

Agreement reached on the Harmonisation of Terms and Conditions between University of St Andrews, UCU, AMICUS and UNISON

Harmonisation of Hours of Work

- Harmonisation of hours (to 36.25 hours per week for full time employees) was implemented on 1 August 2005 and now applies to all University employees with precise hours stated in their contracts. For those employees whose contracts do not state precise hours, please see below under Annual Leave.

Harmonisation of Major Conditions

- Annual Leave – harmonisation has been agreed as follows:-

Grades 1 – 4	Initial entitlement	35 days
	Increasing after 4 years <i>continuous service</i> to	37 days
	Increasing after 8 years <i>continuous service</i> to	39 days*

- * To reward and maintain the loyalty of experienced staff in grades which do not always contain as much incremental potential as others or such significant contribution-related payments, in the context of a local market which is highly competitive in terms of many of the staff in these grades.

Grades 5 – 9 For everyone who has annual leave defined in their contracts, the standard leave entitlement will be **39 days**. Academics (who do not have hours of work or annual leave defined in their contracts) will be advised that *colleagues in their Grade have the following condition:-*

The employee will be expected to work such hours and such days as are required for the proper discharge of duties, but the working week will normally be 36.25 hours per week; and the annual leave entitlement shall be 39 days in each leave year.

Included in the above entitlement will be the *5 statutory days* (25 and 26 December; 1 and 2 January; and May Day). These statutory days will remain as standard unless there is a clearly defined operational requirement for obligatory holidays to be otherwise defined (the appropriate overtime rate will be paid in such situations). There are specific areas within the University, particularly Residences and Estates, where some holidays, in terms of when they can and cannot be taken, will need to be defined (eg the Open, etc). These issues and any others will be subject to subsequent local resolution.

This proposal leads to a reduction in leave for one staff group, ie Research staff. It has been agreed that the annual leave entitlement for an existing employee in this category will remain at 40 days (35 days plus 5 statutory days) for the duration of their present contract; all new contracts for members of this group will, however, contain the new entitlement, ie 39 days (34 days plus 5 statutory days).

The University reserves the right to ask employees to use 3 of their annual leave days between the Christmas and New Year period.

Harmonisation will be effective from 1 August 2006.

- Overtime – The following principles will apply with regard to overtime:-

- (a) overtime will be voluntary;
- (b) before overtime is undertaken, its extent must be agreed between the manager and the member of staff who will be doing the overtime. As part of this discussion, there will be an agreement regarding the mode of reimbursement, ie time off in lieu or overtime payment;
- (c) while the duration of overtime will normally be agreed beforehand, it is recognised that, in certain circumstances, it is difficult to predict the exact length of overtime, ie in the Residences, a dinner may run over etc;
- (d) the overtime rules will apply to everyone in Grades 1 - 6;
- (e) stand-by and call-out arrangements will be formulated in accordance with individual group circumstances.

Reimbursement for overtime:-

- (1) Members of staff who agree to take time off in lieu (rather than opting to receive a monetary overtime payment), will receive time off in lieu at the *standard rate* irrespective of when the overtime is worked, ie if you work one additional hour, you will be entitled to take one hour off in lieu.
- (2) Staff who agree to be paid, rather than receive time off in lieu for overtime, will be remunerated at time and a half for additional hours worked.

For those members of staff who are eligible to receive overtime, there will no longer be a minimum threshold which needs to be worked before overtime rewards take effect. Those members of staff who presently receive double time for some overtime will be appropriately compensated for this loss.

Harmonisation will be effective from 1 August 2006.

- Sickness Leave Arrangements

- (a) All parties are committed to using their best endeavours to secure the implementation, by 1 August 2007, of revised arrangements compatible with the Framework Agreement's commitment to harmonisation.
- (b) Meantime, all employees currently within the remit of AMICUS and UNISON will have the following entitlement:-

Years of service	Period of full pay	Period of half pay
First three months	2 weeks	2 weeks
Next nine months	9 weeks	9 weeks
Second and third year	13 weeks	13 weeks
Fourth year and after	26 weeks	26 weeks

Harmonisation of Additional Conditions

- Probation – harmonisation has been agreed as follows:-

Grades 1 – 2	3 months
Grades 3 – 4	6 months
Grades 5 – 9	15 months*

* The new 15-month probationary period for inhabitants of Grades 5 – 9 will enable role holders to undertake a full 12-month cycle of work prior to the probationary review taking place. The 15-month probationary period will be separate from other developmental and protection policies.

Members of staff on probation on 1 August 2006 will remain on probation for no longer than a further period equivalent to those above.

For all Grades, the University will reserve the right, if appropriate, to extend a role holder's standard probationary period.

All members of staff, unless formally exempted at appointment, will undertake probation.

Harmonisation will be effective from 1 August 2006.

- Notice Period – harmonisation has been agreed as follows:-

Grades 1 – 6	1 month
Grades 7 – 9*	3 months
Executive members of the Office of the Principal	6 months

* The notice period for Grades 7 – 9 will be 3 months and will be implemented with effect from 1 August 2006. There will be one exception to this harmonisation, that being the notice period for Professors which will be implemented with effect from **1 January 2008**.

Notice periods for executive members of the Office of the Principal will exceptionally remain at 6 months unless otherwise stated in individual contracts.

Harmonisation will be effective from 1 August 2006 and will apply to anyone who gives notice after that date. Harmonisation for Professors will be effective from 1 January 2008 in relation to any Professor who gives notice after that date.

- Incremental Date – it has been agreed that a standard incremental date be introduced. This standard date, for all Grades, will be *1 August* commencing *1 August 2006*. As a result of this, the date for the implementation of competitive promotions in 2006 and future years will be *1 August*.
- Termination of Employment – harmonisation has been agreed as follows:-

Grades 1 – 6	1 month
Grades 7 – 9	3 months

This harmonisation will be implemented with effect from *1 August 2006* except for those already under notice of termination of employment.

- Retirement Date – It has been agreed that the retiral date for all employees will be no later than 31 August after the employee has attained their 65th birthday*. This harmonisation will be implemented with effect from *1 August 2006*.

* this may be subject to change because of the implications of Age Discrimination legislation.

- Superannuation – It has been agreed that the normal Pension Scheme for the new Grades will be:-

Grades 1 – 5	S&LAS
Grade 6	choice of S&LAS or USS
Grades 7 – 9	USS

Where an existing employee moves to a Grade whose normal pension scheme is different from their present one, they will have the opportunity to transfer to the normal Pension Scheme for their new Grade.

Implementation date for this harmonisation has been agreed as *1 August 2006* subject to S&LAS and USS approval. Prospective employees who have already been offered contracts of employment commencing after that date will be treated in the same way as existing employees.

- Shifts

We propose ending '6 out of 7' contracts over time with role holders being moved to a Monday to Friday contract or a '5 out of 7' contract. As a first step, we will identify appropriate premia to achieve fair reward in relation to the range of current contractual arrangements.

We will endeavour to keep split shift working to a minimum, but where split shifts are required they should attract a premium.

We recognise that staff, such as out-of-hours staff, should receive a premium for 'anti-social' hours not worked as normal hours by other staff.

We will normalise some current overtime, recognising that in moving staff to a new set of normal hours they will have to be compensated in consequence of the change.

- Call Out and Stand-by

Call-out and stand-by arrangements cannot be standardised and will have to be arrived at individually, compared in terms of both burden and reward, articulated with the role evaluation process and reviewed in the light of any organisational improvements which can be made such as enhanced rota systems.

Special Cases

The University recognises that, as well as Trades Staff, there are other groups, such as Residence staff, who still have local issues e.g. shift and call-out premia that need to be negotiated before the harmonisation and assimilation process is complete.