

Edition Published: 04/99	Section: Terms and Conditions of Service
Review: 04/04	TER

CORE TERMS AND CONDITIONS OF SERVICE

GENERAL CONDITIONS

This document contains the terms and conditions of employment applicable to all staff employed by Imperial College of Science, Technology and Medicine (subsequently, "the College"). These terms should be read in conjunction with the appendix to the contract offering employment, any enclosed statements or policies and any subsequent letters or contracts or policy statements issued. These terms and conditions are subject to any legislative changes. The College reserves the right to change or alter these terms as a result of changes in conditions negotiated at national level, or as a result of changes arising from consultations at local level, and adopted by the College.

PLACE OF WORK

Staff are appointed to a department, division or centre and notified of their main campus location in their contract of employment. The College may require staff to work in, or be transferred to, other departments, divisions or centres or to change locations within a reasonable travelling distance of their current campus, either temporarily or longer term.

WORKING ENVIRONMENT

Equal Opportunities

Imperial College is committed to a policy of equal opportunities in employment in that staff should receive equal treatment regardless of race, colour, religion, gender, sexual orientation, age (other than normal retirement age), marital status, disability or HIV status.

The College is committed to maintaining a working environment which encourages all members of staff to contribute fully to the life and work of the College, which is supportive of the dignity and self-esteem of individuals and which ensures they are free from harassment and threatening or abusive behaviour. Any contravention of this policy will be regarded as serious and disciplinary action will be taken.

Health and Safety

Staff are required to comply with the Health and Safety Policy and the rules and regulations which flow from it. The College as employer, together with members of staff, have a shared responsibility to ensure a safe environment. Where protective clothing is provided it must be worn.

If staff have any concerns about a matter of health or safety, they should raise these with their immediate manager or the Safety Unit.

Smoking Policy

It is College policy to promote non-smoking as the norm at Imperial College. Smoking is permitted in certain designated areas but not in work areas.

START OF EMPLOYMENT

The start date with the College is recorded in the contract of employment, and is also the start of continuous employment with the College unless otherwise stated. Employment is offered subject to any statutory requirements, work permit restrictions, satisfactory references and occupational health clearance.

All new staff have a probation period which is specified in the offer of employment. Following a report from the Head of Department/Division that performance and conduct have been assessed to be satisfactory, Personnel will write to staff and confirm their appointment with the College.

TRADE UNION MEMBERSHIP

The College values its links with its trade unions, AEEU, AUT, MSF and UNISON. A leaflet is given to all new staff with details of the trade unions and the staff groups that each represents. Staff are welcome to join a College trade union and participate in its activities.

JOB RESPONSIBILITIES

Policies and Procedures

Staff are required to comply with all statutory requirements and with all existing or updated policies and procedures, and any new College policies and procedures when they are introduced.

Job Titles and Duties

Job titles are specified in the contract of employment. Duties are specified in the job description or as directed by the immediate manager. The College reserves the right to change job titles or duties, within the scope of the grade, following appropriate consultation.

Financial Regulations

Staff are required to comply with the College financial regulations which, among other items, details procedures for cash handling, purchasing, travel expenses and insurance. The regulations should be read carefully. Any fraudulent activity will be dealt with through the College disciplinary procedures and may result in dismissal.

Information Technology

Staff must ensure that their use of information technology, including email, is legitimate. Information technology must not be used to view, send or compile obscene, offensive or illegal material. Personal use of work computers is permitted outside of normal working hours at the discretion of the department/division. Staff are advised that all files and data on College computers, including personal data and messages, are the property of the College and may be examined or withheld at any time.

It is a condition of employment that staff must preserve the confidentiality of any personal and/or sensitive information which is made available through the course of their work, whether directly or indirectly. Any breach of this confidentiality will be regarded as serious misconduct and will result in disciplinary action.

Data Protection

Staff are expected to comply with data protection legislation and College regulations.

Intellectual Property Rights, Copyrights and Patents

Intellectual property (for example, patentable inventions and certain copyright works, including computer software) generated by staff of the College in the course of their normal duties belongs to the College rather than to the member of staff and must be reported to the College's wholly-owned technology transfer company, Imperial College Innovations Limited ("IC Innovations"), as soon as it is identified. No company or partnership shall be established to exploit intellectual property in which the College has an interest without specific College approval. Full details are available from IC Innovations.

Proper Scientific Conduct in Research

It is the responsibility of every member of staff to uphold the good reputation of the College and, consequently, it is expected that staff will undertake all research activity with integrity and proper conduct and raise any concerns they may have about possible scientific misconduct with their immediate manager or Head of Department/Division as appropriate.

Work Outside the College and Register of Interests

Staff may work outside the College, with permission, but this additional work must not conflict with their responsibilities and workload for the College. Where staff wish to act in a personal capacity, they must secure the prior written consent of the Head of Department/Division before accepting work or extending existing private work, including the undertaking of any private consultancy work, whether on a part time or casual basis, in the evenings or at weekends. For directorships and partnerships, prior approval is also required from the Chairman of the Council. Full details and specific forms are provided; notification assists the College to comply with its obligations under the Working Time legislation and to consider any conflict of interest issues.

A mandatory annual Register of Interests Form is distributed to staff and all new and existing private work must be notified to the College.

Criminal Convictions

Staff are required to notify the Head of Department/Division of any current criminal conviction. Staff are not required to notify spent convictions unless they are in professions or occupations which, under the Rehabilitation of Offenders Act (1974), are designated as posts where both current and spent convictions should be notified. Information on convictions occurring during employment will not be used for disciplinary purposes unless it impacts on the role and responsibilities of the post which the member of staff holds.

Freedom of Speech

The College wishes staff to feel able to raise concerns about health and safety issues, possible impropriety, including financial or criminal activity, without fear of recrimination. A member of staff who has a concern but who does not feel able to raise this within his or her department/division should approach his/her Personnel Officer for advice.

Security

Staff should carry ID cards at all times or have them available for examination upon request as determined by the Head of Department/Division. Loss or damage of an ID card should be reported to Security immediately.

Appraisals

The purpose of appraisal is to review performance and development needs. Staff are required to participate in appraisal schemes when requested to do so by the Head of Department/Division.

WORKING TIME

Hours of Work

The College wishes to promote an ethos that all staff maintain a reasonable balance between home and working life. Hours of work are set out in the appendix to this document.

SALARY AND PAY

Payments of Salary

The majority of staff are covered by salary scales negotiated nationally and usually adopted by the College. Salaries are paid monthly by credit transfer into a bank or building society account. All payments are made subject to compliance with legislation and regulations for deductions from pay. Payment is on the 24th day of each month or on the previous Friday if the 24th occurs on a Saturday or Sunday. Payment is made for the whole month (i.e. three weeks in arrears and one week in advance). December salaries are usually paid earlier in the month. New staff may not be paid in the month in which they join; the first pay date will depend upon the start date and when personal details are received and processed.

In the event of an overpayment of salary, the College will recover the overpayment. Staff have an obligation to check their payslips and to notify the College of any overpayment.

Salary Increments

For staff on an incremental scale, the normal increment date is 1 October each year.

First increments will only be paid if staff have satisfactorily completed their probation. Providing that appointment to the College is to be confirmed, staff appointed between 1 October and 31 March inclusive will receive their first increment on 1 October following appointment. Staff appointed between 1 April and 30 September inclusive will receive their first increment effective from the first day of the month following satisfactory completion of probation. Non-clinical Lecturers and Clinical Senior Lecturers are appointed to the College with extended probation periods. First increments for these staff will be paid according to their start date i.e. on 1 October following appointment if appointed between 1 October and 31 March inclusive, and on the first of the month following six months' service if appointed between 1 April and 30 September inclusive. Further increments will then be paid on 1 October each year up to the normal maximum of the scale. Progression to discretionary points or to the next grade is not automatic.

ANNUAL LEAVE

Staff are entitled to paid annual leave and encouraged to take it. Annual leave entitlement is set out in the appendix to this document.

It is essential for staff to obtain the prior approval of their immediate manager before booking or taking leave. Departments/divisions may notify staff of periods when leave may or may not be taken in accordance with local operational requirements. Every effort will be made to consider personal circumstances and agree to leave requests although approval will be withheld where it seriously affects operational requirements. During the first year of employment, annual leave is calculated on a pro-rata basis. Staff must have been continuously employed for 13 calendar weeks before they are entitled to annual leave with pay. Staff with contracts which extend beyond this will have the initial 13 weeks

When staff fail to return from leave on the date agreed they may be in breach of their contract of employment. Staff who are unable to return on the agreed date must contact their immediate manager as soon as they become aware of any difficulty and they must be prepared to provide documentary evidence to support their continued absence from work.

The College leave year runs from 1 February to 31 January. Leave must normally be taken within the leave year. With the agreement of the Head of Department/Division, staff may be permitted to carry up to five days' leave forward into the next leave year. This rule also applies when staff have been absent during the leave year. No payment will be made in lieu of leave not taken except, possibly, when staff leave College employment.

When staff leave, the College reserves the right to require staff to take any outstanding leave during their notice period and only where this is deemed to be impracticable will staff receive pay in lieu; payment will be subject to PAYE and NI deductions. Entitlement will be calculated on a pro rata basis. If staff have exceeded their entitlement, the College will deduct an equivalent number of days' pay from any pay due on the termination of employment, or will otherwise seek to recover the money owed after employment has ended.

SICKNESS PAY AND LEAVE Medical Examination on

Appointment and During Service

Appointments are subject to satisfactory medical clearance by the College Occupational Health Service. New members of staff are required to complete a confidential Occupational Health questionnaire and to be medically examined if required. During employment, a member of staff may be required to be assessed by Occupational Health, which may include a medical examination, if at any time health or fitness in relation to employment is in doubt. If a member of staff is absent on sick leave and refuses to undertake the College health assessment then payment of College sick pay will be reviewed.

Absence Due to Sickness

The College expects staff to attend work in accordance with their contractual hours but it is recognised that on occasions absence may occur due to sickness or injury. It is the College aim that staff are treated fairly and consistently during these periods in accordance with its written guidelines on Dealing with Sickness Absence available from the Personnel Division.

Sick Pay Benefits

The College provides enhanced sick pay benefits. These benefits are without prejudice to the College right to terminate employment on grounds of ill-health or injury without exhausting these benefits. The College will take all reasonable steps to ensure security of employment in line with its guidelines on Dealing with Sickness Absence and including compliance with the Disability Discrimination Act 1995 and any other legislation.

The College sick pay scheme incorporates the provisions of the Statutory Sick Pay Scheme. No combination of payments will exceed normal contractual full pay. Enhanced sick pay benefits are calculated on the first day of each absence and take into account the number of days of sickness absence already taken within the previous 12 months.

Length of service Maximum sick pay

During first year 1 month at full pay and then 1 month at half pay
During second and third year 3 months at full pay and then 3 months at half pay
During fourth year and after 6 months at full pay and then 6 months at half pay

Payment of sick pay is subject to staff complying with the following conditions:

On the first day of sickness absence, the member of staff must contact his/her manager and notify the absence from work as soon as possible, normally within one hour of usual start time. Staff must keep the immediate manager fully informed about the illness and the likely date of return. In the case of extended absence, contact should be once a week. Staff must complete a Notification of Absence Form on their return to work and submit this to their immediate manager who will send a copy to Personnel. For absences of more than seven consecutive calendar days, staff must also submit a doctor's certificate at the earliest opportunity to their immediate manager who will submit this to Personnel. Where a doctor has provided an open certificate, staff must obtain a certificate confirming fitness to return to work. Staff may be required to undertake an occupational health assessment.

Sickness During Annual Leave

Members of staff who are on annual leave, but who become seriously incapacitated during this period, are regarded as being on sick leave provided that the illness exceeds seven calendar days. A doctor's certificate must be provided by the member of staff. The balance of the holiday may be taken at a later date in accordance with normal leave authorisation arrangements.

Sickness Due to an Accident

If a member of staff is absent due to an accident, normal sick pay rules will apply. If the accident is due to the negligence or breach of a statutory duty by a third party, the member of staff shall be under a duty to make a claim in damages seeking to recover from the third party the gross cost incurred by the College in providing sick pay (including employers' national insurance and pension contributions but excluding any amounts payable under the Statutory Sick Pay (SSP) scheme). If the accident is covered by a personal accident insurance policy e.g. holiday insurance, the member of staff shall similarly have a duty to claim against that policy to recover College costs in providing sick pay. If the accident has resulted from the member of staff's own negligent conduct or breach of a statutory duty, the College reserves the right to withhold payment of sick pay or recover, in full, any College sick pay benefits which have been paid (excluding SSP entitlements).

MATERNITY, ADOPTION, PATERNITY AND SPECIAL LEAVE

Maternity Leave

Rights and responsibilities in respect of maternity leave and pay are set out in the College maternity policy and procedures available from the Personnel Division. There is an entitlement to time off with pay to attend appointments for ante-natal care provided that evidence of the appointment is produced if requested.

Adoption Leave

The College policy for adoption leave is contained within the maternity policy available from the Personnel Division.

Paternity Leave

The College operates a discretionary paternity leave arrangement. The amount of paternity leave will depend on individual circumstances but five days' paid leave, to be taken around the time of the birth of the baby, is usual. Applications should be made to the immediate manager.

Special Leave

In certain circumstances members of staff may request special leave for compassionate reasons, for example the death or serious illness of an immediate member of the family. Applications should be made to the immediate manager.

The College disciplinary procedures set out the arrangements for dealing with matters of poor performance, conduct or capability. It is College policy that, unless the matter is one of serious or gross misconduct, it should be dealt with informally in the first instance. Copies of the disciplinary procedures are available from the Personnel Division.

In the event of a suspicion of theft, the College reserves the right to search the locker, personal property or clothing of a member of staff. Staff may request the presence of a colleague or trade union representative if a search is required.

Grievance Procedure

If staff have a grievance it should be discussed first with the immediate manager. Information on the grievance procedure is available from the Personnel Division.

END OF EMPLOYMENT

Notice

The notice to be given on either side to end employment is set out in the appendix to this document.

The College reserves the right to require staff not to attend work or not to undertake work during all or part of the notice period. In the event of dismissal for misconduct or conduct prejudicial to the interests of the College, salary may be paid in lieu of notice and may be subject to PAYE and NI deductions. On termination for gross misconduct, staff may be dismissed without notice and without pay in lieu of notice. At the end of employment, the College will deduct money it is owed from any final salary or otherwise seek to recover the money owed after employment has ended.

Returning College Property

On leaving employment, staff should return their ID card and all College property to their immediate manager, including any clothing and equipment which has been supplied.

PENSIONS

The College occupational pension scheme is set out in the appendix to this document. It is not permissible for College employees to join or remain a member of any other occupational pension scheme. The only exception is for those staff who are members of the National Health Service Pension Scheme (see appendix). Staff electing to join the College occupational pension scheme will be required to contribute a percentage of pensionable salary according to the rules of the scheme and the College will also contribute a percentage of pensionable salary. Members of staff below the age of 60 will automatically be entered into the occupational pension scheme unless they opt out in writing. In the event that a member of staff chooses not to belong to the College occupational pension scheme, the College will make no contribution to a personal pension. Staff who are 60 or over when starting employment with the College are not normally eligible to join the occupational pension scheme. In certain circumstances, exceptions can be made to the ruling with the consent of the scheme's trustees but this may be subject to financial penalty.

ANY QUESTIONS about these terms and conditions should be raised with the Personnel Officer responsible for your department/division/campus.