

Hours of Work Policy (Professional Staff Grade 4-10)

Professional Staff (Grade 4-7)

Professional Staff (Grade 8-10)

Staff workers on revised contracts

Additional Payments

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Introduction

This policy sets out the University's position on hours of duty worked by Professional Staff (grade 4-10).

1. Professional Staff (Grade 4-7) – Excluding shift workers on revised contracts

The hours of duty are 37 per week and these will normally be worked between 8.30am to 5.30pm, Monday to Friday. Some staff e.g., employees within IT will work 37 hours per week by arrangement.

The pattern of work is agreed between the staff member and the Dean/Head of Directorate.

The hours may be altered from time to time with the agreement from Dean/Head of Department. The possible causes and any support, reasonable adjustments required (where appropriate).

2. Professional Staff (grade 8-10)

The hours of duty are 37 per week, and the normal working week is Monday to Friday. Staff will be expected to work flexibly, and the pattern of work will be agreed between you and your Dean/Head of Directorate.

3. Shift workers on revised contracts

The hours of duty are 37 per week, and these hours are worked on a shift rota system covering a 24 hour, 7 day period. The pattern of work is agreed between the member of staff employee and the Head of Directorate.

Additional payments for shift workers on revised contracts are normally paid at plain time, only in very exceptional circumstances would the normal rules applied for additional payments for Professional staff apply, and this is at the discretion of the Head of Directorate.

4. Additional Payments

Additional payments may be made to Professional employees (normally excluding shift workers on revised contract) for performing additional work over and above that specified in the contract, only if time off in lieu cannot be granted. Such payments may be made for:

- Extra normal work (overtime under the normal contract of employment)
- Extra normal work for another Faculty (overtime under the normal contract of employment)
- Other work as agreed (work is over and above the normal contract of employment).

Overtime is carried out under the normal contract of employment and does not require a separate contract.

Overtime must only be paid when the work is clearly over and above the normal working time and it is impossible to give time off in lieu. The number of hours to be paid should be agreed in advance by the Dean/Head of Directorate.

The rate payable for overtime is dependent on grade and all employees must complete an overtime claim via Unified.

All additional payments must be made through the University Payroll (via Unified) in accordance with the standard Payroll process.