

Harmonisation of Terms and Conditions of Service

Following the implementation of the Pay Framework Agreement in August 2007 the College and local representatives of the GMB, UCU and Unite have been negotiating to harmonise the College's terms and conditions of employment.

The new terms and conditions which will replace all previous agreed terms and conditions and the Staff Handbook can be viewed below:

- [Academic staff](#)
- [Staff in Grades 1 to 5](#)
- [Staff in Grades 6 to 10](#)

This document summarises the key changes within the new terms and conditions of employment.

Hours of work

All Manual staff, including Security staff will reduce their working hours to 35 per week from 1st April 2009 bringing them in line with the rest of the College.

Probation

For staff in Grades 1 to 5 the probationary period will increase from 3 months to 6 months. This will allow for a thorough and dedicated period of time during which new members of staff will be given appropriate support and training.

Members of staff who are currently part way through their probationary period will continue as previously notified in their letter of appointment.

Breaks

Lunch and other breaks are unpaid. Manual staff who have reduced their hours to 35 per week, and other staff where this has previously been the practice, will no longer be entitled to paid tea breaks.

Overtime

Where work outside of the normal working hours is required, Staff in Grades 1 to 5 will be compensated as follows:

Additional hours on days 1 to 5 – flexi, time off in lieu or pay at time and a half.

Additional hours on day 6 or College Discretionary days – flexi, time off in lieu or pay at time and a half.

Additional hours on day 7 or Bank Holidays – flexi, time off in lieu or pay at double time.

Meal Allowances

Meal allowances will be removed from 1st April 2009 and will only remain for those staff where the Inland Revenue criteria are met. Your line manager will confirm if you are still entitled to receive a meal allowance. Further advice is available from your Union representative.

Holidays

The annual leave year is changing and commencing on 1st August each year to 31st July.

For the current leave year annual leave will be extended to cover the 18 months from 1st February 2009 to 31st July 2010.

Staff in Grades 1 to 5 will receive 20 days annual leave per year increasing to 23 days after 5 years' continuous service. All leave is pro-rated for part time staff.

Staff in Grades 1 to 5 whose current leave entitlement exceeds 23 days have the options:

- To protect their existing leave until 31st July 2012, after which time they will move to the new leave entitlement and receive a one-off payment equivalent to 5 days pay for every one days leave surrendered, up to a maximum of two days (pro-rated for part time staff).

OR

- Immediately take a one off payment equivalent to 5 days pay for every days leave surrendered, up to a maximum of two days (pro rated for part time staff), and move to the new leave entitlement.

Academic terms and conditions now include a holiday entitlement of 27 days per annum.

Absence through sickness

The entitlement to sick pay for Grades 1 to 5 now commences from a member of staff's first day of employment and the improved entitlements are as follows:

Up to 4 months' service:	2 months full 2 months half pay
4 months to 1 years' service:	3 months full 3 months half pay
2 nd and 3 rd years' service:	4 months full pay 4 months half pay
4 th year and over:	6 months full 6 months half pay

Click [here](#) to access a summary of the new terms and conditions for all staff.

If you have any questions about the changes to your terms and conditions of employment, please contact your HR Officer. Alternatively, you may wish to get in touch with your union representative to seek advice. Contact details for these are shown below:

GMB – John Brannan Ext 3060

John.Brannan@rhul.ac.uk

UCU – Keith Buckman Ext 3942

Keith.Buckman@rhul.ac.uk

Unite – Neil Sommerville Ext 4146

N.Sommerville@rhul.ac.uk