

# Graduate Teaching Assistants, Guest Teachers & Emeritus Teachers: Terms and conditions of employment (August 2009)

## 1. Contract of employment

The number of hours under this contract is variable and will be dictated by the needs of the School in the fulfilment of its variable teaching commitments. For details of the duties attached to this contract please refer to the details set out in your contract, any relevant documentation provided by your department and the generic role profiles for Graduate Teaching Assistants and Guest Teachers:

[www2.lse.ac.uk/humanResources/reward/genericRoleProfiles.aspx](http://www2.lse.ac.uk/humanResources/reward/genericRoleProfiles.aspx)

If you are prepared to accept this offer of appointment, please confirm this by signing the statement at the bottom of the appointment letter and returning one copy to Human Resources Division, Room W100, together with income tax and personal details forms as appropriate.

To ensure timely payment, you must accept your contract by the relevant published cut-off date.

On joining, members of staff are required to show adequate documentation to confirm their entitlement to work in the United Kingdom.

Overseas students from non-EEA countries with Tier 4 visas are generally able to take part-time work during term-time and full-time work during vacations. However a number of restrictions still apply:

- (i) the student must not work for more than 20 hours per week during term time, except where a work placement is to be undertaken as a necessary part of the course of study as agreed by the education institution;
- (ii) the student cannot engage in business, self-employment, the provision of services or take work as a professional entertainer or sports person;
- (iii) the student should not pursue a career by filling a permanent full-time vacancy.

LSE students are restricted to working no more than 20 hours a week during term-time, unless the department with which they are registered agrees to vary this restriction.

LSE students should seek the permission of their research supervisor(s) prior to accepting their contract. If you are an LSE student, in accepting your contract you confirm that this permission has been received and that this appointment is consistent with any other conditions related to your student status and the terms of any award you hold.

The School issues "Guidance on good practice for the employment of Graduate Teaching Assistants". This guidance can be found on the HR website:

[www2.lse.ac.uk/humanResources/payAndInformation/emeritusTeachersGraduateTeachingAssistantsAndGuestTeachers.aspx](http://www2.lse.ac.uk/humanResources/payAndInformation/emeritusTeachersGraduateTeachingAssistantsAndGuestTeachers.aspx)

## 2. Training and development

The School believes that the training and development of all staff is in the interests of the School, its constituent departments and of the individual staff members themselves. The Teaching and Learning Centre, Library, IT Services, Staff Development Unit, Language Centre and Careers Service all offer a range of internal development and support activities. This includes opportunity for one-to-one support and development around a wide range of issues, seminars and workshops, on-line resources, and in-house newsletters and guides. There is provision for staff at all stages of their careers, though there is particular emphasis on training and developments for those new to the School with a range of specialised induction programmes.

Graduate Teaching Assistants will be expected to attend initial training on teaching and learning in their first year of appointment. Guest Teachers who lack teaching experience may also be required to attend an introductory workshop. All appropriate teachers will be paid to attend the central training of up to 6 half days at a fixed-rate per half day. Experienced teachers are required to attend any departmental briefings and arrange for a one-to-one meeting with a member of the academic staff development team in the Teaching and Learning Centre.

For further details email: [tlc@lse.ac.uk](mailto:tlc@lse.ac.uk) or visit the Teaching and Learning Centre website:

[www2.lse.ac.uk/TLC/Home.aspx](http://www2.lse.ac.uk/TLC/Home.aspx)

## 3. Salary

The starting salary for an appointment shall be as set out in the letter of appointment and shall be payable monthly in arrears by bank transfer to a UK bank account. The normal pay day is the last English banking day of each calendar month, except in December when it is the last English banking day before Christmas Day.

This appointment is part-time and the salary shall be pro rated accordingly.

The annual incrementation date is 1 August. On this date, if the salary is on an incremental scale and is below the standard maximum for the salary band, an annual increment shall be awarded up to the standard maximum for the salary band, unless i) members of staff were appointed or promoted after the preceding 31 January in which case only half an increment will be awarded or ii) members of staff are already only half an increment below the standard maximum in which case only half an increment will be awarded.

Pay awards are periodically applied to adjust the values of points on pay scales, usually from 1 August each year. Pay awards are negotiated at a national level by the Joint Negotiating Committee for Higher Education Staff (JNCHES), which includes representatives of the Universities and Colleges Employers' Association (UCEA) and Higher Education unions, including the Universities and Colleges Union (UCU), UNISON and Unite.

Any change in salary, other than that applicable under normal annual incrementation or pay awards outlined above, shall be confirmed in writing.

Members of staff shall be issued each month with a notice of pay advice that sets out gross salary due, tax, National Insurance and other deductions made and net salary paid. Any errors in salary payments or deductions should be reported to Human Resources immediately.

As a general rule the School does not make advances of salary.

#### 4. Superannuation

Employees in Band 5 may apply to join SAUL (Superannuation Arrangements of the University of London) subject to the rules of the scheme – they should contact the Pensions Officer to obtain further details. Members of SAUL are contracted out of State Second Pension; the employee contribution rate is 6 per cent of qualifying earnings; the School makes a further 13 per cent.

Employees in Bands 6 to 10 may apply to join USS (Universities' Superannuation Scheme) subject to the rules of the scheme – they should contact the Pensions Officer to obtain further details. Members of USS are contracted out of the Second State Pension; USS members make a contribution of 6.35 per cent of qualifying earnings; the School makes a further contribution of 14 per cent (16 per cent from 1 October 2009).

Staff should consider carefully whether rejecting membership of SAUL or USS is in their interest – ideally they should seek independent financial advice. Staff requiring further information on USS should contact the Pensions Officer immediately on taking up appointment.

For further information, please contact the Pensions Officer or refer to the Finance Division website:

[www.lse.ac.uk/collections/financeDivision/pensions/Default.htm](http://www.lse.ac.uk/collections/financeDivision/pensions/Default.htm)

#### 5. Working hours

Pay is calculated on the basis of a full-time member of staff working 35 hours per week (excluding lunch breaks).

You are required to attend at the times specified to teach the lectures/classes allocated to you. Your contract specifies your teaching hours and sets out the expected total hours to be worked over the teaching period specified in the contract. Subsequent teaching periods may be offered under this contract, according to the needs of the School in delivering its teaching programmes. Hence the number of hours under this contract is variable and a new calculation of hours will be made for each subsequent teaching period offered.

An expected number of hours are attributed to each activity - however the exact distribution of your total working hours between activities will vary depending on day-to-day operational demands and requirements.

The standard contractual hours for a teaching appointment shall be built up as follows:

Contact hours	Actual teaching contract time in hours (i.e. weeks x groups x length of class/lecture)
Preparation	2 hours per different course taught (i.e. weeks x courses x 2)
Lecture attendance and meetings	Actual hours* (i.e. weeks x courses)
Office Hours	1 office hour per 3 groups** (i.e. weeks x groups / 3)
Formative marking (Qualitative subjects)	4 items per student per course; 3 items marked per hour (i.e. 4 x groups x 15 / 3)***
Reports and Registers	0.5 hours per student per full unit per year (i.e. groups x 15 x 0.5)

\*Lecture attendance: departments shall adopt a clear policy as to when lecture attendance is compulsory for pedagogic reasons (e.g. for new teachers or where syllabuses have changed significantly); where attendance is compulsory, this shall be paid. Similarly attendance at regular meetings, for example with a course co-ordinator, shall be paid.

\*\*Departments are encouraged to distribute office hours over the year according to student demand (eg possibly not holding office hours at the start of the year, but holding extra ones before exam periods). It is recognised that in some departments lack of physical space may require alternative arrangements to be made.

\*\*\*Based on 4 items of 1500 word length. Marking regimes are highly variable between courses, so local arrangements may apply. However departments must ensure their policies on paying for marking are justified, transparent and rational compared with School practice.

Departments are able to vary the above principles in determining your contractual full-time equivalent according to the specific needs relating to delivery of particular programmes. Therefore the above model may have been adapted at an individual contract level. Please contact your Departmental Manager if you have any queries about the make-up of your hours.

In the event of a serious breakdown in public transport (eg due to strike action or adverse weather conditions), you are expected to make every reasonable effort to get to work unless alternative arrangements are agreed with their Departmental Manager/Head of Department.

## 6. Holiday

The holiday entitlement for full-time members of staff is 25 days' annual leave plus Christmas closure (five extra days) and Easter closure (three extra days) plus public holidays (eight days per year).

The holiday entitlement for part-time members of staff (whether annual leave, closure days or public holidays) is pro rated as appropriate. Your holiday entitlement is shown in hours on your appointment letter.

You should discuss the precise timing of annual leave with their Departmental Manager/Head of Department. As a Graduate Teaching Assistant/ Guest Teacher, it is expected that annual leave will be taken so as not to interfere with teaching and other operational commitments.

Annual leave accrues from the date of appointment throughout periods of paid service including paid leave.

## 7. Sickness absence

In the event that you are unable to carry out all the duties specified in your appointment letter due to illness or any other reason, you must contact your Departmental Manager/ Head of Department so that a replacement can be sought. You should report any sickness to your manager in accordance with standard sickness absence reporting procedures. Please see the Human Resources website:

[www2.lse.ac.uk/humanResources/payAndInformation/sicknessAbsenceProcedures.aspx](http://www2.lse.ac.uk/humanResources/payAndInformation/sicknessAbsenceProcedures.aspx)

## 8. Maternity Leave

Pregnant members of staff have a statutory right to take paid time off for antenatal care appointments and a basic statutory entitlement to 26 weeks of ordinary maternity leave and 26 weeks of additional maternity leave.

Additionally, the School offers 18 weeks of full contractual (occupational) maternity pay (OMP) (pro rata if part-time) to those who have completed 26 weeks' continuous service at the beginning of the 15th week before the expected week of childbirth (EWC). This contractual maternity pay is inclusive of Statutory Maternity Pay (SMP) during the 18-week period. However, following that, SMP continues for a further 21 weeks. Contractual pay shall not extend beyond the end date of a contract.

The calculation of occupational maternity pay shall be based on the average full-time equivalent of the post holder in the twelve month period immediately prior to the beginning of the EWC (or the average full-time equivalent of the post holder in the period between the continuous service start date and the beginning of the EWC if shorter).

Full details of the School's maternity policy and procedures can be found on the Human Resources website:

[www2.lse.ac.uk/humanResources/employmentRelations/policiesAndProcedures/maternityAndPaternity/maternityAndPaternityPayAndLeave.aspx](http://www2.lse.ac.uk/humanResources/employmentRelations/policiesAndProcedures/maternityAndPaternity/maternityAndPaternityPayAndLeave.aspx)

For specific and confidential advice, members of staff should arrange an interview with an adviser from Human Resources.

## 9. Paternity Leave

Members of staff who have completed six months' service are eligible to apply for ten days' statutory paid paternity leave. Full details of the School's paternity policy and procedures can be found on the Human Resources website:

[www2.lse.ac.uk/humanResources/employmentRelations/policiesAndProcedures/maternityAndPaternity/maternityAndPaternityPayAndLeave.aspx](http://www2.lse.ac.uk/humanResources/employmentRelations/policiesAndProcedures/maternityAndPaternity/maternityAndPaternityPayAndLeave.aspx)

In all cases of paternity leave, staff should notify a member of the Employment Relations team in Human Resources.

## 10. Adoption leave

Eligibility for adoption leave is in accordance with statutory rights.

Members of staff who have completed 26 weeks' continuous service ending with the week in which the adopter was notified of having been matched with a child by an adoption agency are eligible to apply for 26 weeks' statutory paid leave followed by a further 26 weeks' unpaid leave. For further information staff should contact a member of the Human Resources Employment Relations team.

Additionally, the School offers 18 weeks' full contractual (occupational) adoption pay to members of staff who have completed 26 weeks' continuous service ending with the week in which the adopter was notified of having been matched with a child by an adoption agency. This contractual adoption pay is inclusive of statutory adoption pay (SAP) during the 18-week period, but following that SAP continues for a further 21 weeks. Contractual pay will not extend beyond the end date of a contract.

[www2.lse.ac.uk/humanResources/employmentRelations/policiesAndProcedures/maternityAndPaternity/maternityAndPaternityPayAndLeave.aspx](http://www2.lse.ac.uk/humanResources/employmentRelations/policiesAndProcedures/maternityAndPaternity/maternityAndPaternityPayAndLeave.aspx)

## 11. Equality and Diversity

Equality and diversity are central to the aims and objectives of the London School of Economics and Political Science. The School actively promotes the involvement of staff and students, men and women, from all social, economic, ethnic, cultural and religious backgrounds. The School recognises that this is integral to ensuring that it delivers the best possible service to its students, staff and the wider community.

In all employment relationships entered into by the School, it will seek to ensure that people are free from discrimination on the grounds of age (subject to statutory retirement requirements), disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation, personal circumstances, political affiliation or trade union membership.

The diversity of staff and the participation of staff in the School's decision-making processes are two of the six institutional values stated in the Strategic Plan 2006-2011. As an employer, the School strives to ensure that all its members of staff are able to develop to their full potential and are treated with dignity and respect. Policies and procedures have been developed and are constantly reviewed in order to ensure that the needs of all staff are met.

The School runs a variety of personal development and training initiatives for all staff including equality and diversity training. The School has produced a Diversity Toolkit which can be accessed at:

[www2.lse.ac.uk/humanResources/respectForPeopleLSEsDiversityToolkit.aspx](http://www2.lse.ac.uk/humanResources/respectForPeopleLSEsDiversityToolkit.aspx)

## **12. Health and Safety**

Members of staff have responsibilities in relation to health and safety and must comply with the School's Safety Policy. Failure to do so may be a disciplinary offence. The full text of the Safety Policy can be found on the Health and Safety website:

[www.lse.ac.uk/collections/healthAndSafety](http://www.lse.ac.uk/collections/healthAndSafety)

## **13. Smoking Policy**

Smoking is prohibited inside all buildings on the Houghton Street campus, all LSE halls of residence, including residents' rooms, and any other building or facility managed by the School. The prohibition extends to building entrances, including doorways, steps and ramps and external fire escape stairways and escape routes.

[www.lse.ac.uk/collections/healthAndSafety/smoking.htm](http://www.lse.ac.uk/collections/healthAndSafety/smoking.htm)

## **14 . Financial Regulations**

Members of staff have a general responsibility for the security of the School's property, for avoiding loss and for due economy in the use of resources. Compliance with financial regulations and procedures is compulsory for all members of staff.

The Financial Regulations are updated annually and the current version can be found on the Finance Division website:

[www.lse.ac.uk/collections/financeDivision/](http://www.lse.ac.uk/collections/financeDivision/)

## **15. Data Protection Act 1998**

Members of staff have a responsibility to manage the personal data of other staff, students, applicants, alumni and members of the general public in line with the principles of the Data Protection Act 1998 and the London School of Economics' registration in the Data Protection Register.

Advice on the application of Data Protection principles should be sought if necessary from the School's Data Protection Officer. For further information please refer to the School's Data Protection website:

[www.lse.ac.uk/collections/dataProtection/](http://www.lse.ac.uk/collections/dataProtection/)

## **16. Freedom of Information Act 2000**

Members of staff are responsible for managing their records so that they can respond to Freedom of Information requests within 20 working days. They also need to be aware of what is on the Publication Scheme, so that they can point requesters to it. The Publication Scheme should also be used proactively to publish as much information as possible.

For further information and advice please refer to the School's Freedom of Information website:

[www.lse.ac.uk/collections/FOI/](http://www.lse.ac.uk/collections/FOI/)

## **17. Conditions of Use of IT Facilities**

Members of staff must comply with the Conditions of Use of IT Facilities. These conditions are updated periodically by IT Services and the current version can be found on the IT Services website:

[www.lse.ac.uk/ITservices](http://www.lse.ac.uk/ITservices)

## **18. Emergency access to emails**

Members of staff who are on holiday or absent from the School for any other reason should set up an 'Out of Office Assistant' message for the duration of their absence and, if appropriate, leave a contact number. Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages if they are either absent or on holiday, and it is not possible to contact them (either because they are on holiday or have not left a contact number).

Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages once they have left the service of the School.

## **19. Use of telephone**

The School has a telephone system that automatically logs details of all calls (ie the recipients and duration) made and received. Members of staff should be aware that telephone usage records are sent to managers on a monthly basis.

Personal calls should, as far as practicable, be made outside working hours. Members of staff may however use the School phone system during working hours to make short occasional personal calls to local or national numbers.

Members of staff who need to make personal calls of a longer duration, or calls to international numbers should do this in their own time. These calls may be made by using their personal account on the School's telephone system.

## **20. Use of furniture**

The School has a right to expect any locked drawers or cupboards to be opened on request. Members of staff who are on holiday or absent from the School for any other reason should leave a key with colleagues to allow access, as appropriate.

## **21. Trade union membership**

The School recognises the following trade unions: the University and College Union (UCU), UNISON and Unite. Members of staff usually choose to join the union which represents their staff group - Graduate Teaching Assistants and Guest Teachers are represented by the University and College Union. For further information please contact the membership secretaries.

The names of the current membership secretaries and the subscription rates can be found on the Human Resources website:

[www2.lse.ac.uk/humanResources/payAndInformation/UnionSubscriptions.aspx](http://www2.lse.ac.uk/humanResources/payAndInformation/UnionSubscriptions.aspx)

## **22. Copyright**

The copyright of work that members of staff produce as part of their employment shall belong to the School.

## **23. Resignation, end of fixed-term contracts and notice periods**

Members of staff can resign by giving at least two weeks' notice in writing; this notice may be shortened or extended by mutual agreement, but notice periods shall not be extended during closure periods.

If it is necessary for the School to terminate the contract of a member of staff, the greater of two weeks' notice or one week's notice for each completed year of continuous service will be given, up to a maximum of 12 weeks' notice.

Members of staff should resign in writing to their Departmental Manager/Head of Department. A copy of the letter should also be sent to Human Resources.

Where appointments are for a fixed term, no period of notice other than that implicit in the letter of appointment is required to bring the contract to an end on the expiry date. If you wish to continue to work at the School after the expiry of this appointment, you may find it useful to consult the list of vacant posts regularly updated by Human Resources:

[www2.lse.ac.uk/humanResources/recruitment/Home.aspx](http://www2.lse.ac.uk/humanResources/recruitment/Home.aspx)

Any outstanding loans or advances shall be deducted from the amount of all monies due on the termination of employment. If any amount remains outstanding after the termination of employment, a direct payment should be made payable to the School.

## **24. Retirement**

The normal School retirement age is 65 and members of staff do not normally continue to work beyond 30 September following their 65th birthday. In accordance with the Employment Equality (Age) Regulations, members of staff have the right to request continued employment beyond their normal retirement date. Continued employment will only be allowed in exceptional cases. Further details are available from the HR Director.

Members of staff may choose to retire from 30 September following their 60th birthday by giving notice in writing no later than the preceding 30 April.

Any outstanding loans or advances shall be deducted from the amount of all monies due on the termination of employment. If any amount remains outstanding after the termination of employment, a direct payment should be made payable to the School.

## **25. Procedures**

The School does not have disciplinary or grievance procedures specifically relating to these contracts. Any disciplinary action taken in connection with this appointment, and any action taken in relation to a grievance raised, will follow the principles laid down in the ACAS advisory handbook, 'Discipline and Grievances at Work'.