

# UNIVERSITY OF HUDDERSFIELD

## STAFF HANDBOOK



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## **1.Introduction**

### **About the University**

The University of Huddersfield seeks to provide the best student experience through excellence in teaching and learning, support for student's needs, building scholarship and research and supporting achievement and student employability. To be successful we need to ensure that we recruit and retain the very best talent across all fields, drawing on local, regional, national and international labour markets. We need to ensure that our staff receive appropriate reward and recognition. We must ensure that our staff are adequately prepared for, and able to, manage future demands.

### **Campus Maps**

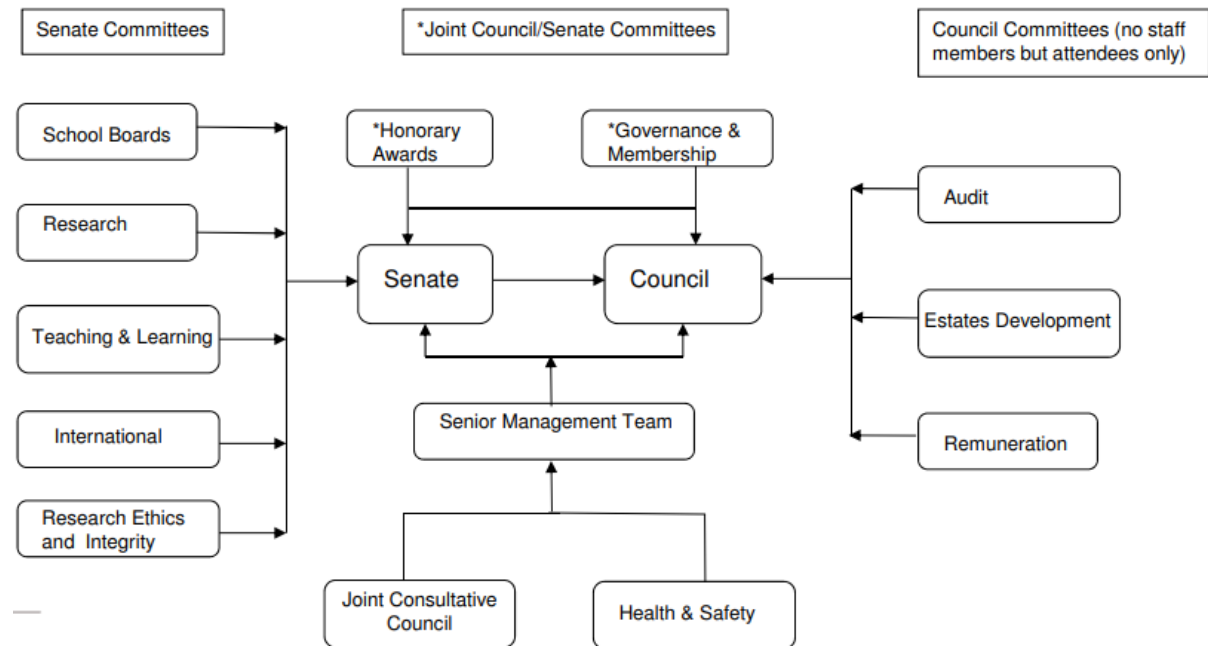
Our Campus is continually changing as we invest in the ongoing growth of the University. Please see here for our latest Campus Map <https://www.hud.ac.uk/about/maps/#!/#campus>

### **Change in Personal Details**

Personal information is held by Human Resources in order to comply with the requirements of employment legislation and external bodies such as the HM Revenue and Customs, Higher Education Statistics Agency (HESA) and the relevant pension schemes. Any changes to address, title, marital status, qualifications etc. should be brought to the attention of Human Resources in order that the necessary details can be kept up to date. Incorrect or out of date information can lead to difficulties and misunderstandings. Please ensure that you keep your personal details up to date by logging onto [MyHR](#) to update.

## **Committee Structure Chart**

The below diagram shows the structure chart for the University Committee:



## **Contacts in Human Resources Group**

### **Human Resources Office**

Email: [hr@hud.ac.uk](mailto:hr@hud.ac.uk)  
Phone: (01484) 472845

### **Payroll**

Email: [payroll@hud.ac.uk](mailto:payroll@hud.ac.uk)  
Phone: (01484) 473899

### **People and Organisational Development**

Email: [people@hud.ac.uk](mailto:people@hud.ac.uk)  
Phone: (01484) 472799

### **Occupational Health**

Email: [occupational.health@hud.ac.uk](mailto:occupational.health@hud.ac.uk)  
Phone: (01484) 471800

In addition, please see below link for individual Human Resource Contact Details

[Contact us - University of Huddersfield](#)

### **Forms Available to Download**

A selection of forms which can be used to keep your records up to date can be downloaded from the Human Resources intranet [site](#). The forms include Flexible Working Request form and Dependant's Leave form. Staff should note that an Expenses Claim form is available for download from the Financial Services web site.

## Strategy Map 2025

### Aims

*University of*  
**HUDDERSFIELD**  
Inspiring global professionals



### Values

We will work as a **team** to provide an **excellent** service to all of the **communities** we support.



## Key Performance Indicators



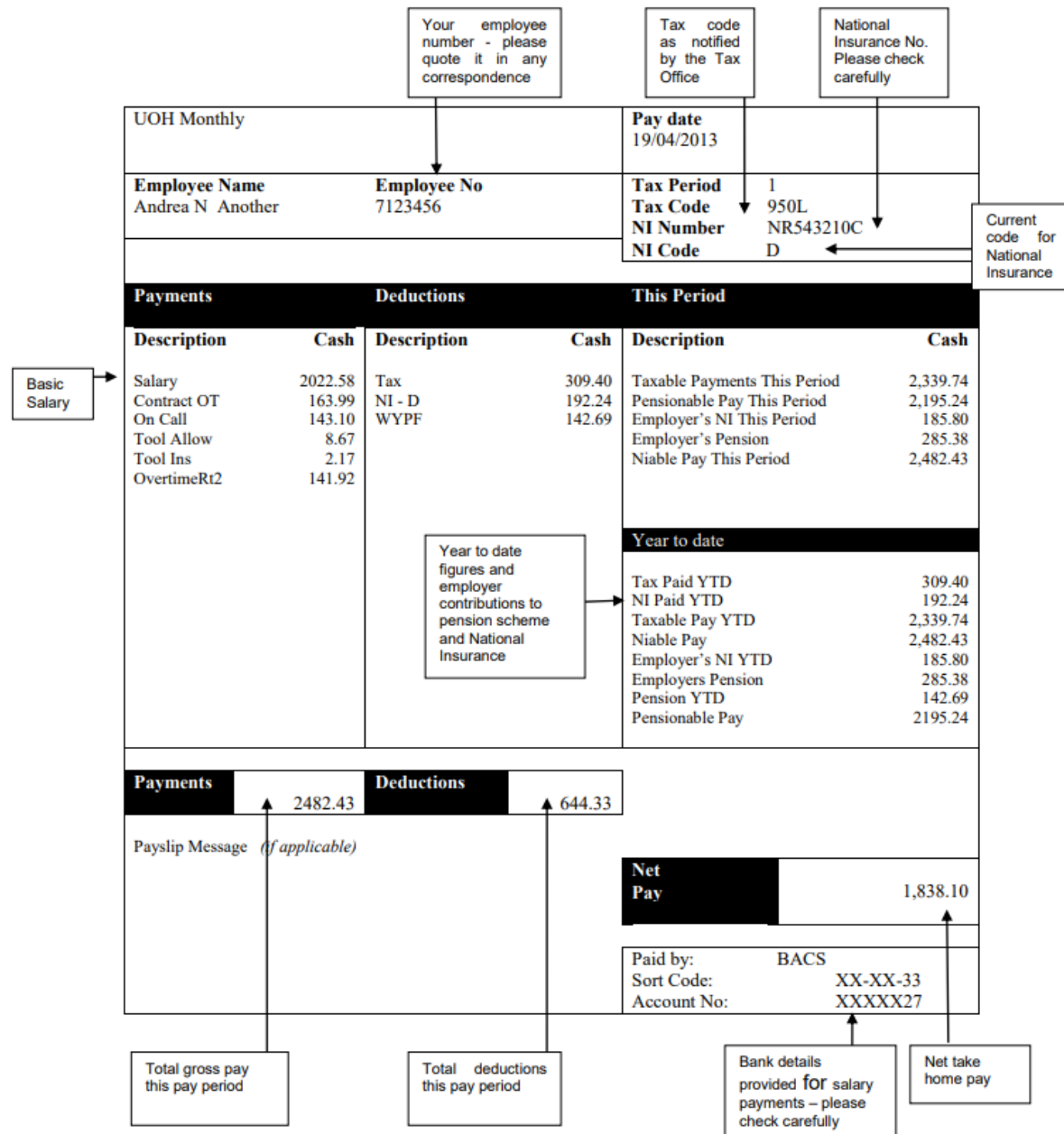
## Values

We will work as a **team** to provide an **excellent** service to all of the **communities** we support.

## 2.Conditions of Service

### How to Understand Your Payslip

The below diagram explains each section of your payslip.



## **Job Evaluation**

### **1. Purpose**

To provide guidance on the operation of the job evaluation process.

### **2. Scope**

This procedure applies to all staff employed by the University up to and including Grade 10.

### **3. The Job Evaluation Scheme**

3.1 The University uses the Hay Guide Chart Profile Method of Job Evaluation which is an analytical and factor-based system and provides a framework to systematically and consistently identify and measure differences between jobs.

<b>Grades</b>	<b>Total Job Size</b>
1	
2	0 - 62
3	63 - 84
4	85 – 134
5	135 – 191
6	192 – 268
7	269 – 370
8	371 – 518
9	519 – 734
10	Above 734

3.2 The job evaluation process will:

- a) consider the post and not the personality or performance of the post holder.
- b) be based upon an assumption of standard, competent performance to ensure consistency.
- c) evaluate jobs as they exist now and not how they are used to operate or might operate in the future.

3.3 The job evaluation system makes comparative judgements relating to:

- a) Know-How – the knowledge, skill and experience required for standard acceptable performance. It considers the requirement for technical and professional skills, expertise and experience, the amount of planning and organising required and the requirement to work with and through others.
- b) Problem Solving – the thinking required for analysing, evaluating, creating, reasoning, arriving at and drawing conclusions; the extent to which this thinking is covered by precedents or circumscribed by standards; and the degree of creativity or original thought required.

c) Accountability – the freedom to act measured through the existence or absence of constraints by managers, committees and procedures and the impact of that action on the University.

- 3.4 The purpose of job evaluation is to ensure that the University maintains the principles of equal pay for work of equal value. It is not designed to address matters such as market pay or payment for additional duties and responsibilities / recognition.

#### **4. Job Evaluation Panels**

- 4.1 All Job Evaluation Panels will consist of three members of staff who have received internal training in the Hay evaluation methodology.
- 4.2 All evaluators are required to keep their training up to date through practice. Evaluators who have not undertaken a panel over a course of a year may be required to undertake refresher training before sitting on a Job Evaluation Panel.
- 4.3 As far as is reasonably practicable, Job Evaluation Panels will maintain a gender balance and will include a trained evaluator from a relevant trade union. The panel should also aim to reflect the University's demographic and be representative of members from diverse backgrounds (including those with Protected Characteristics).
- 4.4 The Job Evaluation Panel will always contain a majority of members from the relevant staff grouping e.g. a majority of academic staff evaluators will be included on panels considering academic staff posts.
- 4.5 Job Evaluation Panels will not include evaluators working directly in the work area of the post under consideration.
- 4.6 Job Evaluation Panels will not include evaluators where their position would be influenced by the outcome of the evaluation.

#### **5. Process – New Posts**

- 5.1 Where existing job descriptions are used no evaluation will be required. Where changes are made to existing job descriptions the procedures in 6 onwards will be followed.
- 5.2 A job description, person specification and job evaluation questionnaire should be completed and forwarded to the Human Resources Manager assigned to the School/Service together with a structure chart which shows the reporting lines for the post.
- 5.3 Details will be forwarded to the next available Job Evaluation Panel and a grade assigned.

#### **6. Process – Changes to existing posts**

- 6.1 Some roles may change over time depending on operational requirements however not all will undergo significant changes to warrant a re-evaluation. There must have been a significant and permanent change in the work and responsibilities of the role to affect the grade outcome. Additional or new duties at the same level of responsibility and/or complexity will not normally result in the job being graded to a higher level. Job Evaluation does not take account of the performance of the role holder; the evaluation assumes that the job is being done to a competent level.

- 6.2 The line manager should agree a revised job description, person specification and job evaluation questionnaire with the member of staff and submit these to the Human Resources Manager. An initial assessment will be made to identify significant and material changes to the post.
- 6.3 Where significant and material changes are identified the post will be forwarded to the next available Job Evaluation Panel meeting and a grade assigned.
- 6.4 Where significant and material changes are not identified, the post will not proceed to evaluation and the manager should have further discussions with the member of staff.
- 6.5 Jobs will not normally be re-evaluated within a 12-month period, unless considered under the Appeals Process outlined under section 7 or for the purposes of reorganisation.

## **7. Process - Restructures**

- 7.1 Where there is restructure planned, the School / Service should submit all impacted job descriptions to HR for consideration in the first instance.

## **8. Grade Outcomes**

- 8.1 Where a job is upgraded, the individual will be placed on the bottom scale point of the new grade. All evaluation outcomes will be effective from, and backdated to, the date it was confirmed that the individual undertook the role.
- 8.2 Where a job is downgraded, the individual will be placed on the top point of the new grade effective from the date of the Job Evaluation Panel.
- 8.3 Incremental progression will proceed as normal.

## **9. Grade Appeals**

- 8.1 Where a member of staff is dissatisfied with the outcome of the Job Evaluation Panel an informal meeting can be requested with Human Resources (and a member of the job evaluation panel, if no Human Resources representative on the panel) to discuss the reasons for the evaluation outcome. The member of staff is entitled to be represented at this meeting by a friend or trade union representative. The purpose of the meeting is to provide feedback on the evaluation, and not to change the outcome of the Panel.
- 8.2 If the member of staff remains dissatisfied, they can request a second evaluation. The Job Evaluation Panel will contain a majority of members from the relevant staff grouping, including a trade union representative from the relevant group wherever reasonably practicable.
- 8.3 The decision of the second evaluation panel is final.

## **9. Reporting**

- 9.1 Reporting of Job Evaluation Panels and outcomes can be provided to relevant University groups by Human Resources on request.

**10. Training**

- 10.1 Human Resources will conduct training for new evaluators or refresher training on an as and when required basis to ensure there are sufficient and appropriate evaluators available to sit on job evaluation panels.
- 10.2 All staff members who volunteer to undertake job evaluation training will be required to sit on at least one job evaluation panel each year.

## **Market Supplement Policy**

Market supplements are designed to support recruitment and retention of staff where there is objective evidence that the rate of pay offered directly results in increased labour turnover or an inability to recruit.

Market supplements will only be used when a clear business need is identified and recruitment and retention issues cannot be better addressed through the total benefits package or the work environment, for example, opportunities for development, support and facilities.

For the full Market Supplement Policy, please see [here](#).

## **Pay Dates**

All staff are paid on a calendar monthly basis. Payment is made on the 21st of each month, by direct BACS transfer to a nominated bank account. If the 21st falls at a weekend, then payment will be made on the previous Friday. Bank details will be requested on appointment to the University, please ensure that the Payroll department is notified if your bank details change. Staff can also update their bank account details via [MyHR](#).

## **Probation Periods**

A newly appointed University employee and existing staff promoted to higher grades posts will be placed on a period of probation. This probation period is designed to allow the individual to work towards their full potential. The probation period also gives managers the opportunity to provide for periodic assessments of the capability, skills and aptitude of their new staff.

The probation period is as follows:

Grades 1-6	6 Months
Grades 7-9	12 months
Senior Staff	12 months, or longer period as specified in contract

For further information, please see [Induction and Probation Procedures](#).



## **Remuneration Policy**

The performance of the University is dependent on the quality and commitment of its workforce. The University believes that staff of the right calibre will be attracted and motivated to secure maximum returns if the University adopts policies which are consistent with its mission and values and are comparable in the higher education sector.

The University seeks to:

1. Recruit and retain the high quality staff it needs to deliver its corporate plan
2. Achieve equity, fairness and consistency in the operation of reward policies and practices
3. Ensure that our salaries and benefits remain competitive with other Universities in our market sector
4. Ensure that the contribution of staff to achieving the strategic goals of the organisation is recognised
5. Ensure that the reward system is transparent and the University will publish all criteria of the reward system but not the earnings of individual staff
6. Develop a benefits structure which begins to lay a greater emphasis on flexibility and employee choice
7. Communicate to staff the details of the reward system as it affects them.

## **Salary Scales**

### **Grading Structure**

The University operates a 10 grade structure. Current Salary Scales can be found: [Salary scales - University of Huddersfield](#).

Internal relativities between the grades are determined through job evaluation. The University operates the Hay job evaluation scheme. Salary scales will be considered on an annual basis by the University Council. The University Council will take account of any recommendation from the Universities and Colleges Employers' Association in considering any cost of living award adjustment, including any changes to pay structure.

Salary scales are reviewed from time to time in the light of market factors, salaries offered by competitor institutions and recruitment and retention data, and recommendations made to the Council where change is considered necessary outside the remit of the annual review.

### **Starting Salary**

Appointment within a grade will be at the minimum point unless previous experience justifies immediate progression.

Immediate progression will only be considered where:

1. an individual has come from an interchangeable role at the same or equivalent grade in another University or HEI e.g. appointment from lecturer B to senior lecturer.



2. A current member of staff employed on a fixed term or permanent contract is recruited in an open competitive recruitment process to a new post from a post on the same grade. In such cases they will receive one increment from the date of the new post and any additional incremental progression is implemented from this date. This provision does not apply to restructures and/or redeployments and/or rearrangement of duties
3. an individual has significant experience that is of direct relevance to their performance (above the level of experience assessed within grade definitions) e.g. substantial practical experience relevant to teaching role.

Any immediate progression must be approved by the Chair of the Recruitment Panel and reasons recorded (Form Rem1).

### **Movement Between Grades**

Staff will move to higher grades if they undertake the full range of duties of a job evaluated at a higher grade. When transferring between grades staff will move to the lowest point in the higher grade.

Movement from Lecturer (Grade 7) to Senior Lecturer (Grade 8) duties will occur at any time the member of academic staff starts to undertake the senior lecturer job description. This applies to all academic staff. This should be regularly reviewed to encourage the lecturer to undertake the full range of senior lecturer duties as soon as possible following satisfactory induction.

Staff will move to a lower grade if they undertake a job description which is evaluated at a lower grade. When transferring to a lower grade staff will move to the position on the lower grade that they would have achieved through service. These transfers will only occur at the request of the individual, through agreed redeployment or as a result of a restructure/reorganisation which would be subject to individual or collective consultation processes.

### **Incremental Progression**

Incremental progression recognises that competence improves year on year with experience. One-point progression within the grade is automatic if performance and competence are satisfactory (measured against normal expectations for someone at that grade with that level of experience).

The annual increment date is 1 April for Support Staff and 1 August for Academic Staff. Where staff are appointed less than six months prior to the annual incremental date they will receive their first increment after six months' service and thereafter on 1 August or 1 April as appropriate. Where staff are appointed more than six months prior to the annual incremental date they will receive their first increment on the annual date. Staff engaged on part-time hourly paid lecturing terms also need to have worked a minimum of 24 teaching weeks in the previous academic year or 24 teaching weeks over the previous two academic years since the last incremental award to qualify for incremental progression.

There is no automatic incremental progression for staff on grade 10 or for staff paid on spot salaries.

Increments will not be paid if an employee:

1. has not made satisfactory progress during their initial period of employment (satisfactory demonstrated by passing a six-month probation or achievement of satisfactory rating at the six-month review under a 12-month probation). Where increments are withheld or someone has insufficient service at the increment date it will be awarded (without backdating) from the date probation has been satisfactorily completed. The next increment will be awarded at the normal increment date.
2. Is subject to formal capability proceedings. An increment will be awarded (without backdating) when satisfactory performance is confirmed under the capability procedures. The next increment will be awarded at the normal increment date. Where an individual successfully appeals against the use of formal capability procedures any incremental progression lost will be re-instated and backdated.
3. Is subject to a formal warning under the University's disciplinary procedures. An increment will be awarded (without backdating) when the warning ceases to be "live" under the disciplinary procedures. The next increment will be awarded at the normal increment date. Where an individual successfully appeals against any disciplinary warning any incremental progression lost will be re-instated and backdated.

### **3. Additional Allowances**

#### **Acting Up Allowance**

Where an individual is required to undertake the duties of a higher graded post they may become eligible for an “acting-up” allowance. “Acting-up” payments should be used rarely and only in circumstances where absence was unplanned and it proves necessary to make the temporary cover arrangement for a limited period of time, for example, covering long term sickness absence. Where an absence is known in advance, for example, maternity leave, sabbatical or other planned leave of absence, any request to cover the post should be made through the standard post monitoring system.

Any “acting-up” period must be in excess of four weeks and should only be granted for a limited period, with a set end date. Where there is no known end date (for example, in covering sickness absence) the acting-up period should not exceed six months in the first instance. The acting-up allowance will be based on the difference between the employee's current salary and the first point of the higher graded post they are covering. Where the employee is covering some, but not all, of the duties of a higher graded post a revised job description must be drafted and evaluated in accordance with the University's job evaluation scheme. When this results in a higher grade to the one the employee is currently paid, they will be paid an acting-up allowance based on the difference between their current salary and the first point of the higher grade. Where more than one employee shares the cover any additional payment will be split between those covering the duties in proportion to the FTE spent on cover so long as each takes on additional duties evaluated at a grade higher than the one they are already paid on.

Acting-up payments, and any renewals of such payments, must be approved in advance. “Acting-up” allowances are subject to tax, national insurance and pension contribution.

Managers should complete the form and return it to their Human Resources Manager. Such requests should be submitted well in advance of requirements and will be considered as part of the post monitoring process. Where job evaluation is required a job description and job evaluation questionnaire should also be submitted. If the request is approved the manager will be contacted and they may then offer the allowance to the individual. Human Resources will then write to the individual confirming the level and timeframe of any additional payment. You can find a copy of the Acting Up Request form [here](#).

#### **Additional Payments to Staff**

To maintain the integrity of the University's pay structures and ensure a fair and equitable remuneration policy operates, additional allowances may only be made to staff in specific approved circumstances. This guidance explains when such allowances are appropriate.

#### **Contractual Allowances**

Contractual allowances apply to a small number of staff and are specified in the individual employee's contractual terms and conditions of employment. They are permanent allowances linked to specific contractual requirements, for example, shift allowances, first aid allowance, on-

call allowance, tool allowances. As contractual payments they are implemented and managed through HR. Such payments are subject to tax, national insurance and pension contribution.

## **First Aid**

Paid to all staff on completion of First Aid training who qualify to undertake First Aid duties in accordance with the University's Health and Safety Policy. A flat £2.00 per week is payable, with a pro-rata payment made to part time staff.

## **Late Night Taxi Allowance (Contribution to additional travel costs incurred by late night working)**

### **Purpose:**

To provide a contribution to additional travel costs incurred by staff who are required to work after public transport has closed.

### **Eligibility:**

To be eligible for payments, staff must:

- Regularly<sup>1</sup> work after 11pm in excess of 60 times per year
- No public transport is available
- The individual uses a taxi to travel to home on the occasion of late working

### **Process:**

The relevant line manager calculates the requirement for regular late working for the financial year. Each occasion will incur an allowance of £5. The manager submits the name of the individual and number of sessions required to Payroll by 7 August.

Payroll calculate the total annual allowance (number of sessions required X £5). The allowance is then processed in twelve monthly payments as part of salary. The payment is subject to tax and national insurance deductions. The allowance is a non-contractual payment and is not part of pensionable pay and therefore exempt from superannuation calculations. As a non-contractual payment the allowance will not be paid where an individual has failed to work on any planned occasion or where an individual has chosen alternative transport.

At the end of the financial year the relevant manager will confirm whether planned late working arrangements were worked. Where there has been an overpayment (due to unplanned absence occurring or the individual choosing to use alternative transport) this should be recorded and deducted from the allocation of allowance for the next financial year. Where there has been an underpayment (due to unplanned additional cover of late night working) this should be recorded and added to the allocation of allowance for the next financial year. The relevant forms are available from the [HR website](#).

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<sup>1</sup> Irregular and/or limited late working (under 60 times per year) may be claimed in accordance with the University's Expenses Policy

## **On Call Allowance**

Where emergency duty cover is necessary to facilitate operational requirements, on call payments will be made. The amount of payment is determined locally in consultation with Human Resources and increases annually in line with pay awards.

Managers receive a higher on call payment to reflect their responsibility for determining appropriate action to be taken on receiving emergency calls.

A session of duty on weekdays (Mondays to Fridays) shall be the period from the usual closing of an office on one day and its opening the following morning. At weekends and public holidays, one session will comprise 12 hours. Staff who are required to be on call on a bank or public holiday (including those falling at a weekend) shall in addition be granted compensatory leave of absence.

Staff must be able to attend the University within 2 hours in response to any emergency call out. (This reflects the standard emergency response time for contractors in the construction industry using a measured term contract).

Payment for emergency call out will be made at standard overtime rates. The minimum call out period for which appropriate overtime will be paid is 2 hours.

## Overtime

Support staff may receive overtime payments when they work additional hours above their contractual hours. Overtime rates are paid at plain time up to the individual working 37 hours per week. Any enhanced level of payment is determined in accordance with the University's terms and conditions of employment. All overtime must be approved in advance. Please refer to the: overtime approval procedure [here](#).

Overtime payments are subject to statutory deductions.

Non contractual overtime will be paid as follows to staff working in addition to their basic contractual hours:

Monday – Friday	payment at plain time up to 37 hours per week then payment at time and a half
Saturday	payment at plain time up to 37 hours per week then payment at time and a half
Sunday	payment at plain time up to 37 hours per week then payment at double time
Bank Holidays	payment at double time

NB: a week for the purposes of this section represents any consecutive Monday to Sunday period.

## Shifts (alternating/rotating)

Allowances for shifts will be paid at the rate of:

14% of salary where the total period covered by the shifts is more than 14 hours

12.5% of salary where the total period covered by the shifts is between 11 and 14 hours

### **Tool Allowance/Insurance**

Paid only to the following staff working within the Combined Services Group, Estates and Facilities who are required to provide and insure their own tradesmen's tools:

- CSG Supervisor
- Joiners/Multi-trade
- Electricians
- Building Trades Operative
- Painters and Decorators

Tool allowance weekly rate is £2.00 per week. Tool insurance weekly rate is £0.50p.

### **Weekend Working**

Where weekend working is part of an individuals contracted hours no enhancement is payable. Standard overtime payments, as detailed above, will apply to support staff working weekends in addition to their contracted hours.

## **4. Leave**

### **Adoption Leave & Pay**

The Adoption Policy provides for leave and pay, where eligible, to enable an employee time off related to the adoption of a child and paternity leave and pay when a child is placed for adoption.

Employees must satisfy the following conditions in order to qualify for adoption leave and pay:

- Be newly matched with a child for adoption by an adoption agency;
- Have worked continuously for the University for 26 weeks at the end of the week in which they are notified of being matched with a child.

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's child.

For the full Adoption Leave and Pay Policy, please see [here](#).



## **Annual Leave**

### **Entitlement**

The annual entitlement for Academic & Research Staff is 37 days, Support Staff 30 days and Senior Staff 32 days. The annual leave year is from September to August.

Annual leave entitlement for part-time staff in the above groups is calculated on a pro rata basis.

Leave entitlement for new members of staff joining the University during the annual leave year will be calculated on a pro rata basis.

### **Carry forward of annual leave**

Up to 5 days unused leave may be carried forward to the next leave year, pro rata for part time staff, to be taken within the first 4 calendar months of the new leave year.

Where it is not possible to take annual leave at the end of the leave year due to sickness absence, the full remaining entitlement may be carried forward and taken when practical during the new leave year in agreement with the line manager.

### **Re-instatement of sickness affected annual leave**

Where staff fall ill either before or during a period of planned annual leave their leave entitlement will be re-instated with effect from the first day of illness on production of a 'Statement of Fitness for Work' covering the whole period of illness.

### **Taking annual leave during sickness**

During long term sickness absence staff may elect to take a period of accrued annual leave. At least 2 weeks' notice of this intention is to be given to the line manager who should then inform the relevant HR Manager. Confirmation of the period of annual leave will then be given to the staff member and amendments made to their Contractual and Statutory Sick Pay entitlement.

### **Payment in lieu of accrued annual leave**

Payment in lieu of accrued annual leave may only be made on termination of employment.

## **Bereavement Leave and Pay**

The Bereavement Leave policy is designed to support employees when a relative, partner or partner's immediate relative dies. The policy applies to all University employees, full and part-time, permanent and temporary.

For the full Bereavement Leave and Pay policy, please see [here](#).

## Calculation of Annual Leave and Public Holiday Entitlement for Part-time Staff

### Introduction

In order to ensure that all part-time staff are allocated their pro-rated annual leave and public holiday entitlement in an accurate and transparent manner, the calculation of these entitlements is in hours only. From 1<sup>st</sup> September 2019, the allocation of annual leave will be calculated and available to view on MyHR, where you will also be required to book leave, no further leave cards will be issued.

### Annual Leave Entitlement Calculation

The agreed formula for the calculation of annual leave for all part-time staff is:

30 days (full time annual leave entitlement for support staff) x 7.4 (full time hours per day) x annual FTE of post.

e.g.  $30 \times 7.4 \times 0.4 \text{ FTE} = 88.8$  hours' annual leave

### Public Holiday Entitlement

The agreed formula for the calculation of public holiday entitlement for all part-time staff is:

Number of bank holidays and discretionary/additional holidays per annual leave year x 7.4 (full time hours per day) x annual FTE of post.

e.g.  $11.5 \times 7.4 \times 0.4 \text{ FTE} = 34.04$  hours' public holiday entitlement.

**The allocation of leave** will be calculated using the following formula: ***Annual Leave Entitlement + Public Holiday Entitlement – Public Holidays that fall within the working pattern = Overall Annual Entitlement.***

### Booking Annual Leave

The number of hours booked for annual leave should normally total either half or a whole of the individual's working day. From 1<sup>st</sup> September 2019, booking annual leave should be done through MyHR.

### Entitlements for working part of the leave year

Where part-time employees start or leave their employment during a leave year, they will receive an appropriate proportion of their Annual Leave and Public Holiday entitlements. These will be automatically adjusted and available to view on MyHR.

When an employee has their fixed-term contract extended or their hours/pattern of work changed, their Annual Leave and Public Holiday entitlements will be recalculated using their new end

date/hours per week/working pattern (less any entitlement already taken) and will be available to view on MyHR.

## **Dependents Leave and Pay**

The Dependents Leave and Pay policy describes the entitlement of employees to take leave as necessary to deal with urgent and serious problems involving dependants. It is designed to cover unplanned, emergency situations only. This policy does not apply to situations where a number of people are affected e.g. bad weather, traffic disruptions, industrial action etc. The policy applies to all University employees, full and part-time, permanent and temporary.

Dependants' leave is leave requested to deal with unexpected or sudden problems involving dependants. The right to time off applies where it is necessary for an employee:

- to give assistance when a dependant is ill, is injured or gives birth;
- to arrange for an ill or injured dependant to be cared for;
- as a result of a dependant's death (in addition to any paid bereavement leave);
- because a dependant's care arrangements have been unexpectedly disrupted or ended; or
- to deal with an incident involving a child during school time.

A dependant is classed as a spouse, cohabitee, child, parent or someone who reasonably relies on the employee for assistance if they fall ill, or are injured, or relies upon the employee for help, or in making arrangements in the provision of care.

For the full Dependents Leave and Pay policy, please see [here](#).

## **Flexitime – Support Staff**

This Flexitime – Support Staff policy describes the entitlement of employees to use flexi-time. The flexi-scheme is intended to allow employees to work pre-arranged times that suit their individual circumstances whilst ensuring service standards are maintained.

For the full policy on Flexitime – Support staff, please see [here](#).

## **Guidelines on time off from work for Medical/Dental appointments for staff not working flexitime**

### **General**

All medical and dental appointments should, wherever possible, be made in the employee's own time. However, it is recognised that staff may, on occasions, have to make appointments during the working day.

Where a member of staff has a medical condition which requires treatment on a regular basis for a prolonged period (e.g. daily treatment over the course of a week or more, weekly treatment over the course of a month or more, monthly treatment over the course of 5 months or more), and it is certificated through a hospital letter or medical practitioner letter, this will count against an individual's sick pay entitlement.

Where a medical appointment is necessary due to the employee being unfit for work or where an appointment involves treatment which results in the employee being unfit for work, this should be recorded as sick leave.

### **Notification**

When a medical or dental appointment is made during working time, staff must notify their line manager in advance of the appointment. Line managers may ask to see evidence of the appointment beforehand.

### **Recording of time off**

The amount of time taken for any appointment during working hours is to be recorded locally. When the time accrued equates to a full day, this can be entered as a day of sick leave. It is expected that time taken off for appointments which do not form part of treatment over a prolonged period will be made up. Staff are to discuss with their line manager how this is to be achieved e.g. reducing lunch breaks to a minimum of 20 minutes for a short period. In exceptional circumstances where it is mutually agreed that it is not possible to make the time up, it should be taken either as annual or unpaid leave.

### **Time off for ante natal care**

Members of staff are entitled to paid time off for ante natal care. This includes appointments at hospital, with General Practitioners and/or Midwives and attending ante natal classes.

### **Appointments relating to industrial injury**

Time off will be paid for appointments relating to industrial injury which are reported in accordance with the University's Health and Safety Policy.

### **Maternity Leave and Pay**

The Maternity Leave and Pay policy describes the entitlement and eligibility of all employees to maternity leave and pay provisions. The policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility for statutory and contractual maternity pay.

For the full Maternity Leave and Pay policy, please see [here](#).

### **Parental Leave**

The Paternity Leave policy describes the entitlement and eligibility of employees to parental leave. The policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility.

For the full Parental Leave policy, please see [here](#).

### **Paternity Leave and Pay**

The Paternity Leave and Pay policy describes the entitlement and eligibility of employees to Paternity Leave and Pay. The policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility.

For the full Paternity Leave and Pay policy, please see [here](#).

### **Adoption Leave Policy**

The Adoption Leave policy describes the entitlement and eligibility of employees to adoption leave and pay. The policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility.

For the full Adoption Leave policy, please see [here](#).

### **Shared Parental Leave Policy**

The Shared Parental Leave policy describes the entitlement and eligibility of employees to shared parental leave and pay. The policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility. Shared parental leave is leave requested to enable a parent to look after a child or make arrangements for the care of the child following birth or placement for adoption and applied to parents of children born/adopted on or after 5 April 2015.

For the full Shared Parental Leave Policy, please see [here](#).

## **Other Leave**

### **Examination and Study Leave**

Members of staff undertaking a formal course of study agreed by the University as part of their staff development plan, may take special leave amounting to half a day or half a normal working session (if less than full time), for each examination plus half a day's examination preparation. This entitlement applies whether or not the actual examination is scheduled within normal working hours.

### **Jury Service**

An employee receiving a summons to serve on a jury must notify their line manager. A claim should be made to the court for loss of earnings. The University will then deduct from the employee's full pay an amount equal to the allowance received. Form PL12 is available from the Payroll Office for this purpose.

### **Magistrates**

An employee who is appointed as a Justice of the Peace will be granted paid leave of absence to undertake magistrate's duties (up to a maximum of 26 days per year). Your Line Manager and Human Resources should be advised of any such appointment.

### **Volunteer Reserve Forces**

Members of the non-regular forces will be allowed to take paid leave of absence to attend summer camps and any additional training sessions which cannot be arranged outside normal working hours. If you require such leave of absence, please give at least 28 days' prior notice to your line manager. On your return you will need to provide a 'Certificate of Attendance' to support your attendance at summer camp or a training session.

### **Weather**

When an employee is delayed or prevented from attending work due to inclement weather, public transport disruption or similar circumstance, the University does not accept responsibility to pay for hours of work lost. In such circumstances the University will allow employees to work additional hours to make up any such time lost to avoid any reduction in salary or, where appropriate, use accrued flexitime.



### **Sabbatical Leave and Leave of Absence With or Without Pay**

Sabbatical leave is paid leave granted for research and scholarship. As a result it is normally confined to academic staff. Broadly defined it is expected to produce or contribute to the production of a clearly identifiable outcome, such as a publication. It is not normally given for work towards a research degree.

Leave of absence may be granted to both academic staff and non-academic staff. Such leave may be considered for a variety of forms of professional development (including secondment and exchanges). The circumstances of such leave will determine whether it would be granted with or without pay

Teaching Fellowships are specifically available for the development of teaching and learning material.

In all periods of sabbatical leave and leave of absence the member of staff will normally be relieved of all administrative and teaching duties. If the leave requires periods away from Huddersfield of a term or more it will normally be necessary to make temporary arrangements for the supervision of post graduate research students. The Dean will be required to ensure that these arrangements for supervision are in place.

For the full Sabbatical Leave and Leave of Absence With or Without Pay, please see [here](#).

## **Sickness Leave and Pay**

### **Contractual Entitlements for all staff are as follows:**

During 1st year of service (after 4 months service)	1 month's full pay and 2 months half pay
During 2nd year of service	3 months full pay and 3 months half pay
During 3rd year of service	4 months full pay and 4 months half pay
During subsequent years	6 months full pay and 6 months half pay

The length of service between an employee's continuous service date and the commencement of sickness absence is used to determine the entitlement, using the above table. Entitlement to sick pay is calculated on a rolling 12-month basis which commences with the first day of each reported sickness absence. The total of any periods of absence due to sickness taken within the previous 12-month period is deducted from this total to determine the balance of entitlement due.

### **Conditions of the Sick Pay Scheme**

The following absence reporting procedure applies to all staff. Failure to follow the reporting procedures may result in a loss of pay.

#### **On Day One**

- The employee must notify a named person, usually their line manager, by 9.00am on their first day of absence that they are unable to attend work. Where local arrangements differ these will be notified to all employees in writing.
- Wherever possible employees should telephone personally and if possible, provide an estimate of their expected length of absence.
- If possible employees should notify of any important work e.g. classes, tutorials, meetings that need to be rearranged during the length of absence.
- If someone does not have access to a telephone, local arrangements for notification will be agreed.

#### **On or by Day Four**

- Employees should contact a named person, usually their line manager, to inform them of their continued absence and wherever possible estimate their expected length of absence and again where possible notify of any important work e.g. classes, tutorials, meetings that need to be rearranged during the length of absence.

#### **On or after Day Eight**

- Employees must obtain a 'Statement of Fitness for Work' from their GP and submit this to their manager either in person or by first class post.
- Employees should contact a named person, usually their line manager, to inform them of their continued absence, the content of the 'Statement of Fitness for Work' and if possible estimate their expected length of absence.
- Employees must submit future "Statement of Fitness for Work" either in person or by first class post immediately upon expiry of the current 'Statement of Fitness for Work'.

- On entering hospital an employee shall submit a statement on entering and on discharge in substitution for periodic statements for the period of the hospital stay.
- Sick pay shall include, where appropriate, statutory sick pay and shall not exceed (ordinary) pay.
- A period of absence due to accident sustained in the actual discharge of an employee's duty, and without the employee's default, shall not be recorded for the purpose of this scheme subject to the production of self-certificates and "Statement of Fitness for Work" from the day of the accident up to the day of recovery.
- An allowance shall not be paid in the case of accident due to active participation in sport as a profession, unless the Vice Chancellor determines otherwise.
- The University may at any time require an employee who is unable to perform their duties as a consequence of illness to submit to an examination by a medical practitioner nominated by the Authority subject to the provisions of the Access to Medical Reports Act 1988, where applicable. Any expenses incurred in connection with such an examination shall be met by the University.
- If the University is of the opinion that the illness or injury which has occasioned the employee's absence from work is due to their misconduct, or if the employee has failed to observe the conditions of this scheme, or has been guilty of conduct prejudicial to their recovery, the payment of any sick pay under the scheme may be suspended provided that in any such case the University shall inform the employee of the grounds upon which the payment of sick pay has been suspended and that the employee may have recourse to the grievance procedure.
- If the absence of the employee is occasioned by the actionable negligence of a third party in respect of which damages are recoverable, they should advise the University to require the employee to refund a sum equal to the aggregate of sick pay to them during the period of absence. In the event of the claim for damages being settled on a proportionate basis, the University will require full details and will determine the actual proportion of sick pay to be refunded by the employee. The sum refunded will not exceed the amount of damages recovered.
- When the approved medical practitioner attests that there is evidence to show a reasonable probability that an absence was due to an infectious or contagious illness contracted directly in the course of the employee's employment, full pay shall be allowed for such period of absence as may be authorised by the approved medical practitioner to be due to the illness, and such absence shall not be reckoned against the employee's entitlement to sick leave, though such absences are reckonable for entitlement to Statutory Sick Pay.
- Where the absence is attested by the approved medical practitioner to be due to pulmonary tuberculosis and the employee carries out an approved course of treatment, full salary shall be paid in respect of the first twelve calendar months of the period of absence after attestation and further full or half pay shall be allowed at the discretion of the University.
- An employee residing in a house in which some other person is suffering from an infectious disease, shall at once notify the Human Resources Department, and the employee shall, if required, take such precaution as may be prescribed, provided that if in the opinion of the approved medical practitioner it is considered inadvisable, notwithstanding such precautions, for such an employee to attend duty, full pay shall be allowed during any enforced absence from duty, such pay being sick pay. This provision will also apply where, in the opinion of any approved medical practitioner, it is inadvisable for an employee to attend duty for precautionary reasons due to infectious disease in the workplace. The period of absence under this paragraph shall not be reckoned against the employee's entitlement to sick leave though such absences are reckonable for entitlement to Statutory Sick Pay.

## **Statutory and General Holidays**

In addition, there are 8 statutory bank holidays, plus local discretionary holidays and days when the University is closed in the interests of efficiency. Part time staff are entitled to receive these holidays on a pro-rata basis.

The statutory and general holidays are: -

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Eve - afternoon only
- Christmas Day
- Boxing Day

Plus two additional discretionary days to be designated by the University. When these two discretionary days are not designated, they are added to annual leave entitlement. The Vice-Chancellor may, from time to time, designate one or more days of closure, in the interests of efficiency. Such closure is not a contractual entitlement and creates no precedent in terms of holiday entitlement in future holiday years.

It is the University's practice to identify [Statutory and General Holidays](#) year by year and details are to be found on the Human Resources pages of the University website.

## **5. Hours of Work**

### **Academic staff**

The formal scheduled teaching responsibilities for academic staff should not exceed 18 hours in any week or a total of 550 hours in the teaching year, as determined in accordance the Academic Staff Supplement located from page 61 onwards.

### **Combined Services Group**

All staff in the Combined Services Group, Estates and Facilities work 37 hours per week Monday – Friday plus 2 hours guaranteed overtime. On appointment, staff are asked to confirm if they wish to accept the offer of guaranteed overtime. Those who do not want guaranteed overtime can opt out of this arrangement. Thereafter, any changes may be made to agreed arrangements (opting in or out) after one year in operation, by individuals giving 3 months' notice of the intended change. Any additional hours which are worked from time to time by those staff who opt out, will continue to attract standard overtime rate.

### **Part-time Hourly Paid Lecturers**

The Statement of Particulars for staff engaged on part-time hourly paid lecturing terms does not guarantee any specific hours of work. These will be notified to Part-time Hourly Paid Lecturers in a Schedule of Work issued by the School concerned.

### **Senior Staff**

Senior staff contract holders are expected to work such hours as are reasonably necessary in order to fulfil their duties and responsibilities

### **Support staff**

The standard hours of work for support staff are 37 per week. Staff on fractional contracts (part time staff) are paid in equal instalments pro-rated to their full time equivalents, based upon the total annual hours worked.

## **6.Policies & Procedures**

### **Personal Development and Performance Review**

The Personal Development and Performance Review (PDPR) is designed to be a transparent mechanism for setting objectives, identifying development needs, reviewing work progress, and embedding our [values](#).

The PDPR provides an opportunity for staff to stand back from their day-to-day activities and discuss what they feel to be their main achievements over the last 12 months, their performance and career aspirations in general, and to make plans for the year ahead and beyond.

Please find the full Academic PDPR – Guidelines and FAQs [here](#).

Please find the full Professional and Technical Services PDPR – Guidelines and FAQs [here](#).

### **Capability Procedure**

The primary purpose of this procedure is to support staff when difficulties arise. Every reasonable effort will be made to support staff in remedying deficiencies.

The procedure allows managers to deal with issues of unsatisfactory work performance fairly, quickly and effectively. The procedures ensure that:

- a) Realistic and measurable standards of performance are identified
- b) Support mechanisms are set up to ensure unsatisfactory performance is identified and that employees are helped and encouraged to meet the required standard
- c) Action taken, including dismissal, is handled fairly

This procedure applies to all staff save for Senior Staff dismissal arrangements, to comply with the Articles of Government.

This procedure will be used when performance is sub-standard. However, if the sub-standard performance is due to an employee's negligence or lack of application then normally the matter will be dealt with under the Disciplinary Procedures. If sub-standard performance is due to ill health and/or disability then the matter will be dealt with under the University's policy on Management of Sickness Absence.

It would be usual to follow all stages of the procedure. However, in certain circumstances where the actual or potential consequence of the poor performance are, or could be, extremely serious, for example causing a risk to health and safety, or serious risk to the University, then the procedure may be implemented at any stage.

Please find the full Capability Procedure [here](#).

## **Conduct (Monitoring of Email and Internet Use)**

The University seeks to facilitate the proper and extensive use of IT in the interests of its work. This policy is intended to provide a framework for the responsible and legal use of email and internet and explains both general and specific monitoring which takes place to secure acceptable use of facilities.

All employees using the Internet and e-mail at work must comply with the University Regulations pertaining to the Use of Computing Facilities and the JANET Acceptable Use Policy (copies available on the CLS intranet).

IT resources are provided to facilitate an employee's work. Use for other purposes, such as personal e-mail or recreational use of the World Wide Web, is allowed as a benefit to staff. Such access is not a right. Any use must not interfere with the employee's duties or anyone else's use of facilities for work purposes and must not, in any way, bring the University into disrepute.

While the University routinely monitors the overall patterns of e-mail and Internet usage it does not, in the normal course of events, specifically identify the use made of the facilities by any individual employee. However, a record of log-ins is maintained and may be considered in an investigation. Under the Regulations of Investigatory Powers Act 2000, email and Internet systems are subject to random monitoring and recording by or on behalf of the University. Accordingly, while the University will at all times seek to act in a fair manner, employees should be aware that there can be no legitimate expectation of privacy when using the University's e-mail and Internet facilities.

Specific monitoring of the use of facilities both from examination of files held on the server and files held on an individual hard drive may be undertaken in investigating specific allegations of a breach of conduct under the University's disciplinary procedures.

Please find the full guidance on Conduct (Monitoring of Email and Internet Use) [here](#).

## **Data Protection Policy**

The University of Huddersfield is committed to a policy of protecting individuals' right to privacy in accordance with the Data Protection Act 2018 (including any replacement of that Act) (the "**DPA**") and the General Data Protection Regulation (the "**GDPR**", together, the "**Data Protection Laws**"). This policy sets out that commitment. The University recognises that correct and lawful treatment of Personal Data contributes to the good reputation of the University by demonstrating its integrity and its respect for those it deals with. The University needs to Process certain information about its staff, students and other individuals it has dealings with. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

Please find the full Data Protection Policy [here](#).

## **Dignity at Work**

The University is committed to providing a working environment which is free from unfair discrimination and where individuals are treated with respect and dignity. The purpose of this guidance is to promote a positive working culture where bullying is known to be unacceptable and where individuals are able to deal with any incidence of bullying with confidence that issues will be addressed quickly and sensitively.

The guidance provides further information on bullying and harassment; outlines ways of dealing with issues, including formal procedures; and provides details of the legal context. The guidance is based on the CIPD Guide "Bullying at Work: Beyond Policies to a Culture of Respect" and the ECU Guidance "A Good Practice Guide for Higher Education Institutions on Dealing with Bullying and Harassment in the Workplace".

Please find the full Dignity at Work Procedure [here](#).



## **Disciplinary Procedure**

The disciplinary procedures help to ensure that the University's standards of conduct are adhered to and that employees are to safeguard individuals in respect of whom this policy/procedure is being applied, ensuring consistency of treatment across the University.

The aim of this procedure is to apply common and equitable standards to all staff through a clearly understood and fair procedure.

The procedures are applicable to all staff employed by the University other than senior staff to whom a separate procedure applies.

Please find the full Disciplinary Procedure [here](#).

## **Disciplinary Rules**

The Disciplinary Rules provide guidance on the standards of behaviour that the University expects of its employees. Breach of the rules may result in disciplinary sanction, so it is important that all employees carefully read these rules, although the vast majority of employees will not be subject to any disciplinary action during their employment. If there are any points that you do not understand then you should ask your manager or Personnel Services.

Please find the full Disciplinary Rules [here](#).

## **Equality, Diversity and Inclusivity Policy**

An Equality, Diversity and Inclusivity Policy sets out the University's commitment to providing an inclusive learning and working environment in a culture of mutual respect and dignity. Where all staff and students are valued for their contribution and able to reach their full potential.

This policy is underpinned by the [Equality, Diversity and Inclusivity Framework 2020 – 2025](#) which outlines the vision, objectives and strategy for equality, diversity and inclusion at the University.

Please find the full Equality, Diversity and Inclusivity Policy [here](#).

## **Trans Equality Policy Statement**

The University of Huddersfield is committed to removing any form of unlawful discrimination against people on the grounds of their gender identity or gender expression. The University supports and values the diversity of its workforce, and believes that the University will benefit from employing trans people at all levels of responsibility, thus hoping to provide role models for staff and students who identify as trans. The University will treat all employees and students with respect and seeks to provide a positive working environment free from discrimination, harassment or victimisation.

Please find the full Trans Equality Policy Statement [here](#).

### **Flexible Working Procedure**

The University is committed to assisting all staff to achieve work-life balance regardless of their personal circumstances.

The University's service to students and other clients must remain paramount, however, it is also hoped that offering the opportunity for some flexibility will assist in the recruitment and retention of staff which in turn helps the University maintain the quality of its services.

Whilst this procedure meets statutory requirements of the Employment Act 2002, the provisions for flexible working have been extended to all employees regardless of childcare responsibilities or age of children.

Please find the full Flexible Working Procedure [here](#).

### **Grievance Procedure**

The aim of a grievance procedure is to enable any member(s) of staff to have their grievance heard and to seek a redress as appropriate. The intention is that grievances should be settled quickly and fairly and should be dealt with as close to their source as possible.

The procedure applies to all staff employed by the University other than senior staff to whom a separate procedure applies.

Any complaint against a named employee, which involves an alleged breach of the Disciplinary Rules will be investigated under the discipline procedures.

Please find the full Grievance Procedure [here](#).

## **Handling the Disclosure of Information in the Public Interest (Whistleblowing)**

The University of Huddersfield is committed to the highest standards of openness, integrity and accountability and conducts its affairs in line with the requirements of its Instrument and Articles of Government, funding bodies and the Committee on Standards of Public Life. The University is committed to tackling any malpractice or alleged wrongdoing and this Policy is one component of that commitment.

The UK Government implemented legislation, known as the Public Interest Disclosure Act 1998 (“**the Act**”) to provide legal protection against victimisation or dismissal for workers reporting malpractices by their employers or third parties; such disclosures are commonly referred to as “whistleblowing”.

Whilst the Act specifically covers those working in the UK against detriment if they make ‘protected disclosures’ as defined in the Act (as subsequently amended), the University believes that to promote a culture of shared responsibility and transparency, students and External Council Members should also feel able to raise legitimate concerns without fear of their position within the University being jeopardised. This policy is intended to set out what a worker, student or External

Council Member should do if they have such concerns. The University will treat all disclosures made under this policy consistently and fairly. This policy takes account of the [Whistleblowing Code of Practice](#) issued by the Department for Business, Innovation and Skills and the Code of Practice issued by the Whistleblowing Commission.

This policy does not form part of any employee’s contract of employment and the University may amend it at any time.

Please find the full Handling the Disclosure of Information in the Public Interest (Whistleblowing) [here](#).

### **Advance HE Recognition**

Advance HE Fellowship is an international recognition of commitment to professionalism in teaching and learning in higher education and demonstrates that practice is aligned with the Advance HE UK Professional Standards Framework (UKPSF).

Securing 100% Advance HE Fellowship recognition by eligible academic staff is a strategic priority for the University.

Please find the full guidance on Advance HE Recognition [here](#).

### **Health & Safety**

The University will provide a safe and healthy environment for its staff, its students and members of the public affected by its activities. All members of the University are expected to treat health and safety as an integral part of all University activities. Health and Safety is everyone's responsibility.

The University's Health and Safety Policy contains Procedures and Codes of Practice. It is available in Schools and Services and can be found on the Office of the Health and Safety pages of the University website.

The [Office of Health and Safety](#) is located in the Schwann Building. SB/12.

Each School and Service has their own local Health & Safety Policy which will be available from the Dean or Director.

### **Induction and Probation Procedures**

The procedures are designed to support the University's induction of new employees and provide guidance on the operation of probation periods, ensuring consistency of treatment across the University.

The aim of probation is to ensure that performance of new employees is assessed fairly across the University, and that appropriate training and support is provided.

Please find the full guidance on Induction and Probation Procedures [here](#).

## **Investigating Allegations of Misconduct in Research**

The University has a duty to ensure that standards of integrity and honesty are maintained in all aspects of the University including research and scholarly activities. This procedure identifies how allegations of misconduct in research are reported and investigated.

Misconduct in research refers to those practices that would not be acceptable within the academic community for proposing, conducting or reporting research. For example: plagiarism, fabrication, falsification, failure to follow accepted procedures in exercising due care in avoiding unreasonable risk or harm to humans, procedures relating to animals used in research, impact on the environment, or improper handling of privileged or private information.

The procedure draws on the UK Research Integrity Office (UKRIO) guidance 'Procedure for the Investigation of Misconduct in Research'.

Please find the full guidance on Investigating Allegations of Misconduct in Research [here](#).

## **Management of Sickness Absence**

The University has a commitment to supporting the development of a healthy workforce and will work to ensure that factors relating to the workplace and work process itself do not have an impact on sickness levels.

The procedure seeks to enable managers to monitor and reduce sickness absence effectively, fairly and in a sensitive manner with due regard to absences that may relate to impairments as defined under the Equality Act 2010.

This procedure seeks to:

- Maintain accurate records for staff
- Ensure individual records are reviewed
- Objectively assess absence and decide on appropriate action, if necessary
- Explore the reasons for sickness absence in order to seek to prevent the absence recurring, address any welfare problems and ensure appropriate medical or other assistance is provided.
- Identify any work related causes of absence and take action to address such issues

Statistics will be maintained on absence levels and reported through the annual monitoring report to senior managers and trade unions to identify any trends and any actions that need to be taken to address the welfare, health and safety of staff.

Please find the full guidance on Management of Sickness Absence [here](#).

### **Policy on Relations between Staff and Students**

The policy seeks to maintain professional standards of conduct and safeguard the interests of students and staff in the event of a consensual relationship developing between a member of staff and a student, in situations where staff and students are related. The term “consensual relationship” describes a situation where a member of staff and a student willingly embark on a romantic/sexual relationship.

The policy applies to all staff, both full and part time, employed on permanent and temporary contracts. The possible impact of any relationships on service delivery needs to be considered and appropriate conduct should be determined in accordance with the duties and responsibilities of the post.

Please find the full policy on Relations between Staff and Students [here](#).

### **Requesting Time to Train Procedure**

The University is committed to providing all staff with the necessary skills, training and development which is essential for them to carry out their roles. Medium to long term training needs should be assessed and discussed as part of the appraisal process, both on an annual basis and through regular reviews. Training needs arising during the year should be discussed and where essential to the performance of role should be provided in a reasonable timeframe.

Employees of the University also have a statutory right to request time off for work-related training. If an employee wishes to exercise this statutory right and has not been able to address their perceived training needs through normal management processes this procedure should be followed. It is not anticipated that employees would use this procedure before addressing their training needs through appraisal or other standard approaches to line managers.

Please find the full procedure on Requesting Time to Train [here](#).

### **People and Organisational Development Strategy**

The University encourages all staff to make a full contribution to the success of the University both in their current and future roles. To assist staff, the University will provide development opportunities so that staff may gain new knowledge, develop new skills and build on their experience.

The strategy applies to all staff at the University, full and part time, permanent and temporary. People and organisational development includes any learning activity, undertaken by staff, either as an individual or in a group; whether on site or off-site; whether through direct training, facilitated workshops and away days or through self-directed reflective activities.

Please find the full People and Organisational Development Strategy [here](#).

## **Staff Use of Social Media**

The use of social media is an important means of communication both to enhance the profile of the University and the professional profile of individuals. These guidelines are intended to advise and assist staff using social media either as part of their professional role at the University or in a private capacity where boundaries between work responsibilities and home life can get blurred. They are not intended to restrict scholarly, academic or pedagogic use of the media. Neither are they intended to restrict what staff say or do in a personal capacity, nor prevent staff from expressing critical comment.

The University does not restrict the personal use of email or internet so long as this does not interfere with someone's ability to carry out their work effectively. However, the University does have responsibilities to maintain the security of its systems and information and to protect its reputation. Individual staff have a contractual obligation not to misuse the University's resources and not to take action that brings the University into disrepute. Staff also have a responsibility to ensure that they do not breach the disciplinary rules of the University. These guidelines are designed to assist staff in ensuring that they have access to social media without inadvertently breaching conduct rules or the University's computing regulations.

Unfortunately, some organisations or individuals may make abusive use of these communication methods. These guidelines also provide some basic guidance on protecting your privacy and advice on what you can do if you are subject to harassment or bullying via this form of communication.

Please find the full guidance on Staff Use of Social Media [here](#).

## **Technicians and Demonstrating Activities**

The primary role of technicians is the provision of technical support. As part of their normal duties, technicians are required to give assistance, advice and/or guidance to both students and other staff, on a range of matters within their skill, knowledge or expertise.

Demonstrating activities attract a particular grade which may also be the substantive grade for the post holder undertaking these activities. Where technicians do undertake demonstrating activities, these need to be considered within the single spine pay scale and additional reimbursement granted where the post holder's substantive grade is below the recognised grade for demonstrating activities.

Lecturing constitutes higher graded or different responsibilities which will attract payment at the appropriate rate. Technicians are not expected to carry out lecturing duties and only do so on a voluntary basis with approval from the Principal Technician/Technician Team Leader and the Head of Department.

This policy is designed to define demonstrating activities undertaken by technicians, clarify the difference between demonstrating and lecturing activities, and establish a mechanism for reimbursement for the performance of demonstrating and lecturing activities where appropriate.

This policy applies to all University technicians, full and part-time, permanent and temporary who may undertake demonstrating duties and to part time laboratory demonstrators specifically employed for this purpose.

Please find the full guidance on Technicians and Demonstrating Activities [here](#).

## **7.Benefits**

### **Pension Schemes**

The University operates two main pension schemes, the Teachers' Pension Scheme (TPS) and the West Yorkshire Pension Fund (WYPF). The Universities Superannuation Scheme (USS) is also operated for certain new members of staff.

Full details of the appropriate scheme will be provided by Human Resources on joining the University. However, all schemes provide a similar range of retirement benefits which include:

- full tax relief with deductions made direct from salary,
- each pension is a defined benefit scheme, which provides a guaranteed pension upon retirement.
- a lump sum of three times annual salary in the event of death in service plus reduced pension entitlements to a surviving spouse,
- pensions for your spouse and your children,
- pension payable early if you have to stop work due to ill-health,
- a pension which will increase each year in line with inflation,
- the opportunity to increase pension benefits through the purchase of additional entitlement<sup>1</sup> or making additional voluntary contributions<sup>2</sup>.

Contact details are available on the following pages and these also include details about topping up your benefits.

### **Annual Allowance**

The Annual Allowance (AA) is a limit to the amount of pension you can build up during a Pension Input Period (PIP) and still receive tax relief. The PIP for each of our schemes is the period which covers 1 April to 31 March the following year.

In the 2023/2024 tax year the AA was £60,000 reducing to £10,000 if you are affected by the tapered allowance..

If you exceed the AA, the excess amount will be added to your taxable pay and you will pay tax at the appropriate rate applicable under the PAYE system. There is however scope to utilize unused allowances from up to the previous 3 years.

Links about the AA can be found on each of our pension scheme pages.

### **Independent Financial Advice**

Employees can find independent financial advice [here](#) .

### **Teachers' Pension Scheme**



The Teachers' Pension Scheme (TPS) is operated by Capita plc on behalf of the Department for Children Schools & Families (DCSF). Membership is available to full time, fractional and part time hourly paid academic staff and entry to the Scheme is automatic unless an individual chooses to opt out.

From 1 April 2014 the TPS introduced new employee contribution rates which are based on full time equivalent (FTE) salary rates. Current employee contribution rates are between 7.4% and 11.7% depending on earnings. The employer contribution rate is currently 28.68%.

Currently the normal retirement date is 60 for members who were over 50 on 1 April 2012, active in the scheme prior to 1 January 2007 and had more than 5 years' service. All other members have a retirement age based on their state retirement age. A guide to the scheme is made available to all eligible new staff.

Address and contract details:

Teachers' Pension Scheme  
11b Lingfield Point  
DARLINGTON  
DL1 1AX  
Tel no: 0845 6066166  
Web: <http://www.teacherspensions.co.uk/>

### **Topping-up your Teachers' Pension**

If you want to save more for your retirement, there are two ways of doing this:

Additional pension in TPS

This option provides a pension in addition to your main scheme benefits. There is a maximum to the annual pension which can be purchased in this way.

### **Additional Voluntary Contributions**

TPS also operate an Added Voluntary Contributions facility with Prudential. More information can be obtained using the contact details below:

Prudential  
Teachers' AVC Administration  
Stirling  
FK9 4UE.  
Tel no: 0845 0700007  
Web: [https://www.pru.co.uk/rz/teachers/?utm\\_source=redirect&utm\\_medium=301&utm\\_campaign=/choice/](https://www.pru.co.uk/rz/teachers/?utm_source=redirect&utm_medium=301&utm_campaign=/choice/)

### **Annual Allowance**

Guidance and a modeller about the Annual Allowance can be found [here](#).

## **Universities Superannuation Scheme**

The USS was established in 1974 to administer the principal pension scheme for academic and senior administrative staff in UK universities and other higher education and research institutions. Membership is only available to new academic and senior administrative staff who commence employment with the University after 1 April 2003 and transfer from an existing USS institution with a break in service of less than one calendar month.

The employee contribution rate is currently 6.1% of pensionable salary. An employer rate is also paid following actuarial valuations of the Scheme. The employer rate is currently 14.5%. The normal retirement date is currently in line with the members' state retirement age.

Address and contact details:

Universities Superannuation Scheme  
Royal Liver Building  
LIVERPOOL  
L3 1PY.  
Tel no: Liverpool (01512) 274711  
Web: <https://www.uss.co.uk>

### **The Annual Allowance**

Guidance and a modeller about the Annual Allowance can be found [here](#).

## **West Yorkshire Pension Fund**

The WYPF is a statutory run in accordance with the Local Government Pension Scheme (LGPS). Membership is available to non-teaching staff and those not otherwise eligible for the TPS. Entry is automatic for all full time and fractional staff unless they opt out. Employee contributions are tiered in a range between 5.8% and 12.5% according to whole time equivalent earnings bands.

An employer contribution is also paid by the University, the rate of which is set following triennial actuarial valuations of the scheme. The employer rate from 1 April 2023 is 17.9%. The normal retirement date is currently in line with your state retirement age. A guide to the scheme is supplied direct to new members by WYPF and this is supplemented by the operation of a number of employer discretions which the University is required to adopt.

Address and contact details:

West Yorkshire Pension Fund  
PO Box 67  
Hall Ings  
BRADFORD  
BD1 1UP  
Tel no: Bradford (01274) 434999  
Web: <http://www.wypf.org.uk>  
Email: [wypf@bradford.gov.uk](mailto:wypf@bradford.gov.uk)

## **Topping up your WYPF Pension**

If you want to save more for your retirement there are two ways of doing this:

### **Additional Pension Contributions**

This option provides a pension in addition to your main scheme benefits. There is a maximum to the annual pension which can be purchased in this way.

### **Additional Voluntary Contributions**

WYPF have arrangements with both Prudential and with Scottish Widows. More information about this can be obtained using the details below:

Address and contact details:

Local Government AVC Administration  
Prudential  
Stirling  
FK9 4UE  
Tel No: 0800 731 0466 quoting ref WLGP  
Web: <http://www.pru.co.uk/content/schemes/localgovavc/>

Scottish Widows  
15 Dalkeith Road  
EDINBURGH  
EH16 5BU

Tel no: 0845 7330805

Web: <http://www.scottishwidows.co.uk/westyorkshire>

## **Voluntary Benefits**

### **Car Parking**

The University operates a limited scheme of allocated parking on the Campus and associated sites. Our car parks are managed by First Parking on behalf of Estates and Facilities. Staff and visitors are allocated permits for specific car parks and numbered bays. Permits must be displayed and all users must provide up to date details of their vehicle registration to allow the parking attendants to check that they have parked in their allocated bay. Penalty Charge Notices may be issued to vehicles that are not parked in accordance with the University's Parking Regulations. For further information please see the [University of Huddersfield Parking Portal](#) .

### **Sports Facilities**

The Sports Hall and Fitness Centre can be used for a number of sports either through membership or booking fees. Full details of facilities are available on the [ActiveHud](#) website.

### **Banking Facilities Cashpoint**

There is a cashpoint facility adjacent to the entrance of the Central Services Building which cover the major banking groups. These are available 24 hours a day and accept most recognised cash cards.

### **Catering Services**

In addition to the refectory and snack bar provision Catering Services provide a range of in-house catering for events and meetings. These range from the provision of hot drinks to a full buffet. Your requirements should be outlined on an Agresso order and ordered by telephone as soon as possible.

Facilities on the campus include:

Café Central – Starbucks – Student Central Level 4  
The Mill Cafe - Canalside East Level 2  
Neo Pizza and Pasta – Student Central Level 4  
The Street Café – Starbucks – Charles Sikes Building Level 1  
Burrito Cantina at No. 10 Café – Harold Wilson Building Level 1  
Oriental Express – Student Central Level 4  
Veggie Hut – Student Central Level 5  
Barbara Hepworth Coffee Pod – Ground Floor  
Espresso and Deli @ Weavers - Sparck Jones Building Ground Floor  
International Kitchen – Student Central Level 4  
Caffeien Lab – Joseph Priestly Building Ground Floor  
Oastler Coffee Pod – Oastler Building Level 4  
Store on 4 - The University Store CSB Level 4  
Snackstation Vending - to be found in most University Buildings.

## **Computing & Library Services**

The University's Computing & Library Services offer a wide range of services, from hardware and software provision and information provision both in print and electronic format. They also offer high quality printing facilities and advice desk services as well as the sale of computer related items. Full details of facilities are available on the [Computing and Library Services](#) web site.

## **The Faith Centre**

The [Faith Centre](#) team holds regular services and prayer meetings within the centre. The team supports members of the University community of all faiths (or none) in exploration of spiritual issues. It operates an 'all welcome' policy, and is open for people to drop in and chat, to meet and make friends, drink coffee, eat lunch, or to just be quiet. The Faith Centre is located in the Jo Cox More in Common Centre. For Faith users there are spacious Islamic prayer rooms with ablution facilities, a Christian prayer room and an ecumenical prayer room.

## **Health Centre**

Staff are able to register at the Health Centre if living within a 3-mile radius of the University. The Health Centre is an NHS General Practice, providing general medical services to registered patients. For appointments, prescriptions, advice, visits, emergencies & information: Telephone Huddersfield (01484) 430386. For further details of services provided and registration please see the [Health Centre](#) website.

## **Students' Union**

The [Students' Union](#) provides cafeteria facilities and a general shop.

## **Benefits Leaflet**

For a further breakdown of our staff benefits, please see [here](#) for our benefits leaflet.

## **Trade Unions**

The University recognises the following trade unions for collective bargaining and would encourage all staff to join a trade union.

### [University and College Union UCU](#)

The University & College Union (UCU) is the largest post-school teaching union in the world. It understands the work you do, as academics, and the problems you face. And, of course, the more members UCU has, the more effective the support and protection we offer will be. The University of Huddersfield has a large body of UCU members, growing all the time. Follow the link to our own "UCU at Huddersfield" website at <https://huducu.wordpress.com> or find out more about UCU, our campaigns and what UCU membership can offer you at [www.ucu.org.uk](http://www.ucu.org.uk).

### [UNISON](#)

UNISON is Britain and Europe's biggest public sector union with more than 1.3 million members working in the public services, for private contractors providing public services and in the essential utilities.

UNISON is also the largest UK trade union for support staff in higher education. Our 50,000 HE members include registrars, librarians, personnel, technicians, administrators, clerks, secretaries, cleaners, craft workers, catering staff, porters and people working in IT, finance and estates management. We work to improve pay and terms and conditions, work for fair and equal treatment for all staff and campaign for an end to discrimination and access to training and career opportunities at national, regional and local level

## **8. Leaving Employment**

### **Resignation Questionnaire/Exit Interview**

The University has a policy of investigating and monitoring the reasons for staff resignations in order to better understand why staff leave, thereby assisting us in recruiting and retaining staff. Monitoring information is used anonymously to compile statistical reports which are reported to University Committees to inform future policy by setting targets and defined actions. The purpose of a resignation questionnaire is to investigate the reasons why people leave the University with a view to improving the University's ability to recruit and retain high quality staff. The questionnaire may highlight problems and, if solved help to retain and motivate existing staff.

All employees who resign will be asked to complete a resignation questionnaire and are entitled to an exit interview. There is no obligation for employees to return the questionnaire or to attend an interview.

### **Retirement before State Retirement Age**

Any member of staff who would like to retire before their state retirement age should contact the Payroll department to discuss their options. Members of each scheme have the option to access their benefits early however this will usually lead to an actuarial reduction in the amount of pension and lump sum payable.



## **ACADEMIC STAFF**

## **SUPPLEMENTARY INFORMATION**

## **1.Introduction**

The Academic Staff Handbook supplements the University Staff Handbook by providing guidance on specific issues affecting academic staff in accordance with the national contract for post 92 institutions.

The handbook includes all of the nationally agreed staff handbook text amended by local agreements where relevant.

## **2.Guidelines for the Determination of the Duties of Lecturing Staff**

### **Allocation of workload**

The following section is intended to assist the process of determining the allocation of duties. Official duties, such as those on jury service, as magistrates, or as accredited trade union officers will be taken into account in determining the workloads of the members of staff concerned.

In determining a lecturer's overall workload, activities in connection with all approved courses of the University, however funded, must be taken fully into account. Work on short courses, KTPs etc. will count as part of a lecturer's formal scheduled teaching and other professional duties, except in cases in which the lecturers receive additional payment (see Guidance on External Work).

The contract indicates that as part of their duties, staff will normally be expected to engage in research and scholarly activity. The contract means that the period of the year outside the normal teaching weeks and a lecturer's holiday period will primarily be devoted to research and scholarly activity. Although research and scholarly activity will be principally self-managed.

It is essential that time set aside for research and scholarly activity should not be encroached upon. Only in exceptional circumstances, and with the prior agreement of the individual member of staff concerned, should that time be used for undertaking other duties and responsibilities. Wherever possible, the time devoted to research and scholarly activity by each member of the lecturing staff should be taken in periods of weeks rather than as separate days.

In determining a lecturer's workload, the overall balance of activities must be considered. For example, where a lecturer has substantial managerial and administrative duties, this must be taken into account in determining the lecturer's formal scheduled teaching. Where a lecturer has formal scheduled teaching duties, at or near the annual maximum, the duties involved in teaching and in related preparation and assessment mean that significant additional duties will not normally be required.

In normal circumstances, any member of the lecturing staff may be required to undertake duties for up to, but not exceeding, two evenings per week. Whilst the working of additional evenings is not ruled out, that would only be in exceptional circumstances and with the express prior agreement of the individual lecturer(s) concerned.

Undertaking duties at weekends would be exceptional and would be with prior agreement of the member(s) of staff concerned. Moreover, weekend working should be within the overall workload of the staff concerned

### **Factors taken into account**

The specific teaching responsibilities of an individual lecturer, and the time to be devoted to other duties, is a matter for discussion between the lecturer and the relevant line manager (e.g. Head of Department) and will be such as to enable the lecturer to be effective in the overall discharge of his/her professional responsibilities. In allocating responsibilities, the following factors shall be taken into account;

- i) the full range and extent of actual duties to be performed (see paragraph 1.2.1);

- ii) personal development needs both as a teacher and as a subject specialist, and in relation to research and other scholarly activity and to overall career development;
- iii) teaching experience;
- iv) the numbers of students for whom there would be overall responsibility;
- v) teaching group sizes, with particular regard for methods requiring interaction (e.g. seminars), and the assessment implications;
- vi) differing subject needs;
- vii) the teaching methods appropriate;
- viii) the number and range of the curricula to be taught, with particular consideration given to the development and delivery of new (for the lecturer) and innovative courses;
- ix) the desirability of achieving a reasonable balance of activities;
- x) wider internal and external responsibilities.

Regard for implications in lecturers' workloads should be had at the appropriate stages of course and institutional planning, particularly in relation to those courses having specific professional demands.

In order to apply the principles set out in section 1.2 and to decide formal scheduled teaching duties and other duties, a categorisation of activities is set out below. The aim is to ensure that a full range of factors is taken into account when establishing workloads. There is considerable overlap between some of the activities, and the proportion of an individual lecturer's time to be devoted to them is a matter for professional judgement.

### ***Formal scheduled teaching.***

It is implicit that all activities in this category require preparation and, in most cases, subsequent action. They all necessitate direct contact with students and entail the active involvement of the member of staff in the acquisition of knowledge and/or skills by students. The activities included in this category are:

- xi) giving lectures, seminars and tutorials, and undertaking laboratory, studio and specialist workshop teaching and demonstrating;
- xii) leading, teaching and supervising in connection with fieldwork and residential courses;
- xiii) scheduled supervision of research students, and other students undertaking project, dissertation, and assignment work;
- xiv) scheduled supervision of students on placements in industry and on teaching practice;
- xv) scheduled assessment including invigilation and feedback from assessment in timetables classes.

### ***Other professional activities closely related to formal scheduled teaching.***

The activities included in this category are:

- xvi) preparation for formal scheduled teaching;
- xvii) assessment of students including setting and marking examinations.
- xviii) membership of, and attendance at, Boards of Study, Course Planning Committees, Validation and Monitoring Committees, and examiners' assessment meetings;
- xix) personal academic guidance and counselling of students;
- xx) the development of teaching and learning methods;
- xxi) general administration directly related to formal timetabled teaching;
- xxii) keeping abreast of the subject area(s) related to formal timetabled teaching duties and responsibilities;
- xxiii) essential travelling in connection with activities listed in paragraph 1.4.4, including inter-site travelling.

***Other professional activities not directly related to formal scheduled teaching.*** It is a moot point where the dividing line should be between those functions which are considered to be directly related to the teaching undertaken by an individual member of staff and those which have a more tenuous relationship. The following activities should be regarded as an essential part of the professional work of members of the lecturing staff and as essential to the overall work of the University. It should be borne in mind, however, that not all members of staff will be expected to undertake all the following activities, as well as those listed above, at any one time. The annual appraisal of each member of staff will provide an opportunity to discuss his/her involvement in the activities listed below:

- xxiv) research and scholarly activity;
- xxv) recruiting and/or admitting students;
- xxvi) general course development and appraisal of teaching and learning methods;
- xxvii) pastoral advice to students.
- xxviii) organising industrial placements, teaching practice, and other forms of supervised work experience;
- xxix) visiting students on placements, taking students on educational and industrial visits;
- xxx) course and/or subject leadership;
- xxxi) consultancy and income-generating activities in line with the University's objectives;
- xxxii) directing musical and dramatic productions and performances, and mounting exhibitions and displays; supervising extra-curricular activities;
- xxxiii) representing the University on and/or to external bodies;

xxxiv) safety duties;

xxxv) appraisal;

xxxvi) organising and running short courses.

## **Principles**

The duties and responsibilities of a lecturer are inherently of a professional nature and are wide ranging. They include direct teaching, tutorial guidance to students' learning, research and other forms of scholarly activity, curriculum development, educational management and administration, participation in the democratic processes of the institution (committee membership etc.), participation in quality assurance procedures, recruitment and admission of students, staff appraisal, income generating activities, and representing the institution on or to appropriate external bodies.

The proportion of time an individual should devote to any of these activities is a matter for professional judgement, which is necessarily made on an individual basis, bearing in mind the needs of both the individual lecturer and the institution.

Both staff and management jointly have a responsibility to seek to enhance the quality of educational provision, but at the same time to increase access to HE to all sectors of the population, since the extent to which this is achieved is also a measure of the quality of the service. To this end there is mutual concern to improve flexibility and to bring about changes in working practices and methods of delivery, supported by a commitment to the professional development of staff.

However, workloads which damage performance and which are detrimental to the lecturer, students and the service must be avoided through good management practice in which academic managers (Heads of Departments, Subject Lecturers, Course Tutors etc.) and their colleagues collectively determine optimum working practices which safeguard standards for all aspects of a lecturer's role, and for individuals to manage their time in a fully professional way towards individual and corporate objectives.

## **Procedure**

When determining the workload of each member of the lecturing staff, full account should be taken of institutional and school plans. It is important that all members of staff should be familiar with the overall aims and targets of the University and, particularly, those of their respective schools, including their academic programmes.

It is important that the allocation of duties to, and the determination of the workloads of, members of the lecturing staff should be, and seen to be, fair. To that end, and to satisfy the requirement of achieving a measure of consistency in the application of these guidelines across the University, the following steps should be taken:

i) Deans, with the involvement of appropriate senior staff, should review staffing needs in the light of the expected academic programme for the ensuing year, and in the light of overall objectives and targets as set out in the corporate plan and in school plans;

ii) individual workloads and the allocation of duties and responsibilities to each member of staff should be provisionally decided taking full account of these guidelines and the outcomes of appraisal;

iii) full consultation with each member of staff should then take place with a view to agreeing his/her responsibilities and duties and workload for the ensuing year; it would also be sensible to agree the scheduling of leave at this stage, with the understanding that alterations could take place subsequently by mutual agreement;

iv) the final programme of work (workload, responsibilities and duties) for each member of staff should be decided and published, and the member of staff concerned should be notified in writing;

v) the processes for determining duties would normally begin at the start of the summer term, and programmes of work should normally be decided, published and notified by the second week in July. Minor adjustments may be necessary, for example to take account of student recruitment in September; any adjustments should be made only after consultation with the lecturers concerned.

The final responsibility for determining duties rests with the Dean. Deans will work within the guidelines as set out and will make every effort to ensure that the views of each member of staff are accommodated. Any dispute may, if not resolved either between the lecturer and the appropriate line manager, or between the lecturer and the Dean, be referred to the Grievance Procedure.

## **Purpose**

These guidelines are issued to the institutions in the post 92 sector to enable them to seek to achieve the following objectives:

- to achieve education provision of a high standard;
- to recognise the professional contribution which lecturers make to the HE sector;
- to avoid lecturers undertaking unreasonable workloads;

to enable the distribution of work to be carried out locally and fairly within an institution taking into account the local circumstances.

## **Working Hours**

On the matter of the working week, it is not appropriate in a professional contract to be specific as to the exact hours of availability for duties; moreover, it is accepted that in the case of the obligation to undertake research and other scholarly activity that obligation will not necessarily require attendance at the institution. However, in relation to teaching duties a reasonable norm may be helpful at institutional level. Such a norm should be comparable with those of other employees in the institution and with those of related professional groups; it is not to be regarded as either a minimum or maximum.

The norm for the working week is taken to be 37 hours. Wherever possible, the formal teaching of a member of staff should be timetabled within a period of eight hours in any working day. Due to the range of teaching and learning methods involved and the different needs in various subject areas, a precise specification of teaching hours is neither possible nor appropriate in a professional contract. As a general guide, however, an individual lecturer may normally expect to

have formal scheduled teaching responsibilities for students within a band of 14 to 18 hours a week on average over the anticipated teaching year of that lecturer.

Formal scheduled teaching responsibilities should not exceed 18 hours in any week or a total of 550 hours in the teaching year. However, this provision will not apply in subject areas where the nature of the curriculum and teaching style make it inappropriate such as aspects of Teacher Education, Art, Design, Performing Arts, Music: in these subject areas scheduled teaching will be determined in accordance with procedures section above.

Where possible, in arranging a lecturer's timetable special regard should be given to the family responsibilities of individual lecturers.

In determining duties, proper account should also be taken of each member of staff's leave entitlement. The elements of a lecturer's leave entitlement are:

- a) 37 days annual leave;
- b) in addition, all statutory Bank Holidays plus any local discretionary days approved from time to time by the University;
- c) in addition, any days when the University is officially closed in the interests of efficiency.

Further details on leave are given in the Annual Leave section of this handbook.



### **3.Guidance on Home Working by Academic Staff**

#### **Guidelines:**

1 Your Head of Department must approve in advance working at home or doing University work off-campus. You must also ensure that relevant administrative staff know in advance of such arrangements and have contact details.

2 Heads of Departments are expected to manage home working in such a way that students know when and where they can find someone with relevant expertise.

3 It is good practice to make clear your availability to students (e.g. office hours) either on your door or via Brightspace or through automatic out of office email response and for this information to be made available to the departmental/school office.

4 Students should be able to book appointments with you either through a diary booking system on the office door, support staff maintenance of a diary system or via Brightspace.

5 No timetabled classes should be cancelled or postponed except in extremis; in such circumstances arrangements should be made for cover and the Head of Department must always be notified of such arrangements in advance.

6 If you are working away from the University at another location, you must be contactable, i.e. you must leave a contact number with your Head of Department or named support staff to enable you to be contacted in relation to urgent work-related issues.

7 If working at home you must be available by telephone and/or email to staff and students. You must be able to access your University email account through the web and/or be available through your home telephone number so that members of staff can contact you in relation to work-related issues.

8 Whilst at work on University premises, you are provided with facilities that are safe and do not pose a risk to your health. If you choose to work from home, it is essential that equipment used, such as display screen equipment, is subjected to a self-assessment process. This will help you to create and maintain a safe and healthy environment when working from home. A self-assessment questionnaire can be downloaded from the [Occupational Health](#) webpage.

#### **University Expectations of Staff**

The University acknowledges the commitment of its academic staff to the support of students, which includes extensive availability for informal tutorial and other advice outside formal contact time.

The University's primary purpose is to offer high quality teaching and learning and a consequence of this is that academic staff must be available to students outside of timetabled teaching times during the working day.

In responding to students' and other stakeholders' legitimate needs, staff who are not present in the University place an added burden on those who are, including support staff. There must be an equitable sharing of this workload.

The University expects academic staff to be present on campus during the working week. This ensures that they are available for students and to other colleagues. Where working at home is

approved by your Head of Department staff are expected to facilitate access and communication to ensure they can be contacted as if they were available on campus.

These guidelines have been produced to assist all staff in managing their work in a professional manner and ensuring that personal flexibility in determining how duties are carried out does not inadvertently place additional burden on other colleagues.

## **4.Guidance to Academic Staff Wishing to Undertake External Work**

### **Introduction**

The University is a teaching and learning led institution that places students' needs first. Teaching is within the context of excellent facilities where students are taught by academic staff who are active scholars and add value to the learning process through their links with industry, business and the community. Within this context the University encourages interaction with the wider community so long as it is provided at a high professional standard, is conducted within reasonable time limits and does not exploit the University, its staff or other resources.

Contracts of employment for academic staff include explicit requirements regarding exclusivity of service. This document seeks to provide advice regarding the interpretation and management of this clause in relation to external work. Staff must ensure they receive prior approval before agreeing to undertake external work in order to avoid a breach of contract.

The University seeks to encourage consultancy work by academic staff as part of an individual's scholarship and research and as a means of enhancing students' learning experience. However, such work must not conflict with the interests of the University and where any conflict occurs the needs of the University must take precedence.

This guidance seeks to protect the interests of the University and the individual by ensuring that consultancy work leads to mutual benefit and staff comply with their contractual requirements.

### **Definition of Work**

External work is defined as all work carried on for individuals/bodies outside the University (or its subsidiary companies), whether remunerated or not.

Three categories of external work are recognised:

- a) Work which supports the professional development/scholarship of the individual and complements/supports the work of the University
- b) Public service
- c) Consultancy and training

Staff are encouraged to undertake work which supports the professional development/scholarship of the individual and complements/supports the work of the University including:

- external examining
- writing, editing, reviewing books, exhibitions, performances etc...
- refereeing publications and research grant applications
- occasional external lectures, performances and broadcasts
- membership of professional or discipline based committees
- conference attendance
- Ofsted and QA

No permission is required before staff undertake such work and the University makes no claim to any share in the remuneration staff receive for such activities. Equally any expenses incurred in carrying out such activities must be borne by the individual and not by the University unless approved as part of staff development or the work undertaken is representing the University.

Individual staff must ensure that such activities do not adversely affect the proper performance of duties and where any conflict occurs the needs of the University must take precedence.

Staff may also undertake a range of public duties for example, membership of a local authority, justice of the peace etc... Staff are expected to balance these responsibilities with their existing work demands. The University makes no claim to any share in the remuneration staff receive for such activities. Equally any expenses incurred in carrying out such activities must be borne by the individual and not by the University. Individual staff must ensure that such activities do not adversely affect the proper performance of duties and where any conflict occurs the needs of the University must take precedence. Staff are advised to discuss requirements before agreeing to undertake public duties.

The University encourages external consultancy work which

- fosters scholarship
- helps staff keep abreast of industrial and commercial practice
- enables staff to transfer expertise to outside bodies and build external contacts
- adds to the reputation and status of the university
- supports the strategic plan

Prior approval must be obtained for all consultancy or training work. Approval will only be withheld where such work would be contrary to the interests of the University, or where such work would adversely affect the performance of duties.

University supported consultancy benefits from

- cover by the University's professional indemnity insurance assistance in drafting contracts
- advice on financial arrangements
- help with invoicing and debt collection
- use of the University's name to support perceived quality
- management of remuneration, personal tax and national insurance
- access to university facilities

Staff are encouraged to use this route.

The precise nature of the financial arrangement will be determined by the nature of the work and the level of University support. Total income must cover the following:

- Consultant's Fee, including tax and NI contribution
- Project Costs, e.g. travel, consumables, technical support, other staff costs, equipment use and depreciation
- Accommodation Costs
- School Costs (depending on the use of general School facilities)
- University Costs (@ 25% of total income less accommodation costs) to contribute towards central service overheads

Consultancy work can lead to intellectual property rights (IPR). External contracts may include specific provisions relating to IPR where rights are assigned to the client, usually as part of the contract price or other benefit. Staff should advise of any potential IPR as soon as it is perceived and before information is given to a third party. Disclosure to others could invalidate future steps

to obtain protection or could exclude the University and any member of staff from future rewards resulting from the subsequent exploitation by others. In such circumstances advice should be taken regarding confidentiality agreements before discussions with external parties. Any shares of IPR between the University and the member of staff will be clarified in the financial arrangements.

If an individual wishes to take on consultancy privately then prior approval must be obtained before any member of staff undertakes paid employment (e.g. clinic, bank or agency work) or consultancy in order to avoid the possibility of a breach of contract. Requests for approval should be made to the relevant Dean or Director and the decision recorded in writing with a copy placed on the individual's personal record. Approval will be granted so long as the work is not in competition with the University or could be in competition in the future and does not adversely affect the performance of the employee's normal duties.

Such consultancy work will be undertaken in a private capacity and the individual will indemnify the University against any liabilities arising from such work, either through insurance or other means. There must be no direct, indirect or implied link with the University including logos, headings or titles. University resources may not be used under any circumstances, including equipment, stationery, premises, postage and telephones. The University makes no claim on any net profit earned from such activities and individuals are responsible for relevant notification to the Inland Revenue regarding income tax and national insurance.

### **Part Time Staff**

Part time staff are free to undertake other paid employment in the time they are not contracted to work for the University. However, those staff must ensure that there are clear boundaries between different contracts and that University time, resources or intellectual property are not used in carrying out work for another party. Where boundaries are not clear or where staff are working in organisations/projects that are directly competing with the University they are advised to discuss this with their Head of Department to ensure that work is separate or to discuss collaborative ventures where appropriate. Different contracts for teaching or part time hourly paid teaching do not fall under this category.

Where staff wish to undertake consultancy work within the terms of their contract with the university then the full guidance applies.

## **5.Others**

### **Appointment of Visiting Professors, Visiting Research Fellows and Visiting Fellows**

The title of Visiting Professor is awarded to a person who has academic or professional standing equivalent to that of a professor and who collaborates in a significant way with University staff on research and/or teaching programmes to produce measurable outcomes. Individuals may be staff from other higher education institutions or universities with appropriate standing in industry, commerce, the public sector, voluntary organisations or other professions. Where the person is an employee of a UK HEI they must already hold the title of professor. The individual shall be

entitled to be addressed as “Visiting Professor” unless they hold a professorial position themselves and shall be able to refer to her/himself as “Visiting Professor at the University of Huddersfield”.

Conferment of title will be awarded for an initial maximum period of five years. This can be renewed where collaborative work and outputs continue after this period. The title lapses on termination of collaboration.

Please find the full guidance on Appointment of Visiting Professors, Visiting Research Fellows and Visiting Fellows [here](#).

### **Enhancing Research, Scholarship and the Qualification Base of Academic Staff**

1. All academic staff are expected to maintain their scholarship and research both as a professional expectation and a contractual requirement. Staff demonstrates academic credibility to peers and students through their qualifications and their active engagement with scholarship and research. The two are not mutually exclusive.
2. The 2013/18 University Strategy requires all academic staff to be qualified to doctoral level or to pursue a programme of activity securing doctoral qualification.
3. As part of the appraisal process each member of academic staff will have clear quantifiable targets relating to their research and qualification requirements (where applicable). The appraisal targets should set milestones to monitor achievement and provide for regular review of progress against the work being undertaken.
4. Where there is evidence of recruitment difficulties and the requirement for specific qualifications would restrict the potential pool of applicants it may be possible to reduce the qualification requirement on entry, although the requirement to secure the qualification in a reasonable timeframe would still apply. Those seeking an exemption should include the request alongside post monitoring information and will need to provide evidence of recruitment difficulties.

## **Audio and Video Capture Policy**

The University of Huddersfield is committed to inspire its students to enjoy an outstanding University experience and to attain the highest academic and professional standards. As part of that commitment, the University has invested in lecture capture technology across the campus.

The University recognises the potential advantages of lecture capture to students. Students value the opportunity to revisit sessions at their own pace and use recordings as part of their revision. Lecture capture offers potential benefits to those students who do not have English as their first language or to disabled students, which is particularly relevant in the context of planned changes to Disabled Students' Allowance.

Lecture capture is provided to supplement the student experience and will not replace student contact hours. It should not be seen as an alternative to attending a lecture and the University's attendance monitoring policy and procedures continue to apply.

Please find the full policy on Audio and Video Capture [here](#).

## **Intellectual Property**

Intellectual Property (IP) is important to the functioning of the University. Research, inventions and the like raise the University's profile and that of its staff and students in the academic and commercial world and, in the current climate the exploitation of IP has become more important and is happening on a more frequent basis.

This document sets out the University's policy on IP. It explains the arrangements the University has put in place to deal with IP created by its staff and students. In this regard, the overriding aim is to ensure equitable treatment of, and returns to, the originators of IP.

This policy is specifically incorporated into all employees' contracts of employment and any legal relationship between the University and its students.

This document does not provide an overview of what constitutes IP, the different rights which might attach to it and the protection which may be afforded to it. If you require further information on any of these matters, please contact Research & Enterprise, your Schools Business Development representative or see [www.ipo.gov.uk](http://www.ipo.gov.uk) the website of the UK Intellectual Property Office which has information explaining the different types of IP.

Please find the full policy on Intellectual Property [here](#).

### **Payment of Salary: Lecturers**

For the purposes of this section, so as to avoid involuntary breaks in service in transferring from one institution to another, the calendar year shall be regarded as consisting of three notional terms as follows:

the spring term from 1 January to 30 April;  
the summer term from 1 May to 31 August;  
the autumn term from 1 September to 31 December.

Salary shall be payable by monthly instalments, and the lecturer shall receive not less than one-third of a year's salary for each term's service.

Salary shall be paid:

- a) If the lecturer commences duty at the beginning of the spring term, from 1 January.
- b) If the lecturer commences duty at the beginning of the summer term, from 1 May, or from the first actual day of term if this is earlier than 1 May.
- c) If the lecturer commences duty at the beginning of the autumn term, from 1 September, or from the first actual day of term if this is earlier than 1 September; provided that where the appointment immediately follows a period of employment other than teaching, payment of salary under this agreement shall begin from the date stated in the letter of appointment.
- d) If the lecturer commences duty during the term, from the first day of duty.

Part time hourly paid lecturers will receive payment at calendar monthly intervals in accordance with the payment cycle covering Schedules of Work issued. No payment is made in periods when teaching does not take place.