

UNIVERSITY OF SURREY

STAFF HANDBOOK

Revised February 2016

INTRODUCTION

- (a) This Handbook details terms and conditions of employment for all staff and should be read in conjunction with the portfolio of University employment policies and procedures, which are available on the Human Resources (HR) Website. These policies and procedures do not form part of employees' terms and conditions.
- (b) 'Academic Staff' (*those covered by Lecturer A & B, Senior Lecturer, Reader, and Professor Role Profiles*) and Teaching Fellows (*those covered by Teaching Fellow A and B, Senior Teaching fellow and Professorial Teaching Fellow Role Profiles*) should also refer specifically to Ordinance 11. This can be found on the Corporate Governance webpage.
- (c) The University of Surrey has a general duty, as a public authority as defined by the Equality Act 2010, to advance equality. It has three aims: (i) eliminate discrimination, harassment and victimisation; (ii) advance equality of opportunity; and (iii) foster good relations between persons who share a protected characteristic and those who do not. The Act requires the University to have 'due regard' through these aims throughout its functions and across all protected characteristics. All staff members share a part of this responsibility and are required to maintain a positive duty in complying with the equality legislation.

2. HEALTH & SAFETY

- (a) The University is committed to excellence in health and safety performance and to meeting its duties of care to the health, safety and well-being of its employees and

students, as well as others, including visitors, who may be affected by University activities.

- (b) All new employees will receive information covering general health and safety practices relating to the University and are to be advised of specific practices within their own work area. Employees have a responsibility to familiarise themselves with the *University's Health and Safety policy* and with any health and/or safety procedures that apply to them in their area of work. This particularly applies to emergency evacuation procedures and those related to reporting an incident at work.
- (c) All appointments are subject to compliance with the University's Health & Safety policies and standards, and the relevant arrangements for specific areas or activities including the requirements to take care for their own health and safety, to take due consideration for the health and safety of others, and not interfere with or misuse facilities that are there in the interests of health and safety.

3. REPORTING LINE

- (a) All employees are responsible to a designated Line Manager for the proper performance of their duties; however, on occasion their Line Manager has the discretion to delegate this responsibility to another senior colleague if appropriate.
- (b) An outline of each employee's anticipated duties and responsibilities within the Faculty or Central Department is contained within their Job Purpose/Role Profile.
- (c) Academic staff and teaching fellows are ultimately subject to the authority of the Vice-Chancellor & President of the University, however they work under

direction of their Faculty Executive Dean to whom they are accountable. Consistent with the University's Statutes and Ordinances the Faculty Executive Dean may delegate this authority to Heads of Departments, Centres or Groups and in these circumstances the duties and responsibilities of a member of staff are governed by the terms of reference agreed within the Faculty.

4. STARTING & LEAVING DATES

- (a) An employee's starting date will usually be the first day on which he/she starts work regardless of when the first day of the month falls.
- (b) Conversely, an employee's last day of service will normally be the Sunday of the week in which their last day of work falls. Variations may apply for those where the contract is funded externally or where the employee leaves mid-week.
- (c) An employee's last day should be agreed with his/her Line Manager, with advice from the HR Representative where necessary.

5. HOURS OF DUTY

- (a) The normal working week for all staff (except Professors, Readers, Senior Lecturers, Lecturers A and B) will be an average of 36 hours. Local arrangements may be agreed to allow this to be 37 hours in semester time and 35 hours in non-Semester time, but in all cases the best interests of the University remain paramount.

The **normal** working hours are thus:

Semester: Monday – Thursday, 9.00am – 5.30pm, Friday 9.00am – 5.00pm or equivalent period between 8.00am and 6.00pm by agreement with the Line Manager.

Vacation: Monday – Friday, 9.00am – 5.00pm or equivalent periods between 8.00am and 6.00pm by agreement with the Line Manager.

Semester time varies from year to year. Details of these can be located annually within the University Calendar.

- (b) **Actual times of working exclude meal breaks.**
- (c) These working hours will vary according to operational needs. Exact working patterns will be established by the line manager.
- (d) Any staff member considering flexible working should consult the *Flexible Working Policy* available from their HR Representative or the HR Website. Staff working flexible working patterns such as annualised hours may have different working patterns, and local arrangements will confirm how this will operate.
- (e) The hours of duty for Professors, Readers, Senior Lecturers, Lecturers A and Lecturers B are not fixed and are considered to be those necessary to undertake teaching, research and administration duties as arranged with the Faculty Executive Dean.
- (f) In order for the University to fulfil its obligations under the Working Time Regulations, staff are required to inform their HR Representative of any employment that they plan to, or currently undertake with another employer.

6. OVERTIME

- (a) Overtime is generally not payable to staff, however where a member of staff is required to work over and above contractual working hours the *University Policy on Time Off in Lieu (TOIL)* should be consulted. This is available on the HR Website.

- (b) In certain circumstances, where the need of the University prevails, overtime may be paid by exception to some staff if there is an operational requirement. Details of this can be obtained from their HR Representative. Alternatively it is shown in the *Overtime Policy* available on the HR Website.
- (c) Non-contractual paid overtime is not pensionable under USS. However pay including non-contractual overtime and additional hours is pensionable under the LGPS regulations.

7. ANNUAL LEAVE

- (a) The standard leave year runs from 1 August until 31 July, although this may vary due to operational needs. Paid holiday entitlement is as follows:

	All Staff (excluding Academic & Teaching Staff)	Academic & Teaching Staff
Annual entitlement	25 days	30 days

- (b) Part-time employees are entitled to paid leave on a *pro rata* basis according to the number of hours worked.
- (c) Annual leave may be taken at any time during the year with the prior agreement of the Line Manager. It is expected that annual leave will normally be taken within the leave year in which it is accrued, however staff may request carrying forward a maximum of 5 days (pro rata for part time staff) in **exceptional** circumstances, subject to authorisation by the relevant Line Manager.
- (d) **Leave Entitlement for Newly Appointed Staff.** Newly appointed staff are entitled to annual leave on a pro rata

basis for the remainder of the leave year in which they commence work.

- (e) **Leave Entitlement for Leaving Staff.** During the leave year in which employment comes to an end, staff are entitled to annual leave on a pro rata basis. Employees are encouraged to take any leave owing to them prior to leaving. Any accrued leave that cannot be taken should be discussed with the local HR Representative for payment in lieu. The University reserves the right to ensure an employee takes outstanding leave during the notice period.
- (f) **Annual leave taken in excess of entitlement.** Where a member of staff leaves the University and has taken more leave than they have accrued, payment for this excess is deducted from their final month's salary.

8. BANK HOLIDAYS & DISCRETIONARY DAYS

Public and Statutory Holidays	8 days (New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day), plus any additional special public holidays declared by the Government.
University days	3 days at Christmas 3 days at Easter 1 day added to annual entitlement but which may be pre-determined by the University centrally by the Vice-Chancellor's Office/Executive Board.

- (a) Part-time employees are entitled to payment in respect of these days on a *pro rata* basis according to the number of hours worked. Please refer to the *Leave Policy*.
- (b) Employees who are required to work on a public or University holiday are entitled to time off *in lieu*. The detail of this is contained within the *University Policy on Time Off in Lieu (TOIL)*.

9. SICK LEAVE

- (a) The detail of the University *Sickness Absence Policy and Procedure* that governs all staff is available on the HR Website, in addition to which a copy is provided to all staff on appointment.
- (b) Employees are required to notify their department (and/or to follow local arrangements where set out) by 10.00 am (or within one hour of their normal start time) on the first day of absence due to sickness. It is important to indicate (where possible) the expected duration of the absence and subsequently keep the relevant Line Manager informed of any changes to the anticipated length of absence.
- (c) The appropriate self certification forms, for up to 7 continuous calendar days along with absence and medical certificates for absences in excess of 7 days, should be forwarded to the HR Representative or relevant absence administrator without delay. Failure to do so may delay Occupational Sick pay being paid. Any overpayments (for example when Statutory Sick Pay should have paid instead of Occupational Sick pay) will be deducted from subsequent payments of salary.
- (d) **Medical Appointments:** Where it is not possible to attend appointments outside normal working hours, the

University will allow employees reasonable time off to attend medical appointments.

10. NOTICE PERIOD

- (a) On leaving the University the following Notice Periods apply.

Level/Group	Notice Period
Level 1a–2b	1 Month
Level 3–4 (non-academic)	2 Months (reduced to 1 month within probation)
Level 5–7 (non-academic)	3 Months (reduced to 1 month within probation)
Teaching Staff (<i>Teaching Fellows, Senior Teaching Fellows, Professorial Teaching Fellows</i>)	3 Months (reduced to 2 months within probation)
Professors, Readers, Senior Lecturers, Lecturers A and B	Not less than 3 months' notice in writing, expiring on 30 April, 31 August or 31 December

- (b) All employees must give notice in writing, addressed to their line manager and copied to their local HR representative, of an intention to resign from a post. The period of notice may be shortened by mutual agreement with the Line Manager.
- (c) In the event that the University issues notice, the Statutory Notice Period will apply if it exceeds the contractual Notice Period.
- (d) Where an employee leaves the employment of the University and they work annualised hours, arrangements should be made to recalculate the number of hours they should have worked to that date in the year. This figure

should be compared to the actual hours worked which may result in an adjustment to the employee's final salary.

- (e) The University reserves the right to require employees who have resigned with notice, or who have been given notice to terminate their contract, not to attend their place of work for all or part of the notice period.

11. SALARY INTERVALS

- (a) Salary is paid in arrears in twelve equal monthly instalments, except for those claiming on a time-sheet basis. It is paid directly into an employee's bank by the last working day of every month.

12. SALARY DEDUCTIONS

- (a) The University will have the right to deduct from salary any amount which the employee may owe to the University. The University will inform the employee when this occurs, agreeing the repayment plan.
- (b) It is the employee's responsibility to return University property by a date specified by the University. The University reserves the right to deduct from the employee's salary an amount up to the current market value of the property not returned, i.e. based on the value of the property at the time that it is not returned and not on a replacement cost basis.

13. PROBATION

- (a) All appointments are subject to a probationary period. The following rules apply.

Group	Probation Period
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Academic Staff (covered by <i>Lecturer A & B Role Profiles</i>) ¹	3 Years
Teaching Fellows	2 Years
All other Staff	6 Months

- (b) These periods may be modified by the terms of individual contracts of employment.
- (c) Appointments are to be confirmed in writing following the satisfactory completion of the probation period.
- (d) In certain circumstances it may be necessary to extend the period of probation.
- (e) For posts of less than one year's duration, the probationary period may be reduced as appropriate.
- (f) Responsibility for monitoring the probationary period lies with the Line Manager.

14. STAFF APPRAISAL PROCESS

It is a condition of all appointments that employees participate fully in the annual Staff Appraisal process. The objectives of staff appraisal are to review current performance in order to help staff maximise their potential within the University and ensure that individuals are playing a part in achieving the evolving strategic objectives/vision of the University; to identify, agree and provide development opportunities and resources which will be beneficial to both staff members and the University.

¹ A probation period does not normally apply to employees appointed into Senior Lecturer, Senior Teaching Fellow, Reader, Professorial Research Fellow, Professorial Teaching Fellow and Professor posts.

Appraisal forms and Guidance notes can be found on the HR Website.

15. PENSION

Normally, all appointments are pensionable under one of the occupational pension schemes.

Job Family Levels	Scheme
1a - 2b (New employees from 1 January 2016)	University of Surrey Pension Plan (UPP)
1a - 2b (For eligible employees in post prior to 1 January 2016)	Local Government Pension Scheme (LGPS)
3 - 7	Universities Superannuation Scheme (USS)

Eligible employees are automatically entered into the relevant pension scheme. If further details are required regarding pension scheme membership please contact the Pensions Department.

16. RETIREMENT

- (a) Employees can voluntarily retire at a time of their choosing, and draw any occupational pension they are entitled to, subject to the provisions of the pension scheme in force at the time.
- (b) To assist with workforce succession planning, both managers and employees are encouraged to discuss future short and long term plans.

- (c) If an employee makes a decision to retire, formal notice should be given in writing, as outlined in section 10. Further information can be found in the *Procedure for Retirement from the University*, which can be found on the HR website.
- (d) Flexible retirement may be an available option, subject to the provisions of the pension scheme, eligibility criteria and approval. The University Pensions Department can provide more information.
- (e) For more detailed information please refer to the pension scheme member's handbook or contact the University Pensions Department.

17. TRADE UNION RECOGNITION

The University recognises three Trade Unions:

UCU - University and College Union

UNISON

UNITE

18. INCREMENTAL PROGRESSION

- (a) Normal incremental progression through the core sections of the salary scales is awarded to most employees on the 1st April annually. This is subject to the completion of six months service and also to satisfactory performance². There is no automatic incremental progression into or within the Higher Responsibility Zones. Further information on this can be found in the *Job Evaluation Procedure* on the HR Website.
- (b) For staff within Level 7 on the payscale incremental progression is not automatic.

² Any system for withholding normal annual incremental progression within levels will be based on a rigorous formal procedure

19. DISCIPLINARY AND GRIEVANCE PROCEDURES

The University's *Disciplinary Policy* and *Grievance Policy* can be found on the HR Website.

20. OUTSIDE ACTIVITIES & DECLARATION OF INTERESTS

- (a) All external activities are subject to the requirements laid down in the *University Financial Regulations* and the *Ethical Conduct: Bribery, Fraud, Gifts, Hospitality and Conflicts of Interest Policy*.
- (b) All additional work taken on outside of the University that falls under the *University Financial Regulations* must be approved by the Faculty Executive Dean or appropriate Admin/Service Department Director prior to commencement.
- (c) The University reserves the right to ask staff across all Job Families to make a declaration of interests each year.
- (d) Academic Staff of the University (*those covered by Lecturer A & B, Senior Lecturer, Reader, and Professor Role Profiles*), providing the duties and responsibilities of their role have been, and are being, met, in the reasonable opinion of the University, may spend an average of up to one day a week on external activities, subject to approval by the Faculty Executive Dean. Approval to undertake such activities will at all times be governed by the needs of the Faculty and University and this time allowance is therefore not an automatic entitlement.
- (e) For part-time members of Academic Staff (*those covered by Lecturer A & B, Senior Lecturer, Reader, and Professor Role Profiles*) these arrangements will be based on a pro-rata provision.

21. CONFIDENTIALITY

- (a) During the course of employment employees may have access to, gain knowledge of, or be entrusted with, information of a confidential nature. This may include:
- organisational policy;
 - scientific or medical test results;
 - future plans of the University;
 - research and development of new products including the nature, origin or composition of products (whether in production or in research stage) and manufacturing processes;
 - information about the University community including its staff, students, clients, suppliers, manufacturers, medical practitioners *etc.* (past, present or potential) and the terms upon which they do business.
- (b) Employees may also gain knowledge of or be entrusted with sensitive, personal or medical information concerning other members of staff or students.
- (c) All employees must agree, at any time, during or after the end of their employment with the University, unless expressly authorised by the relevant Head of Department/Faculty Executive Dean, not to disclose to any person or make use whether directly or indirectly of such confidential information as described above.
- (d) Disclosure or misuse of information by employees during the course of their employment will be treated as gross misconduct.
- (e) In some circumstances employees may be required to sign a specific Confidentiality Agreement.

22. PATENTS

All appointments are subject to the University *Intellectual Property Code (including patents)* and any subsequent amendments. It is a condition of employment that all intellectual property rights (including copyright) or results arising from University work are automatically assigned to the University and the protection and exploitation of such intellectual property will be the sole responsibility of the University or its nominees or nominated assignee(s).

23. DATA PROTECTION

- (a) Employees are required at all times during their employment to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the University to comply with the Act.
- (b) The University has a *Handling of Personal Information about Staff: Data Protection Statement*, and this statement, and any subsequent amendments, sets out further information about how the University processes personal (or 'sensitive') data.

24. CONDUCT AND PRACTICE

- (a) The University is committed to applying the highest standards of conduct and integrity in its activities. Every employee and individual acting on the University's behalf is responsible for maintaining the University's reputation and for carrying out their duties honestly and professionally.
- (b) The University has a number of policies and procedures which set out these requirements. Whilst not limited to the list below, all appointments of the University should be familiar with the following policies, and any subsequent amendments:

- *Ethical Conduct: Bribery, Fraud, Gifts, Hospitality and Conflict of Interests Policy*
- *Expenses and Benefits Manual*
- *University Code on Good Research Practice*
- *Public Interest Disclosure Policy (Whistleblowing)*
- *Staff Charter*

Additional copies of this handbook are available from the HR Website or from the local HR Representative.

For those members of staff without easy access to the intranet, a list of policies referred to in this handbook can be obtained from their HR Representative.

The University of Surrey reserves the right to amend this document in negotiation with staff and recognised trade unions.