Area Safety Code by their Head of School/Department.

“Users” of “Display Screen Equipment” (as defined by the Health and Safety [Display Screen Equipment] Regulations 1992) may request eye and eyesight tests and should contact the University’s occupational health service provider, via their Head of School/Department, to make appropriate arrangements. Eye and eyesight tests will be at no cost to the individual. Where a corrective appliance is prescribed solely for Display Screen work, the University will pay for the basic appliance only.

Smoking is not permissible at any time within any University buildings. Smoking is prohibited within ten metres of any building except when passing through on a

recognised footpath. Employees who disregard this policy may be subject to disciplinary action in accordance with the relevant Disciplinary Procedure.

L Financial Regulations

Regulations, which have been approved by Council, set out the responsibility for finance within the University and the financial procedures and instructions to be followed by all those involved with University finances.

Details can be obtained from your Head of School/Department or downloaded from the Finance Web page.

M Fraud Policy

The University is, and wishes to be seen by all as being, honest and opposed to fraud in the way it conducts University business and this document sets out the University's policy and procedures for dealing with the risk of fraud or corruption.

In order to minimise the risk and impact of fraud, the University's objectives are,

- first, to create a culture which deters fraudulent activity, encourages its prevention and promotes its detection and reporting and
- secondly, to ascertain and document its response to cases of fraud and corrupt practices.

In order to achieve these objectives, the University has taken the following steps:

1. the development and publication of a formal statement of its expectations in this area on standards of personal conduct, propriety and accountability;
2. the establishment of adequate and effective systems of internal financial and management control (and a clear requirement to comply with them), an Audit Committee and an independent Internal Audit Service with an ongoing responsibility to review and report on these systems;
3. the development and publication of a formal statement of the procedures to be followed by employees who have a suspicion of, or concern about, possible or actual malpractice within the University and a fraud response plan which sets out the University's policies and procedures to be invoked following the reporting of possible fraud or the discovery of actual fraud.

Full details can be obtained from your Head of School/Department or on the Web page under 'Guide to Policy and Procedures'.

N Harassment

The University is committed to the prevention of harassment for all those working in the University, both staff and students. The statement of the University's policy has been drawn up in conjunction with relevant trade unions and with the Students' Union and agreed by the Council of the University. There are also Guidelines giving definitions of harassment and advice to staff. It is preferable for allegations of harassment to be handled informally and quickly through mediation and conciliation.

Harassment Advisers, appointed by the Vice-Chancellor, are willing to help in giving assistance in informal mediation and conciliation. They are neutral and not personally involved.

Full details of the statement of the policy and names of the Harassment Advisers are given on the Web page, or can be obtained by contacting the Equal Opportunities Officer.

O Use of Computers and The Data Protection Act

The University has extensive computing and word-processing facilities and, in order to ensure responsible use of these facilities, Rules for the Use of University Computers have been established. These Rules appear in the University Calendar and apply to all members of staff.

The Rules include reference to the University's registration as a user of personal data under the Data Protection Act. This registration places an obligation on all staff and students of the University to comply with the Data Protection Principles, which appear in the Calendar in the Policy on Data Protection.

The University maintains records of staff for administrative purposes and the Data Protection Act entitles any individual who is the subject of personal data stored in this way to ask to see a copy of these data. Members of staff who wish to have details of their personal data should consult the Data Protection Officer, who is responsible for day-to-day administration of the Data Protection Act.

P Records

The HR Operations Office should be informed of any change of address, emergency contact or other changes of personal details.

Q Incentive Payments

The University wishes to encourage those employees who enhance both its prestige and its income by winning research grants and contracts, organising and contributing to short courses, and exploiting discoveries and inventions. These activities are all taken into account when, for example, an individual's promotion is being considered. In addition, some extra payment can be made both to Academic and, if appropriate, non-Academic staff for activities which generate income for the University.

R Consultancies and Other "Additional Work"

The University is committed to supporting staff to make the most of University Consultancy opportunities in the context of the workload, available resources and strategic priorities of the School or Directorate.

Full details are available at: <http://www.rdg.ac.uk/res/consultancy>

S Commercial Exploitation of Intellectual Property

The University of Reading is committed to increasing the income it receives from the commercial exploitation of its intellectual property by transferring wealth-creating research findings into the commercial sector. Implicit in this is the need to be able to identify and capture intellectual property with potential commercial value. Such intellectual property can contribute to the professional development of, and give financial reward to, the individual, enhance the reputation and resources of the University, and provide new educational opportunities.

The Code of Practice, ratified by Council, can be found on the Web or obtained from Research and Enterprise Services. The Code of Practice on Intellectual Property, Commercial Exploitation and Financial Benefits applies to staff and is part of these Rules.

T Confidentiality

The University is frequently required to enter into confidentiality arrangements with other organisations and individuals as a prequel to, or otherwise as part of a funding

or other relationship in academic, research or other University activity. Where this occurs, those members of University staff directing or supervising the activity concerned shall be informed of the detail of such arrangements before any written agreement giving effect to those terms is concluded. Those staff shall in turn be responsible for informing other staff or students engaged in the activity of such arrangements.

Should a member of staff (including senior or supervisory staff) reasonably not wish to be bound by confidentiality arrangements applicable to specific work, they must promptly raise any objection to their immediate line manager or Head of School before commencement of the work in question. Their line manager or Head of School shall be responsible for determining the reasonableness of such objections and for directing performance of work, reallocating duties, substitution or taking other such action necessary to allow the work to progress. For the avoidance of any doubt, those confidentiality arrangements will be without prejudice to any express or implied confidentiality provisions or duties as may arise out of or are set out in the University staff member's contract of employment, contract for services or otherwise.

If the extent of any objections is such that in the opinion of the line manager or Head of School concerned contractual confidentiality obligations cannot be met, the University's authorised signatory for the purposes of the contract concerned must be immediately informed of this in order that potential individual and University liabilities under law may be assessed and addressed.

Where academic, research or other University activity is conducted under publicly available terms and conditions (for example but without limitation, those published by Research Councils UK, the European Commission, Charities, Government and other such public bodies), University staff will be deemed to have been made aware of applicable confidentiality terms by virtue of their public availability.

It is acknowledged that University colleagues, Students, Courtesy post-holders and Academic Visitors will create or develop new or innovative knowledge, understanding, practices or technologies in the course of scholarly academic and research activity in their field. In recognising the mutual benefits that arise in discussion and presentation of these innovations within the University itself, staff will observe reasonable confidentiality requests of the individual disclosing such innovations.

U Car Parking

Employees may bring vehicles into Whiteknights, Earley Gate, Bulmershe Court, Greenlands and London Road provided they display the appropriate permit obtainable on payment of the annual registration fee and comply with the University Car Parking Regulations. Permit application forms and conditions are available from Reception, Palmer Building, or in the case of London Road, from the London Road Office.

V Environment, Energy and Sustainability

The University of Reading is committed to reducing our carbon footprint and improving our environmental impact. This commitment underpins in a practical way many of Reading's research themes around climate change, sustainable buildings and renewable energy and shows us to be leading in the most positive way possible- by example. The benefits of achieving these objectives are felt not just in terms of global CO₂e impact but also on reduced energy expenditure - direct and significant benefits to the University.

All members of staff are responsible for their contribution to carbon reduction and environmental management. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the environmental management system and carbon management plan. Where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air water and land.

Further guidance on environmental management and carbon reduction can be found by visiting our website: www.reading.ac.uk/cleanandgreen or emailing eeest@reading.ac.uk.