

Hourly-paid Support and Research Staff Terms and conditions of employment (November 2014)

1 Contract of employment

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, SAR2, together with income tax and personal details and bank details forms as appropriate.

This appointment is subject to one week's notice on either side. The appointment will automatically cease at the end of the contract as specified. 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:

[Jobs at LSE](#)

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 generally no longer require a work permit 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.

If you are a graduate student, your acceptance of payment will be on the understanding that the responsibility for making sure that it is consistent with your status as a graduate student and the terms of any award you hold rests with you.

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.

2 Attendance

You are required to attend as specified by your manager / director of research project.

3 Remuneration and Holiday Pay

Your hourly remuneration is as stated in the appointment letter. Hourly-paid members of staff's plain time hourly rates are derived from the corresponding LSE annual salary scale.

You will be paid in arrears on the basis of hours actually worked. Payment will be made by bank transfer into a UK bank account. To ensure timely payment, you must accept your contract and ensure timesheets (yellow Claim for Payment forms) are received by Human Resources (SAR2) by the relevant published cut-off date. You should complete a separate timesheet for each month in which you work and ensure your supervisor sends it to Human Resources for payment in the following month. All payments are subject to PAYE and National Insurance deductions. 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.

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.

The Working Time Regulations 1998 oblige employers to give paid holiday to all employees. The holiday entitlement for a full time post is 41 days including annual leave, English bank holidays and School closure days. The holiday pay which is applicable to your contract is shown separately on your appointment letter. The entitlement to paid holiday for hourly-paid members of staff is calculated on an equivalent basis, proportionate to the hours worked. For every hour to be actually worked, holiday hours accrue at the rate of 18.64%, or 11.18 minutes holiday for every hour worked. This holiday must be taken in the month the hours are worked.

Holiday is allocated to those days or half-days in each pay period when you are not required to work. The hours detailed on your timesheet should NOT include the holiday hours - these will be paid automatically in addition to the hours submitted on your timesheet for each pay period - it is the responsibility of the manager to ensure that the correct amount of accrued holiday is taken by an individual in any given month.

For further information, see the Human Resources website:

[Salary Scales 2014](#)

4 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 manager/supervisor. You should report any sickness to your manager in accordance with standard sickness absence reporting procedures. Please see the Human Resources website:

[Sickness Absence](#)

5 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:

[Maternity policy and procedure](#)

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

6 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:

[Paternity policy and procedure](#)

In all cases of paternity leave, staff should notify an HR Adviser in Human Resources.

7 Superannuation

Employees in Bands 1 to 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 Manager to obtain further details. However if an employee satisfies the conditions for pensions auto-enrolment, they will be placed into the scheme. 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. However, if employees are in receipt of pension benefits from SAUL or USS, alternative arrangements may be made.

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

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 Manager to obtain further details. However if an employee satisfies the conditions for pensions auto-enrolment, they will be placed into the scheme. Members of USS are contracted out of the Second State Pension; USS members make a contribution of up to 7.5 per cent of qualifying earnings; the School makes a further contribution of 16 per cent. However, if employees are in receipt of pension benefits from SAUL or USS, alternative arrangements may be made.

NB. The rules of SAUL and USS are subject to change and may be altered at anytime.

Staff should consider carefully whether rejecting membership of USS or SAUL is in their interest - ideally they

should seek independent financial advice. Staff requiring further information on USS and SAUL should contact the Pensions Manager immediately on taking up appointment.

8 Equality and Diversity

Equality and diversity are central to the aims and objectives of LSE. The London School of Economics and Political Science actively promotes the involvement of staff and students, men and women, from all social, economic, ethnic, cultural and religious backgrounds. LSE 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, LSE 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.

LSE runs a variety of personal development and training initiatives for all staff including equality and diversity training:

[Equality and Diversity](#)

9 Health and Safety

Members of staff have responsibilities in relation to health and safety and must comply with the LSE'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:

[Health and Safety](#)

10 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.

[Smoking](#)

11 Financial Regulations

All 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 staff connected with the School.

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

[Finance Division](#)

12 Data Protection Act 1998

All 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:

[Data Protection](#)

13 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:

[Freedom of Information](#)

14 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:

[IT Services](#)

15 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.

16 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.

17 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.

18 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. Research staff and support staff in Salary Bands 6 to 10 are represented by the University and College Union. Administrative and catering staff in Salary Bands 1 to 5 are represented by UNISON. Library porters, security staff, porters and maintenance technicians in Salary Bands 1 to 5 are represented by Unite. 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:

[Unions](#)

19 Copyright

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

20 Disciplinary Procedure

The School does not at present have disciplinary procedures specifically relating to hourly-paid contracts. Any disciplinary action taken in connection with this appointment will follow the principles laid down in the ACAS Advisory Handbook "Discipline at Work".

21 Grievance Procedure

There are at present no grievance procedures specifically relating to hourly-paid staff, but grievances may be raised initially with the budget/grant holder who signs your timesheets as specified in your letter of appointment. Ultimately, all members of the School have the right of access to the Director over such problems, including those arising from the exercise of any disciplinary processes.