

Harmonisation – Frequently Asked Questions

1. Why has the College harmonised terms and conditions?

The implementation of the National Pay Framework Agreement included a requirement for Higher Education Institutions to harmonise the working hours for all staff. At the College there were also a number of other employment terms and conditions that differed across staff groups. The College management has negotiated locally with campus unions in order to ensure that members of staff in the same grade (e.g. Grades 1-5, 6-10 and Academic) have equivalent terms and conditions of employment.

2. Where can I find a copy of my terms and conditions of employment?

A copy of your terms and conditions can be found on the College web-site at: <http://www.rhul.ac.uk/personnel/Pages/Harmonisation.htm> A hard copy of your terms and conditions can also be requested from the HR Department.

3. What is the difference between flexi-time, overtime and time off in lieu?

Flexi-time arrangements

Flexi-time allows staff to work more flexibly. The flexi-time scheme is restricted to staff on Grades 1-5 and operates in Departments as appropriate and at the discretion of line managers. To access the Flexi-time Working Policy please click [here](#).

Overtime arrangements

Overtime may be paid once a member of staff has worked over 35 hours per week (including part-time staff). Overtime should be agreed in advance with your line manager and only agreed in exceptional circumstances. Please see response to Question 4 for details.

Time Off in Lieu

Time off in lieu may be agreed as compensation for additional hours worked over 35 hours per week. Please see response to Question 4 for details.

4. I have worked more than 35 hours per week, what compensation am I entitled to?

Grades 1-5

For hours in excess of 35 hours per week staff may receive either flexi-time (at time), time off in lieu or overtime. Overtime is compensated at the rate of time and a half for hours worked in days 1-6. Overtime is paid at the rate of double time for day 7.

Grades 6-10 and Academic staff

For hours in excess of 35 hours per week worked on day 6 or 7 staff may receive time off in lieu. In exceptional circumstances, and with the agreement of the Director of HR, staff may be compensated by payment appropriate to the allowance for time off in lieu for work carried out on day 6 or 7.

5. I have accrued some flexi-hours, but I can no longer participate in the scheme as I am in Grade 6-10. Can I receive payment for these hours?

This is at your line manager's discretion. The options are:

- that you may receive payment for this outstanding flexi-time (at time)
- take these remaining hours by 31st July 2009
- or a combination of the two options above.

6. What is my new holiday entitlement?

Please see the table below:

Now Grades 1 – 5	Old Entitlement	New Annual Entitlement*	1st Feb 2009 to 31st July 2010
Previously Clerical/M&A with less than 5 years' continuous service	20	20	30
Previously Clerical/M&A with over 5 years' but less than 7 years' continuous service	21	23	34
Previously Clerical/M&A with over 7 years' but less than 12 years' continuous service	22	23	34
Previously Clerical with over 12 years' continuous service	23	23	34.5
Previously M&A with over with over 12 years' but less than 15 years' continuous service	23	23	34.5
Previously M&A with over 15 years' but less than 20 years' continuous service	24	Protected at 24 days until 31/07/2012	36
Previously M&A with over 20 years' continuous service	25	Protected at 25 days until 31/07/2012	37.5
Previously Technical	25	Protected at 25 days until 31 st July 2012	37.5

Now Grades 6 – 10	Old Entitlement	New Annual Entitlement*	1st Feb 2009 – 31st July 2010
Previously Clerical/M&A with less than 5 years' continuous service	20	27	39
Previously Clerical/M&A with more than 5 years' but less than 7 years' continuous service	21	27	39.5
Previously Clerical/M&A with more than 7 years' but less than 12 years' continuous service	22	27	40
Previously Clerical with more than 12 years	23	27	40
Previously M&A with more than 12 years' but less than 15 years' continuous service	23	27	40
Previously M&A with more than 15 years' but less than 20 years	24	27	40
Previously M&A with more than 20 years'	25	27	40
Previously Technical	25	27	40
Previously ALC/ORS/Research	27	27	40.5

* New annual entitlements need to be pro-rated for part-time staff.

7. What happens if I'm in Grades 1 to 5 and I reach my five years' continuous service in the extended leave year?

If your five years' continuous service date falls between:

1st August 2009 and 30th November 2009 your annual leave for the period 1st February 2009 to 31st July 2010 will be 33 days.

1st December 2009 and 31st March 2010 your annual leave for the period 1st February 2009 to 31st July 2010 will be 32 days.

1st April 2010 and 31st July 2010 your annual leave for the period 1st February 2009 to 31st July 2010 will be 31 days.

8. My notice period has increased to three months is this negotiable?

Yes, all notice periods are negotiable when a member of staff resigns.

9. What happens if I have not completed the HERA process?

You will stay on your previous terms and conditions of employment until the HERA process has been completed.

10. I am a member of SAUL pension scheme and I was re-graded under HERA to Grade 6 -10. Does this affect my pension?

The new terms and conditions do not affect current pension arrangements. However, if a member of staff is promoted to, or moves into, a new Grade 6-10 role they will be required to move to USS pension scheme.

11. Am I still entitled to a meal allowance?

The College has been granted a tax dispensation by HMRC (HM Revenue and Customs) to continue the provision of free or subsidised food for staff who meet the following criteria:

- that the member of staff works in the canteen/restaurant/kitchen
- that the member of staff is required to taste the food prepared as part of their duties.

Your line manager will have notified you if you are entitled to receive a meal allowance.