

## Professional Staff (Grade 5 and Above)

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Revised to align with changes following the review of Governance

Revisions agreed with UCU and effective from 1<sup>st</sup> April 2011 and updated 6<sup>th</sup> October 2014

### I General

- a) The conditions of service shall apply to Professional Staff on Grade 5 and above. They shall also apply to staff at Professional Grade 4 provided they were in post at Queen Mary on “academic-related” terms and conditions before 1st January 2008.
- b) All appointments are made subject to:
  - i the Act, Charter, Statutes, Ordinances and Regulations of the University of London as amended from time to time; and
  - ii the Charter and Ordinances of the College, as amended from time to time; and
  - iii such other Conditions as may from time to time be approved by the Council, subject to provision I c) below.
- c) The Council may add to or otherwise amend these conditions of employment, and the procedural documents referred to therein, only after agreement with the local branch of the University and College Union (UCU).
- d) Unless otherwise stated in your letter of appointment, your continuous employment with the College is taken to begin on the first day of appointment to a post at the College.

### 2. Removal Expenses

- a) The College will, in accordance with the Scheme approved by the Council from time to time, reimburse removal expenses which arise when you take up your appointment.

### 3. Probation

- a) Unless otherwise waived or modified in your letter of appointment, your probation period will be one year.
- b) **Temporary Staff:** If your contract is shorter than the appropriate probation period, your probation will run for the duration of the contract. If your contract is then extended, so will your probation, until the appropriate period has been completed.
- c) **All staff:** You will be given every reasonable opportunity for professional development and the means to demonstrate your suitability and competence.
- d) Details of the procedures which are to be followed are set out in the Code of Practice on Probation. Notes for guidance may be issued from time to time.
- e) Following a final review you will be informed whether the recommendation is to confirm you in post; or to extend the probationary period; or that the appointment will lapse at the end of the probationary period. If the proposal is to dismiss, you will be given the reasons for the decision and have the right of appeal. In exceptional circumstances a probationary period may be terminated before the end of the period.

### 4. Pay Arrangements

- a) Your pay scale will be notified to you in your letter of appointment. The College's current salary scales are enclosed (unless your grade is "off-scale") and are also available on the HR web-site.
- b) Increases to the College's salary scales will be those approved nationally from time to time for university staff. Any increase will apply to the whole amount in the salary scale, including any element of London Allowance.
- c) Salaries are paid monthly in arrears at or before the end of each month and you will be notified in writing of your salary details. The normal method of payment is by transfer to a bank account.
- d) The College will deduct income tax as instructed by the Commissioners of Inland Revenue, and National Insurance contributions under the Social Security Acts.
- e) If you are overpaid, this document gives the College authority to deduct from salary the amount of the overpayment, provided that the rate of any such deduction is not unreasonable.
- f) **For all Professional Staff except "off-scale" staff:** The normal annual incremental date is 1<sup>st</sup> August. If you are appointed between 1<sup>st</sup> April and 31<sup>st</sup> July inclusive, your first increment will be due on 1<sup>st</sup> August of the following calendar year. Incremental progression will be automatic up to the bar for your grade. Thereafter, progression will depend on your contribution as assessed by the College in the "Contribution Reward Scheme".
- g) **For "off-scale" Professional Staff:** Increases in pay or one-off bonus payments will be considered annually by the Principal, or in the case of members of the Queen Mary Senior Executive (QMSE) by the Remuneration Committee. London Allowance shall be added to salary payments as agreed by the Council. It shall be pensionable.

### 5. Staff Bonus Scheme

- a) **For all Professional Staff except "off-scale" staff:** The College will consider, annually, applications made through its Staff Bonus Scheme. This may lead to the award of a bonus payment, additional increment(s) or further increments beyond the bar for your grade.

### 6. Pension Scheme

- a) For Professional Staff, the recommended pension scheme is the Universities Superannuation Scheme (USS).
- b) If you are eligible for membership of USS you will be automatically entered into the scheme unless you opt instead to:
  - i stay in the Second State Pension Scheme (SSPS); or
  - ii take out a Personal Pension; or
  - iii stay in the NHS Pension Scheme - provided you already a member and work in the School of Medicine and Dentistry. (It is not permissible to join or remain a member of any other occupational pension scheme.)

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- c) If you remain in the NHS scheme, you will be required to contribute to the relevant scheme according to its rules. The College will contribute an additional sum in order to finance the benefits of the scheme.
- d) If you join the USS pension scheme, you will automatically be entered into the College's PensionsPlus scheme. This is a more effective way of paying your pension contributions.
- e) Instead of the employee and the employer each contributing to the pension fund, under the PensionsPlus scheme, you agree to have your salary reduced by the amount of your contribution. In return, the College will pay both its contribution and the amount that you would otherwise have paid. As a result:
  - i) you no longer pay any national insurance on the amount you would have contributed; and
  - ii) your take home pay will be greater.More information is available in a booklet which is included with this contract of employment or from the Pensions' Officers in the HR Department.
- f) The College does not offer PensionsPlus arrangements for Academic Staff in any scheme other than the USS pension fund.
- g) The USS scheme is contracted out of the State Second Pension. A contracting-out certificate to this effect is in force.
- h) If you decide not to join USS, or opt to leave it, the rules of the scheme may, in certain circumstances, permit you to join or re-join the scheme.
- i) If you opt for membership of SSPS, or you opt to take out a Personal Pension, the College will contribute only the minimum amount that it is required to in law.
- j) You can get further information from the Pensions Officers in the HR Department.

## 7. Duties

- a) **For "off-scale" Professional Staff:** You are responsible to your Head of School or Institute/Director of Department\*; the Principal; and the Council for the satisfactory performance of your duties. Your duties will include:
  - i) such lectures, classes and other teaching duties, and supervision of students, including those within a clinical environment, as may reasonably be required;
  - ii) research or other activities to promote the advancement of the employee's subject; the time required for teaching, administration and clinical duties shall be allocated in such a manner as to further this aim;
  - iii) clinical work as required.
  - iv) such other academic, examination or administration duties as may reasonably be required.
- c) **For all other Professional Staff including Maintenance Managers:** You are required to carry out such duties as may reasonably be assigned from time to time by your Head of School or Institute/Director of Department /Head of Section. Where any major changes in duties are proposed, you will be consulted beforehand. The changes will, wherever possible, be agreed with you. Within the policies laid down by the Council, you are expected to use appropriate professional skill and judgement in support of the College's teaching, research and other activities. You are also encouraged to promote the advancement of your subject and profession.

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- d) **For Maintenance Managers only:** You may be required to undertake on-call duties, in accordance with the terms of the On-Call Agreement for Maintenance Managers below OR4 Grade or equivalent, which may be amended from time to time. A copy of the agreement is available from the Estates Department. (This paragraph does not apply to the post of Estates Quality Assurance Manager, who is currently not part of the on-call rota).

### 8. Hours

- a) **For “off-scale” Professional Staff:** As demands on the services provided fluctuate throughout the year, fixed hours of work are not specified.
- b) **For all other Professional Staff including Maintenance Managers:** As demands on the services provided fluctuate throughout the year, fixed hours of work are not specified. The normal average working week for full time staff is 35 hours and you are required to work at such times, within reason, as are necessary for the discharge of your duties.
- c) **For library staff only:** You are expected to undertake regular evening and weekend duties as agreed from time to time between you and the Librarian.

### 9. Holidays

- a) **Annual Leave:** Within the leave year 1 August to 31 July, the annual leave entitlement for full-time staff is 30 working days, with the choice of dates left to the individual, subject to the prior approval of the Head of School or Institute/Director of Department /Head of Section\*.
- b) It is expected that all leave will be taken during the leave year, but the Head of School/Director of Institute or Department /Section\* may authorise the carrying forward of outstanding leave entitlement to the next leave year in appropriate circumstances.
- c) **Bank Holidays:** In addition to annual leave, full-time members of staff are entitled to paid holidays on the eight public holidays.
- d) **College Closure Days:** Full-time staff are entitled to paid holidays on four other days when the College closes as determined by the College after consultation with the recognised trade union(s). The College may at its sole discretion grant paid holidays on additional closure days.
- e) **Part-time members of staff:** you are entitled to annual holidays on a pro-rata basis and to payment for such bank holidays and College closure days as you would normally have worked.
- f) **Leave entitlement in the year of entry or leaving:** This will be calculated on a pro-rata basis. When your employment ends, you are entitled to be paid for any annual leave accrued but not taken.

### 10. Appraisal

- a) All members of staff are required to participate in the College's appraisal scheme, as determined from time to time.

### 11. Leave of Absence

- a) **Study Leave:** The College recognises the importance of study leave, with and without pay for the pursuance of research and other activities to promote the advancement of the member's subject or area of professional interest. Study leave will normally be granted on full pay but where an individual is to take up a substantive paid post at another institution, study leave may be granted with a reduction in salary or on an unpaid basis. During any period of such leave, the College will normally pay the employee's superannuation and national insurance contributions.
- b) Paid or unpaid leave of absence is subject to the prior approval of the Principal (or his or her nominee).
- c) Applications for paid leave of absence **for up to one month** will normally be granted to staff to enable them to attend conferences or similar meetings connected with their work or with the advancement of knowledge in their subject.
- d) Applications for paid or unpaid leave of absence **for periods greater than one month** will be considered on the basis of its professional merit, your length of service and previous periods of leave. The leave of absence may be deferred to allow arrangements to be made for maintaining services.
- e) **Special Leave:** Leave of absence on full pay may be granted for the discharge of civic and public duties, for compassionate or other reasons. Such leave will be subject to the approval of the Principal (or his or her nominee)
- f) Full details are contained in a separate document which is available on request. Approval for such leave will not be unreasonably withheld.
- g) If you are required to do jury service, the College will deduct from your salary the full amount of any loss-of-earnings allowance payable by the court.
- h) **Sabbatical Leave and Leave of Absence – applies to “off-scale” Professional Staff only:** The conditions and procedures relating to the granting of sabbatical and other leave of absence are contained in Appendix I attached to and part of these Conditions.

### 12. Insurance

- a) The College maintains certain insurances, information about which is published from time to time. These include an employer's and public liability policy and a personal accident policy.

### 13. Sickness or Injury

- a) If you are absent from duty owing to illness, including injury or other disability you should inform your Head of School or Institute/Director of Department/Head of Section\* as quickly as possible. You are entitled to benefits under the College's Sickness Benefit Scheme for Academic and Professional Staff, details of which are contained in a separate document which is attached.

### 14. Maternity and Related Family Leave

- a) The College's Code of Practice on Maternity and Related Family Leave (as amended from time to time) sets out the College's schemes for maternity, paternity, parental and adoption leave. The Code is available on the HR web-site or from the HR Department.
- b) If you are not eligible for one of the QMUL schemes, you may qualify for statutory maternity, paternity or adoption leave and pay. Details of these statutory provisions are set out in the Employee Guides to Maternity Leave; Adoption Leave; and Paternity Leave.

### 15. Health and Safety

- a) In law, it is your duty while at work:-
  - i) to take reasonable care for the health and safety of your self and of other persons who may be affected by your acts or omissions at work; and
  - ii) to co-operate with the employer or any other person to enable them to comply with any duty or requirement imposed by Health and Safety law.
- b) **HIV/AIDS and Hepatitis Policy:** The College has policies on these matters which are issued to clinical staff on appointment. Other staff may request the policies. Clinical staff who undertake exposure prone procedures must also comply with the relevant Department of Health Guidelines.

### 16. Patents & Copyright

- a) Any discovery, design, computer software programme or other work or invention which might reasonably be exploitable ("Invention") which is discovered, invented or created by the Employee (either alone or with any other person) either directly or indirectly in the course of their normal duties or in the course of duties specifically assigned to him in the course of his employment shall promptly be disclosed in writing to the College. All intellectual property rights in such Invention shall be the absolute property of the College and the College shall have the right to apply for, prosecute and obtain patent or other similar protection in its own name. Intellectual property rights include all patent rights, copyright and rights in respect of confidential information and know-how. The ownership of copyright in research papers, review articles and books will normally be waived by the College in favour of the author unless subject to any conditions placed on the works by the funder.
- b) It is acknowledged by the parties that the Employee's duties include research work and that Inventions might reasonably be expected to arise either directly or indirectly as a result of such work. Inventions will be regarded as coming within this clause provided that they arise in connection with the Employee's duties even though outside the precise scope of the research project the Employee was working on at that time.
- c) The Employee will be expected to publish the results of his/her research work, subject to the conditions of any contract providing funding for the research, after notifying the College of any Invention so as not to prejudice the College's ability to obtain patent protection or to exploit the Invention, where appropriate.
- d) The Employee shall if and whenever required to do so by the College at the expense of the College do all acts and execute all documents which may be necessary to confirm the title of the College to such intellectual property rights whether in connection with any registration of such title or otherwise.

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- e) All rights and obligations under this Clause in respect of any Invention shall not cease upon termination of employment.
- f) A Code of Practice (as updated from time to time) will govern the exploitation of intellectual property belonging to the College to which the Employee has contributed as an inventor or author.

### 17. Work For Outside Bodies

- a) Staff are encouraged to undertake those paid extra-curricular or outside activities normally associated with holders of university posts, eg external examining, book reviewing, advising on publications, providing articles, broadcasts and lectures, provided that in sum these activities do not adversely affect the proper performance of College duties. If the work is to be done during normal working hours you must get the prior agreement of your Head of School or Institute/Director of Department. If the work is not to be done within normal working hours you do not need the permission of the Head of School or Institute/Director of Department\* but you must keep them informed of the extent of your commitments.
- b) Research grants and contracts are accepted on behalf of the College as a corporate body by the Director of Resources and must be administered in accordance with the procedures determined by the Council from time to time.
- c) Members of staff are also encouraged to undertake consultancies, subject to the conditions laid down from time to time by the Council. If you undertake consultancy work, you should obtain the prior approval of your Head of School or Institute/Director of Department\*. The consultancy must not interfere with the proper performance of College duties, and the College disclaims responsibility for any act or omission on your part in your role as a consultant.

### 18. Travelling Expenses and Subsistence Allowances

- a) The College will reimburse expenditure for travel on approved College business, in accordance with the Scheme laid down by the Council as amended from time to time.

### 19. Equal Opportunities in Employment

- a) The College has a policy statement. There is an on-going programme to implement Equal Opportunities aspects of employment. All employees shall comply with the policy and any breach thereof, including any harassment, may result in disciplinary action.

### 20. Duration of Appointments and Notice Periods

- a) You may end the appointment by giving 3 months' notice in writing to the Head of School or Institute/Director of Department with a copy to the Director of Human Resources. Unless otherwise agreed, such notice shall not expire before the end of the appropriate College term.
- b) You may opt to retire at any time in accordance with the conditions set out in your pension scheme, provided that you give at least 3 months notice in accordance with paragraph 20(a).

## Terms and Conditions for Professional Staff

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- c) **If your contract is “fixed-term”:** the date the contract is due to end is stated in the contract. Notice, therefore, is given from the outset of the contract. For staff with service of one year or more, at the end of the contract, the College will review the appointment.
- d) **Termination before the end date in the contract:** The College may terminate your appointment before the end date in the contract in accordance with provisions contained in Ordinance. In such cases, the College will give at least 3 months' notice in writing. This notice period may expire at any time, even before the end of a College term. In the event of Gross Misconduct, the College has the right to dismiss summarily.

## 21. Grievance, Disciplinary and Dismissal Procedures

- a) If you wish to raise a grievance, the HR Code of Practice on Grievance makes provision for you to raise the matter informally with your manager, or if the complaint is about the manager, with their manager. The Code also makes provision for you to raise a matter, formally, in writing with your Head of School or Institute/Director of Department or if the complaint is about them with the appropriate vice-principal (or an equivalent senior member of staff).
- b) You may lodge an appeal against a decision made at the formal stage of the procedure. The appeal must be lodged in writing with the Director of HR and the matter will be heard by an appeal panel.
- c) The College's disciplinary *rules* can be found in appendix 1 and 2 of the Code of Practice on Discipline. The College's discipline and dismissal *procedures* can be found in a number of Codes of Practice, which may be amended from time to time. These procedures are set out in Appendix 3, attached.
- d) Appendix 3 also indicates the person to whom you may apply to have a decision reviewed if you are not satisfied with it.

\* A Head of School or Institute/Director of Department is responsible to the Principal, and where these Conditions apply to a Head of School or Institute/Director of Department , “Principal” should be substituted for “Head of School or Institute/Director of Department ”.

# Appendix 1: Sabbatical Leave and Leave of Absence

## For “Off-scale” Professional Staff Only

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### 1. Entitlement

1. The College regards sabbatical leave as most important to the personal and career development of members of the Academic Staff. If you are on a “permanent” contract you may apply for sabbatical leave that will benefit teaching and/or clinical activity through scholarship and/or study.
2. Approval of Sabbatical Leave and Leave of Absence is at the discretion of the Principal (or his or her nominee). Approval depends on:
  - a) the academic merits of your application; and
  - b) the total amount of sabbatical leave must not exceed one year in every seven year period beginning with your appointment.

### 2. Financial Arrangements

1. **Sabbatical leave** is normally granted on full pay, on condition that the member of staff is not in receipt of other remuneration.
2. **Leave of absence** other than sabbatical leave may be on full, part or nil pay, depending on the merits of the application.
3. During periods of part pay the College will meet your share of USS contributions.
4. During periods of unpaid leave the College will meet the amount of your share of USS contribution as required by current legislation.
5. **For applications from the School of Medicine and Dentistry:** it may be necessary to explore with the Trust how to make financial arrangements for locum cover - if NHS duties cannot be covered from reallocations of staff within the Clinical Academic Unit.

### 3. Current Procedures

1. All applications must be submitted indicating explicit dates for the proposed period of absence.
2. **Sabbatical leave:** the Principal (or his or her nominee) will consider the timing of leave and the need for any replacement teaching provision taking into account the recommendation of the Head of School or Institute/Director of Department.
3. **Leave of Absence:** On full- pay; part pay; or nil pay may be granted in addition to or instead of sabbatical leave.
4. **Approval for Leave of Absence:** The Principal (or his or her nominee) will consider your application taking into account its academic merit, your length of service and previous periods of leave. Submit your application to the relevant HR Administrative team. Include the recommendation of your Head of Department/Director of Institute and a statement of any replacement teaching requirements. Include such comments even if you are the Head of School or Institute/Director of Department applying in your own behalf. Applications for absence of more than one term should normally be made at least two terms in advance.

## Appendix 2:

### QMUL Sickness Benefit Scheme

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#### Sick Pay

- a) If you are absent from work owing to illness or injury you are entitled to payment in accordance with the following scale:

Length of Service	Maximum allowance per 12 month period
During the first three years of service	Three months full pay and three months' half pay
After three complete years' service	Six months full pay and six months' half pay

- b) One month shall be regarded as 22 working days, all public holidays being counted as working days.
- c) The College may, at its discretion, extend the entitlement to full or half pay; for example, where you are following an approved course of treatment which has been approved by a doctor acting on behalf of QMUL Council.
- d) During absence due to sickness or injury the College and the member shall continue to pay their respective full pension contributions.

#### Notification and Certification

- a) Payment will only be made if the following procedure is followed if you are absent through a medical condition.
- b) If you are unable to carry out your duties because of sickness or injury you should inform the Head of Department/Section, wherever possible in person, as soon as possible on the first day of absence.
- c) If your sickness absence is for less than 1 day, you need not self-certify. For absences of 1 to 7 days (including Saturday, Sunday and Bank Holidays) you must complete a self certificate and ensure that it is submitted to the HR Department as soon as possible.
- d) In any twelve month period, no more than four self-certificates are normally permitted. Submission of the fourth self certificate will trigger a review of your absence record over the preceding 12 month period. Your manager will take into account the number of days absence on each occasion and of any evidence of patterns of absence. You will be informed if further action is considered necessary. Such action may include:
- i) referring you to the Occupational Health Service for a medical opinion;
  - ii) an interview with the Head of Department and a representative from Human Resources;
  - iii) action under the relevant "Sickness" Code of Practice;
  - iv) claiming to be sick when you are not is a disciplinary offence which will be dealt with under the College's Code of Practice on Discipline.
- e) If you are absent for 8 days or more (including Saturday, Sunday and Bank Holidays) you must self-certify for the first 7 days, and supply a medical certificate for the balance. You

## QMUL Sickness Benefit Scheme

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must continue to supply medical certificates until you return to work. A medical certificate is one issued by a GP or Hospital Doctor.

- f) If you fail to submit certificates as required, the College will send two reminders. If you still fail to supply certificates, the appropriate amount of sick pay paid under the scheme will be deducted from your salary.
- g) If your medical condition causes long term absence, you must ensure that you keep your Head of Department/Section informed about your progress on a regular basis.
- h) You may be required at any time to present yourself for examination by a doctor of the College's choice.

### Accident Third Party Claim

- a) If you are absent as a result of any injury or accident you must undertake to refund to the College any sums that you recover from a third party by way of damages for loss of earnings. You are not, however, obliged to make a claim or take legal action against a third party, unless, either:
  - i) the College offers a full indemnity as to costs; or
  - ii) the circumstances are such that it would be unreasonable not to make a claim.
- b) While any proposed legal claim is being resolved, any payment made by the College will be treated as a loan.
- c) The College will disregard, for the purpose of its sick pay scheme, any period of absence for which you refund in full the amount of sick pay received. If the refund is made in part only, the College may at its discretion, decide the period of absence it will disregard.

### Notes

- a) In calculating the period during which salary shall be paid during absence due to sickness or injury, the College will disregard:
  - i) absence, on the advice of your doctor, to prevent the spread of an infectious illness with which you have been in contact; and
  - ii) absence owing to notifiable infectious or contagious illness which was, in the view of an independent doctor, contracted directly in the course of your employment (including travelling on duties connected with the work of the College). The College will select the independent doctor by agreement with you (or with the College branch of UCU acting in your behalf).

## Appendix 3:

### QMUL Grievance, Discipline and Dismissal Procedures

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#### I Discipline, Dismissal and Appeals

- a) The College's discipline and dismissal procedures can be found in the following Codes of Practice: Managing Redundancy; Discipline; Remedying Poor Performance; Managing Persistent Sickness Absence; Reviewing fixed-term contracts; Probation; "Other" Potential Dismissals.
- b) If you are dissatisfied with any decision made under one of these procedures, the person you can apply to depends on the nature of the decision. The Codes themselves give you full details of how to lodge an appeal, but the table below summarises the arrangements:

Code	Type of Decision	Appeal lodged with	Appeal heard by
Managing Redundancy	Selection for Redundancy	Director of HR	Appeal panel
Discipline; Poor Performance; Managing Persistent Sickness Absence	Warnings given by a manager	Manager's manager	Manager with appropriate authority
	Any decision more severe than a warning, including dismissals, normally given by a panel.	Director of HR	Appeal panel
Review of fixed-term contract; Probation; Other potential dismissals	Decision to end the contract	Director of HR	Appeal panel

- c) The constitution of panels and appeal panels in all the procedures described in this appendix are set out in the Introduction to the Codes of Practice.

## Addendum 1:

For Campus Customer Support and Service Desk Staff (appointed on or after 9th August 2021) only

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### 1. Shift Pattern

- a) Staff who work within the Campus Customer Support and Service Desk teams within the Platforms and Service Delivery area of the IT Services Department, will be required to carry out their daily duties on a shift working basis. Shift patterns will be determined by the needs of the business.
- b) With reasonable notice, management reserve the right to change the hours of the shift pattern in accordance with business needs.
- c) For full time staff, the normal hours of work will be 35 hours per week to be worked from Monday to Friday in accordance with the shift pattern rota. Part-time staff will work their part-time hours in accordance with the shift pattern rota.