



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Hourly-paid Support and Research Staff

Terms and conditions of employment 2023



Contents

1. Contract of employment.....	3	13. Freedom of Information Act 2000.....	5
2. Attendance	3	14. Conditions of Use of IT Facilities.....	5
3. Remuneration and Holiday Pay.....	3	15. Emergency access to emails	6
4. Absence	4	16. Use of telephone	6
5. Maternity Leave	4	17. Use of furniture	6
6. Paternity/Partner's Leave.....	4	18. Trade union membership.....	6
7. Adoption leave	4	19. Copyright.....	6
8. Neonatal Leave.....	5	20. Disciplinary Procedure.....	6
9. Superannuation	5	21. Grievance Procedure.....	6
10. Smoking Policy	5	22. Retirement.....	7
11. Financial Regulations.....	5		
12. Data Protection Act 2018	5		



1. Contract of employment

If you are prepared to accept this offer of appointment, please confirm this by signing the statement at the bottom of the appointment letter and email the signed copy with completed employee details to the relevant HR correspondent in the email.

This appointment is subject to one week's notice on either side. The appointment will automatically cease at the end of the contract as specified. If you wish to continue to work at the School after the expiry of this appointment, you may find it useful to consult the list of vacant posts regularly updated by Human Resources [here](#).

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

Overseas students with either a Tier 4 or Student visa are generally able to take part-time work during term-time and full-time work during vacations. However, a number of restrictions still apply:

- (i) the student must not work for more than 20 hours per week during term time, except where a work placement is to be undertaken as a necessary part of the course of study as agreed by the education institution, LSE has an obligation to monitor these hours and will not pay any hours that exceed the maximum for any one week. Any breach of this rule will be reported to UKVI;
- (ii) the student cannot engage in business, self-employment, the provision of services or take work as a professional entertainer or sportsperson;
- (iii) the student should not pursue a career by filling a permanent full-time vacancy.

If you are a graduate student, your acceptance of payment will be on the understanding that the responsibility for making sure that it is consistent with your status as a graduate student and the terms of any award you hold rests with you.

LSE students are restricted to working no more than 20 hours a week during term-time, unless the Department with which they are registered agrees to vary this restriction.

2. Attendance

You are required to attend as specified by your manager / director of research project.

3. Remuneration and Holiday Pay

Your hourly remuneration is as stated in the appointment letter. Hourly-paid members of staff's plain time hourly rates are derived from the corresponding LSE annual salary scale.

You will be paid in arrears on the basis of hours actually worked. Payment will be made by bank transfer into a UK bank account. To ensure timely payment, you must accept your contract and ensure electronic timesheets are received by Payroll Team in Finance Division (Fin.Div.Payroll@lse.ac.uk) by the relevant published cut-off date. You should complete a separate timesheet for each month in which you work and ensure your supervisor emails it to the Payroll Team for payment in the following month. All payments are subject to PAYE and National Insurance deductions. 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.

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 Working Time Regulations 1998 oblige employers to give paid holiday to all employees. The holiday entitlement for a full time post is 41 days including annual leave, English bank holidays and School closure days. The holiday pay which is applicable to your contract is shown separately on your appointment letter. The entitlement to paid holiday for hourly-paid members of staff is calculated on an equivalent basis, proportionate to the hours worked. For every hour to be actually worked, holiday hours



accrue at the rate of 18.64%, or 11.18 minutes holiday for every hour worked. This holiday must be taken in the month the hours are worked.

Holiday is allocated to those days or half-days in each pay period when you are not required to work. The hours detailed on your timesheet should NOT include the holiday hours – these will be paid automatically in addition to the hours submitted on your timesheet for each pay period - it is the responsibility of the manager to ensure that the correct amount of accrued holiday is taken by an individual in any given month.

For further information, see the [LSE Salary Scales website](#).

4. Absence

In the event that you are unable to carry out all the duties specified in your appointment letter due to illness or any other reason, you must contact your manager/supervisor. You should report any sickness to your manager in accordance with standard sickness absence reporting procedures. The Sickness Absence Toolkit is available [here](#).

5. 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, LSE offers all staff, regardless of their length of service, 22 weeks of full contractual (occupational) maternity pay (OMP) (pro rata if part-time). This contractual maternity pay is inclusive of Statutory Maternity Pay (SMP) during the 22-week period. However, following that, SMP continues for a further 17 weeks (subject to compliance with statutory conditions). Contractual pay shall not extend beyond the end date of a contract.

The calculation of occupational maternity pay shall be based on the average full-time equivalent of the post holder in the twelve

month period immediately prior to the beginning of the EWC (or the average full-time equivalent of the post holder in the period between the continuous service start date and the beginning of the EWC if shorter).

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 an HR Adviser from Human Resources.

6. Paternity/Partner's Leave

LSE offers all employees, regardless of their length of service, up to twenty days of full contractual (occupational) paternity/partner's leave, pro-rated if part-time, which is inclusive of Statutory Paternity Pay (SPP). Full details of the School's Paternity/Partner's Leave Policy and Procedures procedure can be found on the [Human Resources website](#).

In all cases of paternity/partner's leave, staff should notify an HR Adviser in Human Resources.

7. 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 26 weeks' statutory paid leave followed by a further 26 weeks' unpaid leave. For further information staff should contact an HR Adviser in Human Resources.

In addition, LSE offers 22 weeks' full contractual (occupational) adoption pay (OAP) to all staff, regardless of their length of service. OAP is inclusive of Statutory Adoption Pay (SAP) during the 22-week period and is usually followed by 17 weeks of SAP (subject to compliance with statutory conditions). Contractual pay will not extend beyond the end date of a contract.



Full details of the School's Adoption Leave Policy and Procedures procedure can be found on the [Human Resources website](#).

8. Neonatal Leave

In the case of premature births, in addition to the maternity and paternity/partner's leave provisions, qualifying employees are entitled to an additional period of leave which is paid at full pay (pro-rata for less than full-time employment).

An employee whose baby is born prematurely and requires hospital treatment for seven days or more is entitled to neonatal leave for every week (i.e. seven days) that their baby is in neonatal care prior to the Expected Week of Childbirth (EWC), (up to a maximum of 12 weeks).

9. Superannuation

Employees in salary bands 1 to 5 will normally be eligible to request to join the Superannuation Arrangements of the University of London (SAUL) pension plan, subject to the rules of the scheme in force. Full details of SAUL, including the section of SAUL membership which applies and the fees and must comply with the School'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](#).

10. 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.

The School's Policy on smoking can be found [here](#).

11. Financial Regulations

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 Financial Regulations are updated annually and the current version can be found on the [Finance Division website](#).

12. Data Protection Act 2018

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 2018 and the London School of Economics' privacy notices.

Advice on the application of Data Protection 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](#).

13. 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](#).

14. 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 the Data and Technology Services and the current version can be found on the [DTS website](#).



15. 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.

16. 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.

17. 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.

18. 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. Research staff and support staff in Salary Bands 6 to 10 are represented by the University and College Union. Administrative and catering staff in Salary Bands 1 to 5 are represented by UNISON. Library porters, security staff, porters and maintenance technicians in Salary Bands 1 to 5 are represented by Unite. For further information please contact the membership secretaries.

The names of the current membership secretaries and the subscription rates can be found at the following [link](#).

19. Copyright

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

20. Disciplinary Procedure

The School does not at present have disciplinary procedures specifically relating to hourly-paid contracts. Any disciplinary action taken in connection with this appointment will follow the principles laid down in the ACAS Advisory Handbook "Discipline at Work".

21. Grievance Procedure

There are at present no grievance procedures specifically relating to hourly-paid staff, but grievances may be raised initially with the budget/grant holder who signs your timesheets as specified in your letter of appointment. Ultimately, all members of the School have the right of access to the Director over such problems, including those arising from the exercise of any disciplinary processes.



22. Retirement

Staff who wish to retire from LSE 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. LSE's pension schemes (USS and SAUL) 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.



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

Design: LSE Design Unit (lse.ac.uk/designunit)

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