

## Durham University Graded Pay Structure

### Terms and Conditions

#### 1. Overview

(a) Changes to Terms and Conditions will come into effect from 1 August 2006, wherever practicable. Part Time hours and leave will be pro rata.

<b>Grades 1 and 2</b>	Hours of work: 37 hours per week Overtime: Over 37 hours paid at time and a half. Annual Leave: 27 days, plus 4 Customary Days, plus 8 Public Holidays Pension Scheme: Retirement Benefits Plan
<b>Grades 3, 4 and 5</b>	Hours of Work: 35 hours per week Overtime: Up to 37 hours, paid at time. Over 37 hours paid at time and a half. Annual Leave 27 days, plus 4 Customary Days, plus 8 Public Holidays, Pension Scheme: Retirement Benefits Plan (RBP)
<b>Grade 6</b>	Hours of Work: 35 hours per week Overtime: Where applicable, up to 37 hours, paid at time. Over 37 hours paid at time and a half. (See section 18.) Annual leave: 27 days, plus 4 Customary Days, plus 8 Public Holidays Pension Scheme: Status quo pending actuarial review
<b>Grades 7 to 9</b>	Hours of Work: Nominal 35 hours per week Overtime: Not applicable. Annual Leave: 30 days, plus 4 Customary Days, plus 8 Public Holidays Pension Scheme: Universities Superannuation Scheme

(b) Individual working patterns will be agreed in order to meet local business needs. No changes will be made to existing working patterns without agreement.

(c) All overtime will be agreed and authorised in advance and may be taken as time-worked off in lieu.

(d) All staff in Grades 1 to 6 inclusive will have 5 agreed days of work ( for most staff these will be Monday to Friday) and all hours worked up to 37 within this normal working week will be paid at plain time; any hours worked beyond 37 hours will be paid at time and one half. Any hours worked on day 6 or day 7 of the agreed working week will be paid at premium rates.

(e) Customary Days will be agreed by Council each year and will normally be expected to lie between Christmas and New Year.

- (f) Transitional arrangements for staff whose hours of work are changing will operate for August 2007 and August 2008, i.e. 37 hours reducing/35 hours increasing to 36 on 1 August 2007, and 36 hours reducing/35 increasing to 37 on 1 August 2008.
- (g) Revised holiday arrangements will be effective from 1 January 2007, subject to further checks of planned activities at Easter 2007.

## 2. Normal Working Week

- (a) Hours – the total number of hours in a normal working week is as defined by the Hours of Work for each grade. These hours are exclusive of meal breaks.
- (b) Days – the normal working week will be an agreed period of 5 working days, with the 6<sup>th</sup> and 7<sup>th</sup> day of the week being designated the 1<sup>st</sup> and 2<sup>nd</sup> rest day. The five agreed working days can include Saturday and Sunday.
- (c) Employees in **Grades 1 to 6** have a defined working week which identifies the normal number of hours worked and the days of the week during which that work is undertaken.
- (d) Employees in **Grades 7 to 9** (and identified Trainee Management, Professional, and Research roles) have a nominal working week of 35 hours per week, the hours and days are not strictly defined as it is expected that employees on these grades will manage their own time to ensure that all duties and responsibilities are fully completed, where this involves additional time either at work or away from the workplace no enhanced rates of pay will apply.

## 3. Additional Payments / Enhanced Rates of Pay

- (a) Where two or more additional payments/enhanced rates of pay apply only the highest will be taken into account when determining pay, unless otherwise stated.
- (b) A number of additional payments will continue to be available for staff employed in **Grades 1 to 6**. There are also some particular arrangements, such as the shift arrangements for Computer Operating staff or the weekend working arrangements for some Biological Sciences Technicians which at present apply only to specific staff groups within grade 6 because of the nature of their work. It would not be appropriate to extend these special arrangements/ conditions of employment to other staff who now fall within the grade. It is proposed to maintain these arrangements for these specific staff groups at present but during the coming year to review the business need and objective justification for their continuance.

**(c) Alternating and Rotating Shift Allowances**

These allowances apply to Grades 1 to 6 (except where roles have been identified as Trainee Management, Professional or Research positions). Employees in receipt of alternating or rotating shift allowance will not be entitled to the enhanced rate of pay for night work.

**Alternating Shift:**

a cycle of shifts which alternate in immediate succession, or overlap, to cover a period of 11 hours or more in 24.

A payment equivalent to 11% of the hourly equivalent rate for Point 4 on the single pay spine is paid for each hour worked within the defined shift cycle.

**Rotating Shift:**

a cycle of shifts which rotate in succession to cover a period of 24 hours.

A payment equivalent to 18% of the hourly equivalent rate for Point 4 on the single pay spine is paid for each hour worked within the defined shift cycle.

**(d) Premium Rates or Enhanced Rates**

These allowances apply to Grades 1 to 6 (except where roles have been identified as Trainee Management, Professional or Research positions)

Part-time staff engaged regularly throughout their agreed working week (at least 50% of the time being worked on the 1<sup>st</sup> and 2<sup>nd</sup> rest day), will receive the following enhanced rates of pay for all hours worked as part of the normal working week on the 1<sup>st</sup> and 2<sup>nd</sup> rest day.

x 1.3 for all hours worked between 10:00pm and 6:00am

x 1.5 for all hours worked beyond 37 hours in the defined working week

x 1.5 for all hours worked on the 6<sup>th</sup> day of the defined working week (1<sup>st</sup> rest day)

x 2.0 for all hours worked on the 7<sup>th</sup> day of the defined working week (2<sup>nd</sup> rest day)

There may be some specific groups of employees in Grades 7 to 9 who qualify for these payments due to the nature of the work that they are expected to undertake.

**(e) Overtime**

Any additional hours worked over and above the normal working week must be agreed and authorised in advance of the time being worked. At the time of agreeing the additional hours the method of 'payment' should also be agreed; either the appropriate rate of pay or TOIL.

Overtime is applicable to staff in Grades 1 to 6 (except where roles have been identified as Trainee Management, Professional or Research positions)

For part-time staff the full-time equivalent of the normal working week must be worked before overtime rates of pay apply.

**(f) Time Off In Lieu (TOIL)**

Where an employee works authorised additional hours beyond their normal week by agreement they may take an equivalent amount of time, on an hour for hour basis, off at a later time; this would normally be within four working weeks of the time worked.

TOIL is applicable to all grades 1 to 9

**(g) Payment for working on Public Holidays and University Customary Days**

An employee in Grades 1 to 6 (except where roles have been identified as Trainee Management, Professional or Research positions) who works on a Public Holiday or University Customary Day is paid at an enhanced rate equivalent to:

- (i)** the normal day's pay; plus
- (ii)** the hourly equivalent rate x the number of hours worked, up to the hours in their normal working day; plus
- (iii)** they are granted time off in lieu at a later date equivalent to the actual number of hours worked, up to the hours in their normal working day

Note: Any 'overtime' worked on a public holiday or University Customary Day will be paid at x 2.0 but no time off in lieu will be given.

Example 1:

Normal working day is 7 hours, normal daily rate of pay is 7hrs x £6.00 = £42.00

Person A works 6 hours on a Customary Day

Person A receives – (£42) + £36 + 6 hours time off in lieu at a later date.  
(Note: the first payment of £42 will already have been paid in the normal monthly salary so no additional payment is made for this amount.)

Example 2:

Normal working day is 7 hours, normal daily rate of pay is 7hrs x £6.00 = £42.00

Person B works 9 hours on a Customary Day

Person B receives – (£42) + £42 + 7 hours time off in lieu at a later date + 2hours at x 2.0 (£24)  
(Note: the first payment of £42 will already have been paid in the normal monthly salary so no additional payment is made for this amount.)

There may be some specific groups of employees in Grades 7 to 9 who qualify for these payments due to the nature of the work that they are

expected to undertake but normally staff in these grades will be allowed compensatory time at a later date.

**(h) Call-Out Payments**

Call-Out Payments are made where there is a requirement for certain groups of employees to respond to emergency situations outside of their normal working hours. The requirement to respond to call-out situations will be written into the contract of employment for those employees whose role requires them to be available to perform these duties.

The payment is referenced to the individual's grade and salary

Note: It is not proposed to alter the current arrangements in place for 2006/2007, but to review all current arrangements for Call-Out and Stand-By Payments for August 2007

These payments are not made to employees who occupy university premises as part of their overall remuneration.

Call-out payments applicable to staff in Grades 1 to 6 (except where roles have been identified as Trainee Management, Professional or Research positions)

There may be some specific groups of employees in Grades 7 to 9 who qualify for these payments due to the nature of the work that they are expected to undertake.

**(j) Stand-By Payments**

Stand-By Payments are made where there is a requirement for employees to be available for work outside of normal working hours and must be able to respond within 20 minutes of being called into work. Such requirements will be for clearly identified groups of staff and will be a contractual term of their employment.

Stand-By Payments will only be paid where it is clearly identified that a group of staff are called into work on a regular basis in response to an out of hours emergency. Ad hoc responses to such emergency situations on an irregular basis will be covered by On-Call Payments or an appropriate enhanced rate of pay.

The level of Stand-By Payment will be negotiated locally from time to time and will reflect the frequency of having to provide such cover.

These payments are not made to employees who occupy university premises as part of their overall remuneration.

Note: It is not proposed to alter the current arrangements in place for 2006/2007, but to review all current arrangements for Call-Out and Stand-By Payments for August 2007

Stand-By payments are applicable to staff in Grades 1 to 6 (except where roles have been identified as Trainee Management, Professional or Research positions)

There may be some specific groups of employees in Grades 7 to 9 who qualify for these payments due to the nature of the work that they are expected to undertake.

**(k) Return to Work Payments**

Return to work payments are made where there is a requirement, either an emergency or an unexpected business reason, where an employee having completed their normal working day is called back to work to undertake additional work. This requirement is expected to be used only in rare circumstances.

Where such a requirement is made the employee will receive an additional payment equivalent to two hours at the appropriate overtime rate for any time worked up to two hours. Any time worked beyond two hours will be paid at the appropriate overtime rate.

Where an employee has previously agreed with their line manager to return to work at a later time to undertake additional duties this payment will not apply.

These payments apply to staff employed in Grades 1 to 6.

**(l) Additional Responsibilities 'Step-Up' or 'Acting-Up' Allowance**

Circumstances may arise where an employee may be asked to undertake the duties and responsibilities of a higher graded job for a period of time. This may be because of absence of the usual job holder or because there is a temporary need for specific business purposes.

Payment for undertaking the duties and responsibilities of the higher grade will be made on the basis that the full range of duties and responsibilities are being completed. Where only partial performance of the duties and responsibilities is undertaken 'step-up' payments will not apply.

Payment will not be made where:

- (i)** the role of 'Deputy' is included in the standard job description
- (ii)** the additional responsibilities are regarded as a development opportunity and/or natural growth of the job
- (iii)** the duties taken over are consistent with the current grade of the employee who is providing cover e.g. a member of housekeeping staff taking over the cleaning duties of a team leader but not the other responsibilities as these may be covered on a temporary basis by a supervisor.

Payment will be based on the difference between the employee's current salary and the bottom point of the higher grade or three incremental points whichever is the greater. All 'step-up' payments must be agreed with HR and authorised in advance of the duties being undertaken.

Grades 1 and 2 – an employee required to undertake the duties and responsibilities of a higher grade for a normal working day or longer will be eligible for a ‘Step-Up/ Acting-Up’ payment for each day that the duties are undertaken.

Grades 3 to 6 – an employee required to undertake the duties and responsibilities of a higher grade for a period of one month or longer will be eligible for a ‘Step-Up/ Acting-Up’ payment for the period that the duties are undertaken.

Grades 7 to 9 - employees in these grades are unlikely to qualify for ‘Step-Up’ payments as the normal expectation is that undertaking such duties would be regarded as a development opportunity for the individual.

**(m) Flexible Working Arrangements**

Flexible working arrangements apply to all staff in Grades 1 to 9.

Flexible working arrangements may be agreed by Heads of Department in consultation with Heads of Division to promote greater flexibility in working patterns to meet service delivery needs. Such arrangements may include changes to working patterns to accommodate varying business needs (daily, weekly, monthly, seasonal); time off in lieu arrangements; formal flexitime schemes, or arrangements to provide authorised additional leave for study purposes. Where appropriate, formal flexitime schemes may be introduced building on the current formal scheme which is currently in operation in parts of the University Administration and other areas of the University. Guidance will be developed in consultation with managers and staff representatives where proposals for such arrangements are brought forward.

#### **4. Leave and Holidays**

**(a) Annual Leave**

Annual leave for all employees in Grades 1 to 6 has been harmonised to a holiday entitlement of 27 days per annum. The holiday year continues to be calculated on a 1<sup>st</sup> January to 31<sup>st</sup> December basis.

Annual leave for all employees in Grades 7 to 9 has been harmonised to a holiday entitlement of 30 days per annum. The holiday year continues to be calculated on a 1<sup>st</sup> January to 31<sup>st</sup> December basis.

Holiday should be agreed and authorised in advance by line management, normally a minimum of three weeks notice should be given when submitting a holiday request.

In order to meet business requirements it may be necessary to apply a first come –first served basis at some periods of the calendar year.

The University advises all employees to ensure before booking holiday arrangements that they have agreement from their line manager to take holiday at a particular time.

**(b) Public Holidays**

The University recognises 8 public holidays for which, with the exception of May Day and Spring Bank Holiday, the normal practice is for the University to be closed. However certain functions within the University may remain open and employees in those areas will receive adequate notice (3 months) if they are to be asked to work the Public Holidays, the appropriate level of recompense for staff required to work on these days is detailed in 2 above.

**(c) Customary Days**

The University closes on an additional four days each year. These days, determined by Council, normally fall between the Christmas and New Year period.

**(d) Study Leave**

Study leave is available to all employees where it is clearly identified as part of an agreed development programme in line with the Annual Staff Review Scheme.

**(e) Other Leave**

Other forms of leave e.g. compassionate leave; jury service; etc. are set out on the Human Resources website. Please refer to the website or contact Human Resources Managers for further information.

## **5. Notice Periods**

**(a) Grades 1 to 5**

Employees should provide one month's notice of resignation from the University.

In normal circumstances the University will provide a minimum of one month's notice of termination of employment, this increases in line with statutory requirements by a week a year from year five up to a maximum of 12 weeks.

**(b) Grade 6**

Employees should provide three month's notice of resignation from the University

In normal circumstances the University will provide 3 months notice of termination of employment.

**(c) Grade 7 to 9**

Employees should provide three months notice of resignation from the University.

In normal circumstances the University will provide 6 months notice of termination of employment.

Note: the notice period given by the University during probationary periods will be one month for Grades 1 to 6 and three months for Grades 7 to 9

## 6. University Sick Pay Scheme

There are no changes to the current scheme which applies to all staff.

	<b>Full Pay</b>	<b>Half Pay</b>
Year 1 – first 3 months	2 weeks	2 weeks
Year 1 – after 3 months	2 months	2 months
Years 2 and 3	3 months	3 months
Years 4 and 5	5 months	5 months
After 5 years	6 months	6 months

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