

Information Sheet for Temporary Agency Workers

1 Pay

The University has a range of incremental pay scales which apply to different staff categories and grades of staff. Placing on the scale on appointment is according to qualifications and experience. Increments are applied annually, where applicable, either on 1 April or 1 August dependent on staff category and provided six months' continuous service has been completed at the relevant date. Pay is negotiated at a national level with pay awards applied with effect from 1 August each year.

Staff categories are as follows:

- Academic staff
- Teaching staff
- Research staff
- Technical staff
- Administrative and Professional Services staff
- Operational Staff

The University operates an Annual Development Review (ADR) process. Further details can be found at <http://www.strath.ac.uk/hr/adr>.

2 Working Time

The normal working week is thirty-five hours. Normal working hours are 9.00am to 5.00pm Monday to Friday with a one hour unpaid lunch break. In certain areas, e.g. catering, security etc. non-standard working hours and associated payment arrangements apply.

3 Holidays

Dependent on grade, annual leave entitlement is twenty seven days or thirty one days per year to be taken by arrangement with the Head of Department. For calculation of entitlement, annual leave accrues on the basis of 2.25 days or 2.2 days per calendar month to be taken within the leave year which begins on 1st October.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. These additional days count against the annual leave entitlement.

4 Overtime

The normal working week must be worked completely before overtime is payable. Where overtime is worked it shall be compensated by time off in lieu or by payment. The following are the enhanced rates to be applied:

Monday to Saturday: Hourly Rate x 1.5

Sundays and Public Holidays: Hourly Rate x 2

Overtime payments do not apply to staff in roles grade 6 and above. Time off in lieu may be applied where the additional hours worked are requested in advance by the Head of Department.

5 Vacancies

The University advertises all job opportunities on its website, <http://www.strath.ac.uk> and on University noticeboards as appropriate.

6 General

The University operates a no smoking policy.

Car parking spaces are available on the basis of an annual ballot carried out in August each year. Further information can be found at <http://www.strath.ac.uk/estates/admin/carparking>.

The University does not itself operate child care facilities however there is nursery provision operated by Childcare Scotland Ltd on behalf of the University. Further information can be found at <http://www.strath.ac.uk/staff/wellbeing/nursery>.

The University has various catering facilities, the main provision being Todd's Diner where hot meals can be purchased. Further information can be found at <http://www.strath.ac.uk/rescat/catering/facilities>.