

Agreed wording in relation to salary protection arrangements

LAUT believes that, following the agreed local implementation of the Framework Agreement as clarified by the Memorandum of Understanding, it would be beneficial for the Association and the University jointly to review the separate procedures for discipline and capability for academic and academic-related staff so as to ensure they are fair and transparent procedures that provide for consistent treatment of all staff categories across campus.

This review will consider among other things the range of sanctions appropriate to different circumstances, including those of an exceptional nature. It will be concluded no later than 1 August 2007.

16 March 2006

Assimilation

Assimilation arrangements to the new grading structure will depend on the individual's current base salary and the salary range for the grade of the post, with the grade determined by Job Evaluation. There are three possibilities:

1. Current salary falls within the salary band of the grade (including the discretionary and assimilation only points) (white circled)
2. Current salary is lower than the salary band for the new grade (green circled)
3. Current salary is higher than the salary band for the new grade (including the discretionary and assimilation only points) (red circled)

Assimilation to the new spine will take place after current incremental progression (where appropriate) has been applied on 1 August 2006.

White Circled

Where the current salary matches salary for the new grade, individuals will be paid at the point on the new spine, which is equal to or immediately above their current salary. In a limited number of cases, assimilation to a higher point will take place to ensure application of the Memorandum of Understanding.

Green Circled

Where the current salary is lower than the salary at the bottom of the new grade, the following options apply:

- The individual is moved to the appropriate higher grade and placed at the bottom of the range for that grade.

Or

- By agreement between the individual and the head of department, the responsibilities of the post are reduced such that (following re-evaluation of the post) the grading is reduced to reflect the current salary.

Or

- By agreement between the individual and the head of department, the individual moves to a post that has been evaluated at the lower grade if one is available.

Red Circled

Where the current salary is higher than the salary for the grade (including where appropriate, the special assimilation only points).

- By agreement between the individual and the head of department, the responsibilities of the post are increased such that (following re-evaluation of the post) the grading is increased to reflect the current salary.

Or

- By agreement between the individual and the head of department, the individual undertakes a Development Plan to facilitate movement into a post that has been evaluated at the higher grade.

Or

- The individual continues at their current salary level on a protected basis in line with the agreed salary protection arrangements and development agreement.

15 March 2006

Boilerhouse - Changes from 1 August 2006

Changes to Working Patterns

Existing overtime arrangements will be replaced on 1 January 2007 by the following pattern, which provides for double time for overtime undertaken on rest days and time and a half for free days:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Week 1	work	work	work	work	free	free	rest
Week 2	rest	free	free	free	work	work	work
Week 3	work	free	rest	free	work	work	work
Week 4	free	work	work	work	free	free	rest

A minimum of 14 days annual leave will be taken during the closedown period using the current annual leave procedures with effect from 1 January 2007.

Improvements to Terms and Conditions of Employment

The full-time working week will reduce from 37 to 36.5 hours and this will be taken as 2 extra days leave (based on the length of the normal working day). These days will normally be taken during the closedown period using the normal annual leave procedures.

Staff will receive a further 4 additional days leave to be taken during the closedown period using the normal annual leave procedures in addition to the 14 days indicated above.

28 April 2006

Building Porters

Changes to Working Patterns and Improvements to Terms and Conditions of employment from 1 August 2006

The full-time working week will reduce from 37 to 36.5 hours. This will be achieved by the working day either starting 30 minutes later or finishing 30 minutes later earlier on Thursday afternoons or such other time is jointly agreed following the operational review.

Biology/Management School (Days)/George Fox (Days)	Finish 30 minutes earlier on Thursday
North Academic Supports	Finish 30 minutes earlier on Wed/Thurs (alternating)
Management School and George Fox (Lates)	Start 30 minutes later on Thursday
Car Parking Team	Start 30 minutes later on Monday and finish 30 minutes later on Thursday (alternating)
University House	Start 30 minutes later on Tuesday and finish 30 minutes later on Tuesday
Great Hall	Start 30 minutes later on Tuesday and finish 30 minutes later on Tuesday (alternating)

Staff contracted to work 52 weeks per annum will be entitled to 4 extra days leave (based on the length of their normal working day) The timing of these days will be determined by operational requirements but will normally result in one day being taken between Christmas and New Year and three taken at Easter.

Term-time staff will be granted an additional days leave where they are required to work on any of the four fixed University closure days.

28 April 2006

Campus Security Assistants

Changes to Working Patterns and Improvements to Terms and Conditions of employment from 1 August 2006

The standard full-time working week will reduce to 36.5 hours and to facilitate this, all staff will be eligible to take a forty minute break during each shift as set out below.

College Porters and Night Managers at Chancellor's Wharf should place a sign on their lodge door that reads "Porter on break x to y – in the event of an emergency contact 94541".

Lodges should be locked and staff are free to take their breaks anywhere on campus (Chancellor's Wharf for Night Managers). Suggested campus locations include: Alexandra Park - Cartmel College Back Room or the Barkers House Farm space, County, Bowland, Fylde and Furness - Security Back Room, Grizedale and Pendle - Security Back Room or Cartmel, Security - Security Back Room. Staff at Chancellor's Wharf should use their provided office.

The location for the break must have telephone facilities available for contact in an emergency. Security must be informed where staff are taking their breaks for contact purposes.

The Security Officer on Reception will only interrupt breaks in an emergency.

Timings of breaks must be co-ordinated between lodges to ensure that sufficient cover is maintained. Breaks should be avoided at times when there is a high likelihood of fire alarm activations (i.e. 4pm to 6pm) or other times where service is expected.

25 April 2006

Changes to Working Patterns

The full-time working week will reduce to 36.5 hours. No reduction in salary will result as the 30-minute lunch break will become unpaid in line with other University staff.

As now, staff are expected to be responsive to customer demand during the break and if required to work, compensatory break time will be granted.

The full-time working week will continue to average of 36.5 hours per week. At times you will be required to undertake additional hours for which compensatory time off will be granted.

Improvements to Terms and Conditions of employment

The full-time working week will reduce to 36.5 hours as set out above.

The basic annual leave entitlement for full time staff will increase by 4 days (equivalent to the 4 fixed days taken by other non-academic staff) to be taken at a time agreed with your manager, using the normal annual leave procedures

Other changes

Contractual provision of free meals will be removed from 1 August 2006. Provision of meals and beverages will continue to be provided where surplus allows.

From August 2006, the Universities and Colleges Employers Association (UCEA) will determine annual pay settlements and this will continue for as long as University Council operates salary scales negotiated through the UCEA.

25 April 2006

Chauffeur - Changes from 1 August 2006

Changes to Working Patterns

The full-time working week will reduce from 37 to 36.5. As the current contract of employment provides significant autonomy in respect of the management of your working week, you will be required to manage your working hours around an average of 36.5 hours per week. At times you will be required to undertake additional hours for which compensatory time off will be granted. Where additional hours are worked, the normal expectation is that time off in lieu rather than overtime will be granted.

Existing allowances in respect of weekend work will cease but earnings will be protected.

Improvements to Terms and Conditions of employment

Reduction in the length of the working week from 37 to 36.5 hours as set out above.

The basic annual leave entitlement will increase by 4 days (equivalent to the 4 fixed days taken by other non-academic staff). The timing of these days will be determined by operational requirements.

25 April 2006

Cleaning Staff - Changes from 1 August 2006

Changes to Working Patterns

All staff will be available for work on a maximum of four weekends (the three term end weekends and the weekend before Freshers' week). Managers will initially seek volunteers. Other staff will only be required if there are insufficient volunteers.

Where staff are required to work a weekend, normally they will be required to work on only one day.

In order to take account of personal circumstances e.g. childcare, staff will therefore be invited to indicate their preference as to which weekends are to be worked.

Staff will normally work a Saturday on one weekend followed by a Sunday on a subsequent weekend.

In recognition of the nature of the work, enhanced rates of pay or time off in lieu (based on hours worked) will be available. Enhanced rates of pay will be time and a half for Saturday and double time for Sunday.

Improvements to Terms and Conditions of Employment

The full-time working week will reduce from 37 to 36.5 hours and this will be taken as follows:

- Staff contracted to work 52 weeks per annum will be entitled to 3 extra days (based on the length of their normal working day).

Two of these days will normally be taken between Christmas and New Year and the third adjacent to the August bank holiday.

- Staff contracted to work term-time only will receive a pro rata salary allowance in lieu of leave.
- Staff contracted to work weekends only will continue to work their existing contractual hours and receive a higher hourly rate based on 36.6 hours.

The basic annual leave entitlement for full time staff will increase by 4 days (equivalent to the 4 fixed days taken by other non-academic staff).

- For staff contracted to work 52 weeks per annum, four days extra leave (based on the length of their normal working day) may be taken at a time agreed with your manager, using the normal annual leave procedures.

Term-time and weekend staff will be granted an additional days leave where they are required to work on each of the four fixed University closure days.

25 April 2006

Craftstaff – Changes from 1 August 2006

Changes to Working Patterns and Improvements to Terms and Conditions of Employment

The full-time working week will reduce from 37 to 36.5 hours and the working day will finish work 30 minutes earlier on Thursday afternoons or such other time is jointly agreed following the operational review.

Full-time staff will receive four additional days leave and the timing of these days will be determined by operational requirements but will normally result in one day being taken between Christmas and New Year and three taken at Easter (50% of the staff taking leave immediately before Easter and 50% immediately after).

Payment of a weekend allowance will cease and this will be subsumed into basic salary on assimilation to spinal point 23 from 1 August 2006.

For full-time staff, overtime worked on a Saturday will receive payment at time and a half. All overtime payments will be calculated on the basis of a 36.5 hour working week.

A general improvement is expected in the planning and execution of jobs and the taking of breaks. The Supervisors will provide direction and support to ensure that sustained improvements are achieved.

Stand-by and Call-out

Participation in the rota remains part of the contract of employment.

Existing payment arrangements will be replaced by an inclusive weekly payment covering stand-by and call. From 1 August 2006, the rates will be as follows:

Mechanical	£225 per week of cover
Fabric	£165 per week of cover
Electrical	£253 per week of cover

The payment will be increased annually by the national pay award.

An annual review of calls (calls, jobs and duration) will be carried out with any adjustment in the level of the payment backdated to 1 August. A representative of the workshops and the Manager, Estates Maintenance will undertake the review, with assistance from Personnel.

The level of the payment will be adjusted if the total number of calls across the three shops increases or decreases by one third (base line 2004/5) but will be no lower than £80 per week of cover (annually increased by the national pay award).

The intention behind these changes is not to downgrade the service or affect service level compliance.

Local criteria will be developed in collaboration with the supervisors where unprecedented circumstances arise.

Compensatory Rest

Existing arrangements will be replaced by a system providing eight-hour rest periods and set time allowances for travel to and from campus.

Where two or more calls are received between midnight and 6.00 am, which do not result in a call-out, an additional 30 minutes compensatory minutes per call will be granted.

Local criteria will be developed in collaboration with the supervisors where unprecedented circumstances arise.

The above changes and improvements are based on the existing patterns of work and some of the details may be subject to change following the operational review. It is expected that current weekend working practices are maintained. Any changes will be subject to further negotiation.

30 April 2006

Exit-Attendants – Changes from 1 August 2006

Changes to Working Patterns and Improvements to Terms and Conditions of employment

The notional full-time working week will reduce to 36.5 hours. All staff will continue to work existing contractual hours but salaries will be calculated on a normal working week of 36.5 hours per week, thus increasing the hourly rate of pay.

The four additional days leave granted to you during the 2001 harmonisation process will be maintained. (These days will now form the equivalent to the 4 fixed days taken by other non-academic staff)

28 April 2006

Groundstaff - Changes from 1 August 2006

Changes to Working Patterns

Weeks 1-5, 13-14, 19-31 and 43-52 (36.5 hours)

Mon – Thurs 8.00 am – 4.00 pm
Fri 8.00 am – 3.00 pm

Weeks 6-12, 15-18 (33 hours)

Mon – Thurs 8.00 am – 3.00 pm
Fri 8.00 am – 3.00 pm

Weeks 32- 42 (40 hours)

Mon – Thurs 8.00 am – 4.30 pm
Fri 8.00 am – 4.30 pm

Because of the variation in the length of the working day, leave entitlements for the year will be calculated in hours. During weeks 32-42, only one annual leave request can be accommodated each day and this will be authorised on a first come first served basis.

Improvements to Terms and Conditions of Employment

Reduction in the length of the working week from 37 to 36.5 hours as set out above.

Staff will receive 4 additional days leave. The timing of these days will be determined by operational requirements but normally one of these days will be taken around Christmas and the remaining three taken around Easter. When this applies 50% of the staff will take leave immediately before Easter and 50% after.

Stand-by and Call-out

Participation in the rota remains part of the contract of employment.

The stand-by allowance will be calculated with reference to the minimum point of grade 3, generating a weekly allowance of £113.29 (based on spinal point 6).

Call-out payments will be calculated with reference to the minimum point of grade 3 and attract a minimum payment of four hours.

25 April 2006

Headroom Changes

These are the number of CS/Tech/Allied staff who have lower headroom:

Tech F - three

CS 6 - one

Senior Library Grade 1 - three (difficult to be precise here as Snr Lib 1 normally leads to Snr Library 2)

Library Grade 2 - eighteen (does not count those red circled)

As I mentioned on the phone, we should not lose sight of the fact that a number of staff have higher headroom because of the grade structure, most notably:

CS5 - fifty-five

Tech E - thirty-two

CS4 - one hundred and forty-four

Library Porters

Changes to Working Patterns and Improvements to Terms and Conditions of employment from 1 August 2006

The full-time working week will reduce from 37 to 36.5 hours. This will be achieved by the working day either starting 30 minutes later or finishing 30 minutes later as set out below. Part-time staff will receive a pro-rata reduction:

full-time	Finish 30 minutes earlier on Tuesday when on early and start 30 minutes later on Friday when on late
part-time (early)	Start 15 minutes later on Monday
Part-time (late)	Start 15 minutes later on Thursday

Staff contracted to work 52 weeks per annum will be entitled to 4 extra days leave (based on the length of their normal working day). The timing of these days will be determined by operational requirements but will normally result in one day being taken between Christmas and New Year.

30 April 2006

Maintenance Assistants

Changes to Working Patterns and Improvements to Terms and Conditions of employment from 1 August 2006

The full-time working week will reduce from 37 to 36.5 hours and the working day will finish work 30 minutes earlier on Thursday afternoons or such other time is jointly agreed following the operational review.

Staff will receive four additional days leave and the timing of these days will be determined by operational requirements but will normally result in 50% of the staff taking additional leave immediately before Easter and 50% immediately after.

25 April 2006

Nursery Assistants, Nursery Officers and Senior Nursery Officer

Changes to Working Patterns and Improvements to Terms and Conditions of employment from 1 August 2006

The standard full-time working week will reduce to 36.5 hours.

The details of how the reduction will be applied will be finalised after the impending OFSTED inspection and local consultation.

28 April 2006

Nurses – Changes from 1 August 2006

Changes to Working Patterns

The notional full-time working week will reduce from 37.5 to 36.5 hours. All staff will continue to work existing contractual hours but salaries will be calculated on a normal working week of 36.5 hours per week, thus increasing the hourly rate of pay.

Improvements to Terms and Conditions of employment

Those staff without access to incremental progression will have automatic incremental progression (subject to satisfactory performance) up to the contribution threshold for the grade, with effect from 1 August 2007.

Standard night allowances (based on 1/3 of the hourly rate of the minimum point of grade 6) will be introduced where a full night shift is worked (10.30 pm – 8.30 am).

Existing allowances for night/evening or weekend work will cease and where the value of these allowances is higher than the new night allowances, existing earnings will be protected.

25 April 2006

Outside Cleaning Staff - Changes from 1 August 2006

Changes to Working Patterns

All staff will be available for work on a maximum of four weekends (the three term end weekends and the weekend before Freshers' week). Managers will initially seek volunteers. Other staff will only be required if there are insufficient volunteers.

Where staff are required to work a weekend, normally they will be required to work on only one day.

In order to take account of personal circumstances e.g. childcare, staff will therefore be invited to indicate their preference as to which weekends are to be worked.

Staff will normally work a Saturday on one weekend followed by a Sunday on a subsequent weekend.

In recognition of the nature of the work, enhanced rates of pay or time off in lieu (based on hours worked) will be available. Enhanced rates of pay will be time and a half for Saturday and double time for Sunday.

Improvements to Terms and Conditions of Employment

The full-time working week will reduce from 37 to 36.5 hours.

- Staff will finish work 30 minutes earlier on Friday afternoons.
- Part-time staff will continue to work the same number of hours but receive a higher hourly rate based on 36.5 hours.

The basic annual leave entitlement for full time staff will increase by 4 days (equivalent to the 4 fixed days taken by other non-academic staff).

- For staff contracted to work 52 weeks per annum, four days extra leave (based on the length of their normal working day) may be taken at a time agreed with your manager, using the normal annual leave procedures
- Weekend staff will be granted an additional days leave where they are required to work on each of the four fixed University closure days.

25 April 2006.

Painters

Changes to Working Patterns and Improvements to Terms and Conditions of employment from 1 August 2006

The full-time working week will reduce from 37 to 36.5 hours and the working day will finish work 30 minutes earlier on Thursday afternoons or such other time is jointly agreed following the operational review.

Staff will receive four additional days leave and the timing of these days will be determined by operational requirements but will normally result in 50% of the staff taking additional leave immediately before Easter and 50% immediately after.

The 3.3% weekend allowance will cease and an equivalent amount will be subsumed into basic salary on assimilation to spinal point 12 from 1 August 2006. The first incremental step on the new grade will take place with effect from 1 August 2008.

25 April 2006

Ruskin Warders

Changes to Working Patterns and Improvements to Terms and Conditions of employment from 1 August 2006

The full-time working week will reduce from 37 to 36.5 hours. This will be achieved by adjusting the working rota to accommodate a pro-rata reduction.

Staff will be entitled to 4 extra days leave (based on the length of their normal working day). The timing of these days will be determined by operational requirements and incorporated into the rota.

28 April 2006

Salary Protection Agreement for staff on existing scales

Protection will be on the following basis:

- all staff, on national pay scales, will be assimilated to the 51 point pay spine,
- protection will then be on a frozen increment basis for three years. During years one and two, national pay awards will be applied,
- during year three, no national pay award will be applied,

In exceptional circumstances such as long term illness or maternity absence, the option of up to a further year of protection will be considered so long as a development plan has been in place and has not been completed due to circumstances beyond the individual or the University's control.

If by the end of the protection period, the protected rate of salary remains higher than the contribution threshold of the grade as most recently evaluated by job evaluation, the salary will reduce to the highest point below the contribution threshold (i.e. the maximum non-discretionary point).

Procedure:

1. An individual will be given the opportunity to appeal against a job evaluation result. Appeals against red-circling will be given precedence over other appeals.
2. An individual may opt to maintain current levels of responsibility and accept the grade to which s/he has been assimilated. In this case, the salary level applicable to the existing grade will be applied at the end of the salary protection period.
3. After consultation with the individual and the Head of Department, line managers may be able to immediately identify changes to the role that would warrant an immediate re-evaluation.
4. If immediate re-evaluation is not appropriate, an individual may opt to explore growing the existing job or, if this is impractical, personal development, to allow them to be a strong candidate for higher graded vacancies across the University. An initial meeting should be convened no later than two months after notification of the assimilated grade or the result of an unsuccessful appeal against red-circling.
5. The individual and the line manager share responsibility for producing a Personal/Role Development Plan, supported by Staff Development. The individual and the line manager/Head of Department will receive information on evaluation outcomes to inform production of the Personal/Role Development Plan.
6. The Personal/Role Development Plan should include a set of objectives, which are relevant to the individual and the University.
7. The Personal/Role Development Plan should include a timetable for development and interim reviews to discuss progress and check that activities and timescales are still appropriate.
8. All reasonable efforts will be made to assist the individual and the line manager to develop the individual's role but there can be no guarantee of movement to a higher grade. Development must be a shared responsibility between line manager and the individual, supported by Personnel.

9. An individual may be accompanied, by a trades union representative or colleague, at formal meetings leading to the creation of a Personal/Role Development Plan and the formal review on the first and second anniversary of the commencement of salary protection. Records should be kept of all actions arising.
10. Appraisal meetings will be a key part of the protection period and should only involve the appraiser and appraisee.
11. A formal review of protection period and progress through the Personal/Role Development Plan will be undertaken on the first and second anniversary of the commencement of salary protection.
12. Personnel will monitor i) the creation of Personal/Role Development Plans and ii) the outcome of the first and second anniversary review where this is appropriate. Personnel will be available to provide advice to Heads of Departments and individuals throughout the protection period.
13. Towards the end of the salary protection period, Personnel will provide the individual with three months notice of termination of salary protection period.
14. Requests for re-evaluation of a red-circled role can be submitted at any stage of the protection period. Cases will be scheduled and considered on a termly basis. Following an unsuccessful submission, it is envisaged that re-submission will not occur within six months.
15. Personnel should be advised of any instances where either the individual or the line manager fails to comply with the above principles and appropriate action will be taken.

A summary chart detailing the management of red circling is attached.

Footnote

Timescales for convening initial meetings and production of Personal/Role Development Plans will be influenced by the number of red-circles.

15 March 2006