

## **A SUMMARY OF THE TERMS AND CONDITIONS OF EMPLOYMENT**

### **A. Pay**

All Staff are paid directly into bank accounts of their choice. Business support on the 16th of each month, lecturers and management spine on the 26th. On, or by the same date, an itemised pay statement will be issued showing how the gross payment is made up and how the net payment is computed.

Salaries are reviewed in August each year.

The tax office for all staff is:

Leeds 1  
Selection 7  
6th Floor  
Castle House  
31 Lisbon Street  
Leeds LS1 4SH

Telephone: 0845 302 1467

The College Reference Number which must be quoted in all correspondence is:

**567/A6000**

### **B. Hours**

For a full time member of staff, your minimum hours of work are 37 hours per week, part-time staff are pro-rata to this.

### **C. Holidays**

#### **1. Public Holidays:**

You are entitled to the following public holidays.

- New Years Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Monday
- Late Summer Bank Holiday Monday
- Christmas Day\*
- Boxing Day\*

\* When New Year's Day, Christmas Day or Boxing Day falls on a Saturday or Sunday, an alternative date will be designated as holiday.

Part time staff will only be paid for a Bank or Public holiday where it falls on a day they would normally be required to work.

## 2. Annual Holidays - Business Support

The holiday year is from 1st September to 31st August. Annual Holiday entitlement is linked to the salary scale as follows:

S1 - S4	25 days	-	after 5 years service - 28 days
S5 - S6	25 days	-	after 5 years service - 29 days
SO1 - Pt.40	26 days	-	after 5 years service - 31 days

## 3. Annual Holidays - Lecturers/Management Spine

The holiday year is 1<sup>st</sup> September to 31<sup>st</sup> August. You are entitled to 35 days annual holiday. Managers and Workshop Managers/supervisors are entitled to 25 days annual leave and after 5 years service, 30 days.

## 4. All staff - General holiday details.

You are entitled to the above holidays to be taken between 1<sup>st</sup> September and 31<sup>st</sup> August provided that you are employed by the College at the start of the holiday year. If you join the College after the start of the holiday year, your entitlement will accrue on a pro-rata basis for each remaining month of the year. If, on the termination of your employment, you have exceeded your accrued holiday entitlement, the college will be entitled to deduct the excess from any sums due to you, including payments of salary.

The timing of all holiday is subject to the agreement of your line manager which must be given before holiday is taken. Requests for holidays should be made on a leave card at the earliest opportunity and no later than 2 weeks prior except in an emergency. Once your manager has authorised the holiday your card should be sent to Human Resources who monitor your holidays. Human Resources will return your leave card to you. Any member of staff who takes annual holidays which have not previously been approved may be subject to disciplinary action. All line managers must be informed of holiday requirements by the end of October each year.

Annual leave should not be taken on staff briefing days or in staff development week. Any staff involved in planning and leading curriculum programmes should not book admin weeks. To ensure we have cover in each area for all holiday periods, leave should be spread across the year. The maximum continuous leave permitted is three weeks. For Academic staff, a total of four weeks may be taken in June and July but there must be a gap of one week within this.

All leave must be taken by 31<sup>st</sup> August. It cannot be carried over into the following holiday year and failure to take holidays in the appropriate year will result in forfeiture, unless that failure is as a result of long term sickness absence. In such circumstances approval must be sought from the College's HR Manager to carry forward the annual leave.

Part time staff are entitled to the above holiday entitlement pro rata.

## D. Sickness & Sick Pay

1. Subject to the conditions set out below and the provisions of the sick pay and leave scheme, you will be entitled to sick pay as follows providing you have followed the college sickness/absence reporting procedures.

During 1 <sup>st</sup> month of service	1 week half pay
After 1 <sup>st</sup> month, during 1 <sup>st</sup> year of service	2 weeks full pay and 2 weeks half pay
During 2 <sup>nd</sup> year of service	1 month full pay and 1 months half pay
During and after 3 <sup>rd</sup> year of service	2 months full pay and 2 months half pay

The entitlement to paid sick leave for a specific period of sickness absence is calculated as follows:

- i) By calculating the entitlement appropriate to the employees service on the first day of any period of sickness absence and
- ii) By deducting from that entitlement the aggregate of periods of sickness absence during the twelve months, immediately preceding the first day of absence.

The College has the discretion to extend an employee's entitlement to paid sick leave (on either full or half pay) in exceptional circumstances.

To qualify for sickness pay employees MUST comply with the absence notification procedure detailed in the College's Absence Management Procedures.

For some existing staff who commenced employment with the College before 1997, their sickness entitlement will differ from that outlined above. Human Resources have further details regarding this

2. The College at all times reserves the right to withhold or discontinue payment of college sickness benefit in the following circumstances:

- It is satisfied that there has been abuse or misrepresentation.
- If an employee has failed to follow the college's absence rules and procedures
- If, in the opinion of the employee's doctor or an independent medical officer, the employee behaves in a manner likely to retard recovery
- See the Absence Management Procedure for the procedure regarding notification and certification of sickness absence

The College reserves the right to change the provisions of the College sick pay scheme at any time and in particular if there are alterations to the state scheme or to the statutory sick pay scheme.

The College reserves the right to submit an employee for examination by an independent medical officer or require a report from the employee's own doctor in the following circumstances:-

- Before or after resuming work following an absence due to an industrial accident
- After a prolonged absence due to illness or where more information is needed to understand the illness in order to support the member of staff appropriately
- Prior to transferring to another occupation within the college
- In order to comply with statutory regulations
- At the request of management when there is doubt over the validity of periods of self certified absence.
- As may be required under the Absence Management Policy.

#### **E. Pension Plan**

The college has two different pension schemes. The local government scheme for business support staff and management spine and the teacher's scheme for lecturers/management spine.

The payroll department at Leeds City Council manages these schemes for the college and correspond with new staff very soon after they have joined the college. Any queries regarding the pension plans should be addressed to Human Resources, who will follow the queries up on your behalf. For further information academic staff go to [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) and business support staff go to [www.wypf.co.uk](http://www.wypf.co.uk).

#### **F. Notice of termination of employment**

You are required to give notice as detailed in your contract to terminate your employment with the college.

The college will give the notice detailed in your contract or 1 week's notice for each complete year of service (up to a maximum of 12 weeks) whichever is greater.

#### **G. Disciplinary Rules & Procedures**

The code of conduct and the disciplinary procedure, with which all staff should familiarise themselves, are there to promote fairness and consistency in the treatment of all members of staff and to assist the college to function effectively.

No disciplinary action will be taken until the college has fully investigated the circumstances of the matter complained of. If appropriate, the college may suspend a member of staff on full pay whilst the investigation is carried out.

A copy of the disciplinary procedure can be found on the intranet or can be requested from HR

## **H. Grievance Procedures**

The college recognises that from time to time staff may wish to seek redress for grievances relating to their employment. It is the college's policy to find solutions to individual grievances at the earliest opportunity and to the satisfaction of all concerned whenever possible.

A copy of the grievance procedure can be found on the intranet or can be requested from HR

## **I. Absence Management Procedure**

The purpose of this procedure is to improve levels of attendance across the College through the establishment of a framework to ensure appropriate and consistent advice, assistance, and support is offered to employees and, where necessary, action is taken. However, it recognises that a certain level of absence may be necessary due to sickness, injury or other disability. It is the College's policy to offer security of employment during such periods, subject to operational requirements and to provide financial support and assistance through its Sickness Pay Scheme.

Under the Procedure all staff who are absent from work due to ill health will have a return to work interview with their line manager. It also outlines levels of absence at which the College will formally conduct review meetings and what the outcomes of these meetings may be.

A copy of the absence management Procedure can be found on the intranet or can be requested from HR.

## **J. Capability Procedure**

This procedure is designed to assist and encourage all employees to achieve and maintain standards of job performance and professional capability. The procedure runs parallel to but is not part of the disciplinary procedure. The College recognises that poor job performance and incapability should not be treated as "disciplinary offences" unless it can be determined that the failure in performance can be identified as "wilful neglect", in which case the issue will be addressed with the College's disciplinary procedures.

The aim is to ensure consistent and fair treatment for all and to assist any employee who is considered to be experiencing difficulties in performing satisfactorily the duties required of the post to which s/he was appointed. It is designed to provide managers and employees with an opportunity to improve their performance in the workplace through the setting of required performance standards and training/support for employees.

## **K. Confidentiality**

Any college information other than that contained in authorised and publicly available documents must be kept confidential unless the Principal's prior written consent has been obtained. This requirement exists both during and after your employment. In particular you must not use such information for the benefit of any future employer. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of your employment, other than as a result of unauthorised disclosure by you or by any third party.

**L. Inventions, Patents, Copyright**

You are required to inform the college immediately of any invention, improvement, discovery, process, design or copyright which you create or obtain whilst in the employment of the college or as a consequence of it.

There are terms and conditions in your contract relating to copyright. This will become the property of the college, except as otherwise stated in your contract or by statute. Employee inventions and post termination restrictions are outlined in your contract of employment.

**M. Change of Terms**

You will be notified of any changes to these terms and conditions at the earliest opportunity and in any event within one month of the change. The most up to date copies of terms and conditions will be available on the intranet site.