



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Academic Support Staff

Terms and conditions of employment 2014

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1 Contract of employment

Employment is on the basis of a written contract, which consists of a letter of appointment, this handbook and other procedures specified in this handbook.

The letter of appointment specifies each member of staff's job title, initial place of work and starting salary.

The letter of appointment also confirms whether employment is on a full or part-time basis and whether this employment is for a fixed period of time or is of indefinite duration.

The contents of this handbook and any subsequent amendments are the "Terms and Conditions of Employment" referred to in the letter of appointment.

If there is ever a conflict between these standard terms and conditions and the letter of appointment, the letter of appointment shall take precedence, subject to rights under legislation.

Unless otherwise stated, the terms and conditions in this handbook apply to all academic support staff (all salary bands) and research assistants.

The standard terms and conditions of service relating to academic support staff whose roles are in salary bands 1-5 shall be amended only after consultation with the relevant local union – UNISON (administrative and catering staff) or Unite (library porters, security staff, porters and maintenance technicians).

The standard terms and conditions of service relating to academic support staff whose roles are in salary bands 6-10, and research assistants shall be amended only after consultation with the local University and College Union (UCU).

A review of these conditions may be initiated either by the School or by UNISON, the UCU or Unite.

On or before appointment members of staff shall either be given a job description or a written outline of their duties. Responsibility for any future updating is shared between members of staff and their line manager.

On joining, members of staff are required to show adequate documentation to confirm their eligibility to work in the United Kingdom.

Members of staff should provide full details of their name, home address, bank account and emergency contacts to Human Resources and they must inform Human Resources of any subsequent changes.

2 Review period

Appointments shall be subject to a period of review, normally of six months. This may be waived or reduced because of previous employment (either direct or indirect) with the School or the duration of a fixed-term contract. Appointments at salary band 8 or above shall be subject to a 12-month review period.

Line managers shall advise members of staff on their progress at regular intervals throughout the review period. The School shall provide support to members of staff by offering any necessary training.

Salary bands 1-5:

A review shall be held prior to the end of the review period, when their line manager shall advise members of staff whether the contract will be confirmed, the review period extended or the contract terminated with notice.

The decision will be confirmed by Human Resources in writing as soon as possible.

Salary bands 6-10:

The line manager shall submit a written report to the Academic Support Research and Teaching Contribution Committee. The Committee shall decide whether the contract will be confirmed, the review period extended or the contract terminated with notice. The decision will be confirmed by Human Resources in writing as soon as possible.

3 Salary

The starting salary for an appointment shall be as set out in the letter of appointment and shall be payable monthly in arrears by bank transfer. The normal pay day is the last English banking day of each calendar month, except in December when it is the last English banking day before Christmas Day.

If an appointment is part-time, the salary shall be pro rated accordingly.

The annual incrementation date is 1 August. On this date, if the salary is on an incremental scale and is below the standard maximum for the salary band, an annual increment shall be awarded up to the standard maximum for the salary band, unless i) members of staff were appointed or promoted after the preceding 31 January in which case only half an increment will be awarded or ii) members of staff are already only half an increment below the standard maximum in which case only half an increment will be awarded.

Pay awards are periodically applied to adjust the values of points on pay scales, usually from 1 August each year. Pay awards are negotiated at a national level by the Joint Negotiating Committee for Higher Education Staff (JNCHES), which includes representatives of the Universities and Colleges Employers' Association (UCEA) and Higher Education unions, including the University and College Union (UCU), UNISON and Unite.

Any change in salary, other than that applicable under normal annual incrementation or pay awards outlined above, shall be confirmed in writing.

Members of staff shall be issued each month with a notice of pay advice that sets out gross salary due, tax, National Insurance and other deductions made and net salary paid. Any errors in salary payments or deductions should be reported to Human Resources immediately.

As a general rule the School does not make advances of salary.

The School is committed to recognising and rewarding the exceptional contribution and outstanding performance of individual members of staff and has systems in place to ensure this happens in a fair, consistent and timely way.

Additional reward for exceptional contribution of support staff in Salary Bands 1-9 is considered by the Academic Support Research and Teaching Contribution Committee (ASRTCC) and for support staff in Salary Band 10 the Senior Staff Contribution Committee.

Promotion to a higher grade will only be considered where the responsibilities and requirements of a job have increased significantly, as demonstrated by means of a HERA (Higher Education Role Analysis) evaluation. Further information is available from Human Resources.

4 Superannuation

Salary bands 1-5

Staff will normally be eligible to join SAUL. Full details of SAUL are available from HR. Your potential membership of and rights under SAUL are subject to the Rules of SAUL from time to time in force and at the discretion of the SAUL Trustee Company. SAUL is contracted out of the State Second Pension

scheme. SAUL is a contributory scheme and the current contribution rates can be found on the Human Resources website.

SAUL Plus is a salary sacrifice scheme, by which a member's basic salary (and any other pensionable salary elements) will be reduced by a percentage rate as per SAUL Rules, with the School contributing to SAUL on behalf of members. PAYE and National Insurance will be calculated on the adjusted salary. As there are no employee contributions to SAUL Plus, should staff decide to opt out of the scheme or leave the School, they will not be entitled to any refund.

Alternatively, should staff decide that they may wish to opt out of the scheme to get a refund of contributions (within a maximum period of two years), they can instead join SAUL Standard. SAUL Standard is a defined benefit contracted out pension scheme, and so members are contracted out of the State Second Pension. Employee pension contributions under SAUL Standard are not subject to PAYE, but National Insurance is payable.

If a member of staff is eligible to join SAUL and elects not to do so, they must submit a signed pension opt out form to this effect to HR, found on the scheme website. Should they initially elect not to join SAUL, they will have the option of subsequently joining subject to SAUL Rules and the SAUL Trustee Company's discretion on eligibility from time to time in force. However, membership and pension benefits would not be backdated. Members of staff should consider carefully whether electing not to join SAUL is in their interest - ideally they should seek independent financial advice - as membership of SAUL currently includes a number of benefits including death-in-service insurance. If a member of staff elects not to join SAUL, they will be reassessed under auto-enrolment rules

periodically and may be re-entered into the scheme. If re-entered into the scheme, an election to opt out can be re-submitted.


For further information on SAUL, please contact HR or refer to the Human Resources and SAUL websites.

Salary bands 6-10

Staff will normally be eligible to join the Universities Superannuation Scheme (USS). Full details of USS are available from HR. Your potential membership of and rights under USS are subject to the Rules of USS from time to time in force and at the discretion of the Trustees of USS. USS is contracted out of the State Second Pension scheme. USS is a contributory scheme and the current contribution rates can be found on the Human Resources website.

USS Plus is a salary sacrifice scheme, by which a member's basic salary (and any other pensionable salary elements) will be reduced by a percentage rate as per USS Rules, with the School contributing to USS on behalf of members. PAYE and National Insurance will be calculated on the adjusted salary. As there are no employee contributions to USS Plus, should staff decide to opt out of the scheme or leave the School, they will not be entitled to any refund.

Alternatively, should staff decide that they may wish to opt out of USS to get a refund of contributions (within a maximum period of two years), they can instead join USS Standard. USS Standard is a defined benefit contracted-out pension scheme, and so members are contracted out of the State Second Pension. Employee pension contributions under USS Standard are not subject to PAYE, but National Insurance is payable.



If a member of staff is eligible to join USS and elects not to do so, they must submit a signed pension opt out form to this effect to HR Services, found on the Scheme website. Should they initially elect not to join USS, they will have the option of subsequently joining subject to USS Rules and the USS Trustee Company's discretion on eligibility from time to time in force. However, membership and pension benefits would not be backdated.

Members of staff should consider carefully whether electing not to join USS is in their interest - ideally they should seek independent financial advice - as membership of USS currently includes a number of benefits including death-in-service insurance. If a member of staff elects not to join USS, they will be reassessed under auto-enrolment rules periodically and may be re-entered into the scheme. If re-entered into the scheme, an election to opt out can be re-submitted.

For further information on USS, please contact HR or refer to the Human Resources and USS websites.

5 Working hours

Salary bands 1-5:

Pay is calculated on the basis of a full-time member of staff working 35 hours per week (excluding lunch breaks), or a shift or other agreed working pattern which averages 35 hours per week over a year.

The hours of work are as set out in the appointment letter or agreed with the line manager.

Members of staff may request a reduced working week during vacation time if local arrangements and operational requirements permit. Members of staff should raise the request with their line manager in the first instance. Members of staff who are permitted to work reduced hours during vacation time

will receive a reduced annual leave allowance as appropriate.

Members of staff may be requested to work occasional overtime, in which case they will be granted time off in lieu or, where this is not practical, an additional payment for the extra hours worked. Additional payment will be made in accordance with the School's overtime policy. Where there is an obligation to work overtime, this is set out in the letter of appointment.

Some members of staff who were appointed to post before implementation of the 2006 LSE Pay Framework Agreement have reserved rights in relation to working hours and holiday entitlements – see Appendix A Section 2 for details.

Salary bands 6-10

Pay is calculated on the basis of a full-time member of staff working 35 hours per week (excluding lunch breaks). Members of staff will normally be expected to work such hours and such days as are required to fulfil the responsibilities of their contract. Hence from time to time members of staff may be required to work above their paid weekly hours to fulfil their duties. Usually no payment will be made for the additional hours worked. However members of staff will not normally be expected to work continuous or heavy overtime.

All staff

Members of staff working a standard working day have a one-hour unpaid lunch break. Where members of staff are required on occasion to work continuously for more than six hours, they will be allowed to take an unpaid rest break of 20 minutes during this time.

In the event of a serious breakdown in public transport (eg, due to strike action or adverse weather conditions), members of staff are expected to make every reasonable effort to get to work unless alternative arrangements are agreed with their line manager.



6 Holiday

The holiday entitlement for full-time members of staff is 25 days' annual leave plus Christmas closure (five extra days) and Easter closure (three extra days) plus public holidays (eight days per year).

The holiday entitlement for part-time members of staff (whether annual leave, closure days or public holidays) is pro rated as appropriate.

The leave year is the calendar year (if a Christmas closure day falls in January, this is deemed to be in the previous leave year for the purposes of pro rating annual leave).

Members of staff should seek approval from their line manager before annual leave is taken. Usually it is expected that members of staff should give their line manager notice of at least twice the length of the period of leave to be taken. Operational reasons may necessitate that leave cannot be granted at the preferred time.

Annual leave accrues from the date of appointment throughout periods of paid service and according to statutory entitlements.

Annual leave entitlement during a member of staff's first leave year shall be calculated on a pro rata basis to reflect their joining date. If a member of staff wishes to take unpaid leave to allow for arrangements made before joining the School, this can be agreed at the discretion of their line manager.

Certain School duties attract an additional entitlement to annual leave, on the approval of Human Resources.

Up to five days' leave may be carried over from one year to the next (pro rata for part-time staff). Agreement to carry over more than this is usually given only when there are strong personal reasons or when School business has prevented staff from taking leave.

Some members of staff who were appointed to post before implementation of the 2006 LSE Pay Framework Agreement have reserved rights in relation to working hours and holiday entitlements – see Appendix A Section 2 for details.

7 Jury service and other public duties

The School recognises the contribution made by staff to public duties in the community.

The School will pay full salary as usual whilst a member of staff is on jury service for up to two weeks. Members of staff do not therefore have to claim for loss of earnings for this period.

Where members of staff are allocated to a case that lasts more than two weeks, the School will ask them to claim for loss of earnings up to the maximum permitted by the Court. However, the School will in these circumstances still make up any shortfall between the permitted maximum and full salary. Members of staff should contact Human Resources for further advice.

During the period of jury service, there may be certain days when members of staff are given advance warning by the Court that they do not need to attend. They should come to work as normal on these days.

At the end of their period of jury service, members of staff are asked to inform Human Resources of the days when they were unable to attend work.

In accordance with statutory rights, the School permits members of staff who hold certain public positions reasonable time off (usually up to five working days) to attend meetings of the relevant body or perform duties approved by the body. This time off is unpaid.

Members of staff holding certain non-political positions may also apply for paid leave under the School's Volunteering4All scheme.

For further details, please contact Human Resources.

8 Sickness absence

Members of staff who are unfit for work, because they are sick or injured, must inform their line manager or Head of Department on the first working day of absence unless the severity of their illness prevents this, in which case they must ask somebody else to do so on their behalf. They should at the same time inform when it is likely that they will be fit to return to work.

On their return to work, members of staff should complete an internal sickness absence notification form.

If members of staff are unfit for work for more than one calendar week they must also, as soon as possible, provide their line manager or Head of Department with a doctor's medical certificate completed by their GP and signed by themselves.

If the period of incapacity continues, they must continue to submit medical certificates promptly for the whole period of absence until they are declared fit to return to work.

Provided that they comply with the notification procedure outlined above, their salary shall be paid at full or half-rate for a period according to the rules for calculating sick pay set out below.

Failure to observe the notification procedures outlined above may result in sick pay being withheld and members of staff may become subject to the appropriate disciplinary procedure.

For the purposes of calculating contractual (occupational) sick pay (OSP) and Statutory Sick Pay (SSP), all days of the week (Monday – Sunday) are counted for both entitlement and payment purposes.

The entitlement to contractual (occupational) sick pay, and the period for which it shall be paid, in respect of any absence due to illness shall be determined by length of service as follows:

	Full pay	Half pay
First 3 months' service	2 weeks	2 weeks
After 3 months' service	2 months	2 months
After 1 year' service	3 months	3 months
After 3 years' service	5 months	5 months
After 5 years' service	6 months	6 months

except that, i) any days of paid sickness absence in the 12 months immediately prior to the first day of the absence shall be deducted from the entitlement, ii) where an absence is separated from an earlier absence by eight weeks (that is, 56 days), or less, the two absences will link and

the entitlement will be calculated as at the first day of the first linked absence.

If entitlement to full pay expires whilst the member of staff is absent, in exceptional circumstances at the discretion of the Director, salary may continue to be paid at full or a lesser rate.

In accordance with statutory rights, Statutory Sickness Pay (SSP) shall be paid to staff if they are eligible, but any SSP due shall be offset against contractual (occupational) sick pay (OSP).

Line managers are required to record sickness absence for staff in their departments and will take appropriate action in consultation with Human Resources, should there be cause for concern.

Where, to assist full recovery, members of staff return to work on an agreed phased basis (ie, attendance for fewer days per week and/or fewer hours per day than their normal contractual hours), hours not worked shall be deducted from their sickness entitlement. Members of staff and their managers shall continue to report unworked contractual hours as sickness leave, until there is a complete return to normal contractual hours.

9 Maternity leave

Pregnant members of staff have a statutory right to take paid time off for antenatal care appointments and a basic statutory entitlement to 26 weeks of ordinary maternity leave and 26 weeks of additional maternity leave.

Additionally, the School offers 18 weeks of full contractual (occupational) maternity pay (OMP) (pro rata if part-time) to those who have completed 26 weeks' continuous service at the beginning of the 15th week before the expected week of childbirth (EWC). This contractual maternity pay is inclusive of Statutory Maternity Pay (SMP) during the 18-week period. However, following that, SMP continues for a further 21 weeks. Contractual pay shall not extend beyond the end date of a contract.

A surrogate female employee who gives birth is eligible for paid maternity leave provided that she meets the eligibility criteria. Full details of the School's maternity policy and procedures can be found on the Human Resources website.

For specific and confidential advice, members of staff should arrange an interview with a member of the HR Services team.

10 Paternity leave

Eligibility for paternity leave is in accordance with statutory rights.


Members of staff who have completed 26 weeks' continuous service at the beginning of the 15th week before the expected week of childbirth (EWC) are eligible to apply for 10 days' statutory paid paternity leave.

Additionally, the School offers 10 days' full contractual (occupational) paternity pay (OPP) pay (pro rata if part-time) to those who have completed 26 weeks' continuous service at the beginning of the 15th week before the expected week of childbirth (EWC). Contractual paternity pay is inclusive of Statutory Paternity Pay (SPP).

The paternity leave policy and procedure are available on the Human Resources website. In all cases of paternity leave, members of staff should notify a member of the HR Services team.

11 Adoption leave

Eligibility for adoption leave is in accordance with statutory rights. Members of staff who have completed 26 weeks' continuous service ending with the week in which the adopter was notified of having been matched with a child by an adoption agency are eligible to apply for 39 weeks' statutory paid leave followed by a further 13 weeks' unpaid leave. For further information staff should contact a member of the HR Services team.



Additionally, the School offers 18 weeks' full contractual (occupational) adoption pay to members of staff who have completed 26 weeks' continuous service ending with the week in which the adopter was notified of having been matched with a child by an adoption agency. This contractual adoption pay is inclusive of statutory adoption pay (SAP) during the 18-week period, but following that SAP continues for a further 21 weeks. Contractual pay will not extend beyond the end date of a contract.

12 Additional paternity leave

Eligibility for additional paternity leave is in accordance with statutory rights.

Eligible employees may take up to 26 weeks' Additional Paternity leave (APL) within the first year of their child's life, provided that the mother has returned to work before using her full entitlement to maternity leave. APL is also available to adoptive parents within the first year after the child's placement for adoption, providing the child's main adopter who elected to take adoption leave has returned to work before using his/her entitlement to adoption leave.

The earliest that additional paternity leave can commence is 20 weeks after the date on which the child is born and must end no later than 12 months after the birth of the child. Additional paternity leave must be taken in multiples of complete weeks and last between 2 weeks and 26 weeks.

If the employee is eligible to receive APL, they will receive any entitlement based on the mother's return to work date. When the statutory pay has been exhausted the rest of the pay period will be unpaid.

Statutory paternity pay is payable whether or not the employee intends to return to work after his/her additional paternity leave.

13 Time off for antenatal care

Fathers, partners or parents where the child is born through a surrogate do not have a statutory right to time off to accompany the birth mother to antenatal appointments.


The School, however, does recognise the importance of giving support to the birth mother and being involved with important decisions about the pregnancy and baby. Employees wishing to accompany the birth mother to antenatal appointments should speak to their line manager about the possibility of paid time off to attend the appointments.

14 Right to request flexible working

In accordance with statutory rights, subject to 26 weeks' continuous service, a parent with a child of six years or under, or less than 18 years if the child is entitled to disability living allowance, or a carer of an adult, may apply to work flexibly. Employers are obliged seriously to consider such a request and, if it is not possible to agree to such a request, must provide a written explanation of their reasons.

15 Parental leave

On completion of a year's continuous service, members of staff may apply for a total of 18 weeks' unpaid leave for each child up to the age of five years (or up to the age of 18 years if the child is entitled to disability living allowance) if they are a named parent on the birth certificate, or are the adopted parent or step-parent or are formally responsible under the Children Act 1989 or Children (Scotland) Act 1995. For further information and the School's policy and procedure, contact a member of the HR Services team.



An employee who is having a child through a surrogate is not eligible for statutory maternity pay or leave however the employee is entitled to take up to a total of 18 weeks' unpaid leave for the child.

16 Emergency leave

Members of staff may apply for emergency leave for crisis incidents (ie, incidents that were unforeseen and could not be planned for) affecting a dependant (for example, their parent, spouse, civil partner, child, partner or someone who lives with them as a family member) in order to arrange care for that person. Up to two days' paid leave a year can be given for circumstances not covered by compassionate leave. Members of staff are expected to contact their line manager at the earliest opportunity in order to explain the situation. Requests for additional unpaid leave may be made. For further information and the School's Staff Support Leave Policy, please contact a member of the HR Services or refer to the Human Resources website.

Entitlement to emergency leave is calculated using a rolling 12-month period and no carry-forward is possible.

17 Compassionate leave

Members of staff are allowed paid leave of two days for the death and attendance at the funeral of immediate family members, other close relatives or other people with whom they had a close continuing relationship. If members of staff are responsible for making the funeral arrangements, up to a total of five working days' paid leave for planning and attendance may be given. Applications for all compassionate leave in these circumstances should be made to Heads of Department/Heads of Service. Heads of Department/Heads of Service may exercise discretion in approving compassionate leave above the normal allowance as each request needs to be judged on the circumstances of the

case – such discretion should be exercised in consultation with their HR Partner.

Paid leave may also be given when a close relative is terminally ill or when, in the absence of other nursing arrangements, members of staff are responsible for care. The total amount of leave should normally be not more than 15 working days. If members of staff need to apply to their line manager for such leave, wherever possible they should do so in advance.


For advice, members of staff and Heads of Department/Heads of Service should contact their HR Partner.

18 Equality and diversity

Equality and diversity are central to the aims and objectives of LSE. The London School of Economics and Political Science actively promotes the involvement of staff and students, men and women, from all social, economic, ethnic, cultural and religious backgrounds. LSE recognises that this is integral to ensuring that it delivers the best possible service to its students, staff and the wider community.

In all employment relationships entered into by the School, it will seek to ensure that people are free from discrimination on the grounds of age (subject to statutory retirement requirements), disability, race, nationality, ethnic or national origin, gender, gender reassignment, religion or belief, sexual orientation, marriage and civil partnerships, pregnancy and maternity, personal circumstances, political affiliation or trade union membership.

The diversity of staff and the participation of staff in the School's decision-making processes are two of the nine institutional values stated in the Strategic Plan 2011-2016. As an employer, LSE strives to ensure that all its members of staff are able to develop to their full potential



and are treated with dignity and respect. Policies and procedures have been developed and are constantly reviewed in order to ensure that the needs of all staff are met.

19 Health and safety

Members of staff have responsibilities in relation to health and safety and must comply with the LSE's Safety Policy. Failure to do so may be a disciplinary offence. The full text of the Safety Policy can be found on the Health and Safety website. Certain sections are reproduced in Appendix B.

20 Visual display units and eyesight tests

In accordance with statutory rights, assistance is available towards the cost of an eyesight test for those who work with visual display equipment as a significant part of their normal working hours. Additionally the School provides a further contribution towards the cost of corrective lenses/glasses needed for VDU work.

For further information please contact the Human Resources Division or refer to the Human Resources website.

21 Smoking policy

Smoking is prohibited inside all buildings on the Houghton Street campus, all LSE halls of residence, including residents' rooms, and any other building or facility managed by the School. The prohibition extends to building entrances, including doorways, steps and ramps and external fire escape stairways and escape routes.

22 The Regulations for Internal Financial Management

All members of staff have a general responsibility for the security of the School's property, for avoiding loss and for due economy in the use of resources. Compliance with financial regulations and procedures is compulsory for all staff connected with the School.


The Regulations For Internal Financial Management are updated annually and the current version can be found on the Finance Division website.

23 Data Protection Act 1998

All members of staff have a responsibility to manage the personal data of other staff, students, applicants, alumni and members of the general public in line with the principles of the Data Protection Act 1998 and the London School of Economics' registration in the Data Protection Register.

The Data Protection Act principles are:

- personal data shall be processed fairly and lawfully
- personal data shall be obtained and processed only for one or more specified and lawful purposes
- personal data shall be adequate, relevant and not excessive
- personal data shall be accurate, and wherever possible, kept up-to-date
- personal data shall not be kept for longer than is necessary
- personal data shall be processed in accordance with the rights of data subjects
- appropriate measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

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- personal data shall not be transferred to a country or territory outside the European Economic Area (EEA) unless adequate data protection rights are ensured.

Advice on the application of these principles should be sought if necessary from the School's Data Protection Officer. For further information please refer to the School's Data Protection website.

24 Freedom of Information Act 2000

Members of staff are responsible for managing their records so that they can respond to Freedom of Information requests within 20 working days. They also need to be aware of what is on the Publication Scheme, so that they can point requesters to it. The Publication Scheme should also be used proactively to publish as much information as possible.

For further information and advice please refer to the School's Freedom of Information website.

25 Conditions of Use of IT Facilities

Members of staff must comply with the Conditions of Use of IT Facilities. These conditions are updated periodically by IT Services and the current version can be found on the IT Services website.

26 Emergency access to emails

Members of staff who are on holiday or absent from the School for any other reason should set up an "Out of Office Assistant" message for the duration of their absence and, if appropriate, leave a contact number. Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages if they are either absent or on holiday, and it is not possible to contact them (either because they are on holiday or have not left a contact number).

Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages once they have left the service of the School.

27 Use of telephone

The School has a telephone system that automatically logs details of all calls (ie, the recipients and duration) made and received. Members of staff should be aware that telephone usage records are sent to managers on a monthly basis.

Personal calls should, as far as practicable, be made outside working hours. Members of staff may however use the School phone system during working hours to make short occasional personal calls to local or national numbers.

Members of staff who need to make personal calls of a longer duration, or calls to international numbers should do this in their own time. These calls may be made by using their personal account on the School's telephone system.

28 Use of furniture

The School has a right to expect any locked drawers or cupboards to be opened on request. Members of staff who are on holiday or absent from the School for any other reason should leave a key with colleagues to allow access, as appropriate.

29 Additional work outside of normal contract

Members of staff shall be required to obtain the permission of the HR Director before undertaking any standing, regular or frequently recurring commitment to do work for any body including the School itself which may exceed a full time contract; or any other work which may impede the proper performance of their School duties.

30 Political activities

Any political activity must comply with Article 28 of the Articles of Association of the School as amended by the Special Resolution of the Court of Governors in July 1992.

31 Trade union membership

The School recognises the following trade unions: the University and College Union (UCU), UNISON and Unite. Members of staff usually choose to join the union which represents their staff group (see Section 1). For further information please contact the membership secretaries.

The names of the current membership secretaries and the subscription rates can be found on the Human Resources website.

32 Copyright

The copyright of work that members of staff produce as part of their employment shall belong to the School.

33 Resignation, end of fixed-term contracts and notice periods

Salary bands 1-5

Members of staff can resign by giving at least four weeks' notice in writing; this notice may be shortened or extended by mutual agreement, but notice periods shall not be extended during closure periods.

If it is necessary for the School to terminate the contract of a member of staff, the greater of four weeks' notice or one week's notice for each completed year of continuous service will be given, up to a maximum of 12 weeks' notice.

Salary bands 6-10

Members of staff can resign by giving at least three months' notice in writing; this notice may be shortened or extended by mutual agreement, but notice periods shall not be extended during closure periods.

If it is necessary for the School to terminate the contract of a member of staff, three months' notice will be given.

All staff:

Where appointments are for a fixed term, consultation will normally take place if the contract is to terminate upon its expiry; no period of notice other than that implicit in the letter of appointment is required to bring the contract to an end on the expiry date.

The School may choose to give pay in lieu of notice.

The current annual leave entitlement of members of staff who leave the School will be re-calculated on a pro rata basis to reflect their leaving date. Where members of staff have not already taken their entitlement, a corresponding lump sum will be paid with their final salary. Where members of staff have already taken more annual leave than their entitlement, an adjustment will be made in their final salary.

Any outstanding loans or advances will be deducted from the final salary. If the outstanding amount exceeds any final salary, direct payment should be made payable to the School.

34 Retirement

Since 1 October 2011 the School has ceased to have an organisational wide contractual or default retirement age. The School cannot assume, therefore, that staff will retire at a set age. Staff are encouraged to have open discussions with their Head of Department/Head of Service as early as possible in their planning for retirement. However, staff will be invited by their Head of Department/Head of Service to attend a formal meeting to discuss their plans during the year they reach the age of 59.

Staff who wish to retire from the School are required to resign in writing from their post, to their Head of Department/Head of Service (copy to HR) providing at least their contractual notice. Human Resources will acknowledge receipt and confirm acceptance of the request to retire by reason of resignation.

Staff wishing to transition to their retirement date can submit a request to work flexibly. Staff wishing to request to work flexibly should submit any such request to their Head of Department/Head of Service no later than 12 months prior to any proposed commencement of any such flexible option.

The School's pension schemes (USS and SAUL) still retain a Normal Pension Age (NPA), as will the State Pension.

Staff are advised to read the School's Retirement Guidelines for further information. This document can be found on the Human Resources website.

The current annual leave entitlement of members of staff who leave the School will be re-calculated on a pro rata basis to reflect their leaving date. Where members of staff have not already taken their entitlement, a corresponding lump sum will be paid with their final salary. Where members of staff have already taken more annual leave than their entitlement, an adjustment will be made in their final salary.

Any outstanding loans or advances will be deducted from the final salary. If the outstanding amount exceeds any final salary, direct payment should be made payable to the School.

35 Procedures

The following procedures form part of the contract of employment:

- Disciplinary Procedure for Academic Support Staff (as appropriate to salary band)
- Grievance Procedure for Academic Support Staff (as appropriate to salary band)
- Procedure for resolving complaints about harassment (including bullying) in the School
- Procedure for complaints of sexual harassment by students
- Policy on alcohol and drugs misuse at work
- Policy and procedure for dealing with cases of incapacity by reason of ill-health for academic support staff
- Redundancy procedure for support staff.

These procedures are available on the Human Resources website.

Information on the procedure for resolving complaints about harassment (including bullying) is also available on the Anti-harassment Panel website.



Other benefits

Sections 36-49 refer to other benefits offered by the School, organisations associated with the School or other third parties. The information contained within these sections is provided for information only, is subject to change and is not in any way to be considered contractual.

36 Training and development

The School's Human Resources Division offers comprehensive support to all academic support staff in a wide range of skills areas. Funding is also available to undertake external study in more specialised areas. Enquiries should be made to the Human Resources Division.

Regular short training sessions on IT applications are provided by IT Services.

37 Relocation – Assistance to New Staff

New members of staff joining the School in Salary Bands 5 to 10 may benefit from the School's Relocation Policy. Full details of the Scheme may be found on the Human Resources website.

38 Nursery

The School has a nursery that provides day care for up to 63 children (aged six months to five years). For further information please contact the Nursery or refer to the Nursery's website.

There is a salary sacrifice scheme to assist members of staff who use the Nursery.

For further information please contact Human Resources.

39 Childcare voucher scheme

For members of staff who arrange childcare outside of the School nursery, the School offers a scheme to purchase childcare vouchers from an external supplier. This scheme operates as a salary sacrifice to assist members of staff with the cost of childcare.

40 Library

Founded in 1896, the British Library of Political and Economic Science is internationally recognised as a major social science library. It provides a specialist national and international research collection and collects material on a worldwide basis, in all major European languages. The LSE card acts as both a School ID and a Library card and will therefore allow members of staff automatic access through the turnstiles. Library staff are on hand to answer questions (the Information Desk is located on the first floor). Members of staff can familiarise themselves with Library facilities and services by taking a free audio tour (ask at the Service Counter). Guides to using the Library are available for academic staff and academic support staff. See the Library website for more details of finding information and getting help.

41 Events

LSE provides a regular programme of lectures and seminars on a wide range of subjects, including politics, society, culture, architecture and art. Other events include evening and lunchtime concerts. These events are normally free to members of staff. Details of events can be found at:

www.lse.ac.uk/collections/conferenceAndEventsOffice/

42 Senior Common Room

Membership of the Senior Common Room is open to all members of staff. Membership gives access to the Staff Dining Room and to the Senior Common Room itself, where a large number of newspapers and periodicals are available. For further information on other events, subscription rates and applications, please contact the SCR at SCRcommittee@lse.ac.uk



43 Season ticket loans

Applications may be made by members of staff for a loan to cover the cost of an annual second class season ticket for travel between home and the School, provided that the member of staff's contract of employment is not due to expire before the expiry date of the season ticket, or the member of staff repays the loan before the end of their contract, and that the member of staff has completed at least three months' continuous service. Where a season ticket loan has been granted, staff will be expected to use their season ticket when travelling on School business whenever possible. For further information please contact Human Resources.

44 Cycle to Work Scheme

Eligible staff have the opportunity to lease bicycles and cycle safety equipment (for commuting purposes) free of income tax, National Insurance and partially free of VAT. The School is in partnership with Cyclescheme which offer staff the choice of a large network of partner bike retailers. For more information and details on eligibility, please see the Human Resources website.

45 Remission of fees

Applications may be made by members of staff for remission of fees in respect of degree and diploma programmes taken at the school. The remission of fees policy is available on the Human Resources website.

46 LSE Student Union Gym

Members of staff are eligible to apply for membership of the LSE Student Union Gym. For further details, see the LSESU Gym website.

47 Medical centre and staff counsellor

An onsite medical centre is available to members of staff who face emergencies while at work. The medical centre also provides a number of services run by visiting specialists and health practitioners.

The School also offers a counselling service available to help with any work-related and/or personal problems.

48 Private health care

The British United Provident Association (BUPA) offers LSE members of staff a discount off the standard BUPA care rate. Members of staff who are interested in joining BUPA, should contact BUPA directly.

49 Chaplaincy

All religious faiths are widely represented in London, and major world religions are well represented in the School's cosmopolitan atmosphere. The Chaplaincy offers a welcome and hospitality to all, as well as the opportunity to talk to a chaplain at any time. For further details see the Chaplaincy website.

Appendices



Appendix A

Reserved rights under the 2006 LSE Pay Framework Agreement

Holiday and working hours (Salary bands 1-5)

Members of staff who were assimilated to Bands 1-5 as a result of the implementation of the 2006 LSE Pay Framework Agreement, and who previously worked according to the standard School opening hours of 9.30am to 5.30pm during term time with an earlier closing time of 5pm during vacations with an unpaid one hour lunch – or the equivalent number of hours if a shift pattern was worked – may elect to retain their previous entitlement to annual leave (ie, 20 days' paid leave a year in addition to the days that the School is closed at Christmas, Easter and public holidays, rising in accordance with length of continuous service to 21 days after five years' service, 22 days after seven years' service and 23 days after 12 years' service) while continuing also to work a 7 hour day during term time (excluding 1 hour unpaid lunch break) and a 6.5 hour day during vacation (excluding 1 hour unpaid lunch break) – or the equivalent number of hours if a shift pattern is worked. Working hours and leave entitlements for part-time workers are pro rated as appropriate.





Appendix B

LSE safety policy (extract)

Statement of intent and policy objectives

The Council as the governing body of the School, recognises and accepts the responsibilities placed on it as “Employer” by the Health and Safety at Work Act 1974 and other relevant legislation. The Council has delegated operational responsibility for the health and safety management of the School to the Director.

The Council and Director consider that the health, safety and welfare of staff and students are of paramount importance and that creating and maintaining a healthy and safe working environment is a prerequisite to achieving the stated goals of the London School of Economics to promote excellence in teaching, learning and research. To this end they are committed to achieving the effective implementation of the School’s health and safety policy and the objectives set out below.

The objectives of the LSE’s Safety policy are:


- To set out a clear structure of responsibilities and accountabilities for health and safety, so that individuals at all levels know what is expected of them and what they must do to discharge their responsibilities
- To put in place arrangements to ensure that all staff can acquire the necessary health and safety competences and feel confident to discharge effectively the responsibilities assigned to them
- To put in place effective arrangements to secure compliance with relevant legislation in line with best practice
- To establish a framework for a systematic approach to identifying and controlling risks to the health and safety of staff, students and other persons who may be affected by the School’s work activities

- To establish agreed performance standards against which the School’s efforts to ensure the health and safety of staff, students and others can be measured and to facilitate a continuous improvement in performance
- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the safety policy
- To ensure that the operation of the School’s protective and preventive measures are continually monitored and reviewed to ensure that these are working as planned.

Employees

All employees, regardless of their position within the School, have the following legal responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999:

- To take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions
- To co-operate with their employer and others in fulfilling statutory responsibilities
- Immediately to notify their employer of any situation that they have reason to believe might present a serious and imminent danger to their own or others’ safety. (Within LSE by notifying the security control room via the emergency number 666)
- To notify their employer of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action may be taken. (This will be done by notifying either their line manager, safety co-ordinator or the School’s Safety Adviser).



The School requires all employees to fulfil their legal responsibilities by co-operating in all matters concerning health and safety by:

- Adhering to the School’s arrangements and procedures for fire and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, students and visitors
- Notifying their line manager or the School’s Safety Officer if they have any medical condition or mobility problems, either temporary or permanent, which affect their ability to sound or hear the fire alarm and leave the building using means of escape stairs quickly and without assistance
- Reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to their line manager or supervisor or safety co-ordinator so that appropriate remedial action may be taken
- Notifying their line manager or supervisor if they experience ill health that they have reason to suspect may be work-related, eg, musculo-skeletal problems as a result of using a computer or lifting, dermatitis from using cleaning chemicals etc
- Carrying out, as appropriate, regular visual checks of equipment before use, to identify any obvious defects such as worn leads or cables, damaged covers/guards or plug tops. After taking any remedial steps that they themselves can safely take, employees should report any defect in equipment, plant etc. to their line manager or safety co-ordinator, who will be responsible for taking the necessary steps to ensure that the equipment is removed and or repaired. (Further details on the reporting defects in equipment and premises is given on the health and safety webpage.)

- Using any equipment or items provided for work correctly and in accordance with manufacturer’s or supplier’s instructions and with any training received.

The full text of the LSE’s Safety Policy, including the organisation and arrangements for implementing the policy, can be found on the Health and Safety website.

This information can be made available in alternative formats, on request. Please contact: Human Resources

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg No 70527).

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