

LSE

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Policy Fellow Staff

Terms and conditions of employment 2023

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1 Introduction

Unless otherwise stated, the terms and conditions in this handbook apply to all the following policy fellow staff: Policy Officer, Policy Fellow, Senior Policy Fellow and Distinguished Policy Fellow.

The standard terms and conditions of employment relating to policy fellow staff shall only be amended after negotiation with the local University and College Union (UCU).

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

2 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 [sections 37 and 38 of] this handbook.

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

If the appointment was made on a part-time basis and/or for a fixed period of time or open-ended subject to funding, this will be stated in the letter of appointment. Otherwise, unless subsequently agreed otherwise, the appointment will be on a full-time basis and for an indefinite period.

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

Terms and Conditions refer to School policies or procedures, these can be found at info.lse.ac.uk/staff/services/Policies-and-procedures. Where these Terms and Conditions refer to School guidance or information, these can be found on the School's website as indicated in the relevant sections of this handbook.

In case of a conflict between these standard terms and conditions and the letter of appointment, the letter of appointment shall take precedence.

The School has outlined role profiles for policy fellow staff at each level. These role profiles identify the range of activities that are likely to be associated with a specific role. However, the range and balance of activities in a particular role will vary within and between departments/centre or institute and during the career of any individual. 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.

All staff are expected to comply with the Departmental Code of Governance which is available on the School website, to the extent that the Code applies to the unit in which they are employed. All policy fellow staff are expected to attend the School where necessary to carry out their contractual duties.

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.

Review period

New appointments as a Policy Offer and Policy Fellow are usually subject to a period of review, normally a period of six months or a period of twelve months in respect of appointments as an Senior Policy Fellow and a Distinguished Policy Fellow.

At the discretion of the line manager, the review period may be waived or reduced because of previous employment (either direct or indirect) with the School. In cases



where a member of staff is hired on a fixed-term contract of less than six months duration, the review period may be reduced to three months or the length of the fixed-term contract if less. Formal review periods do not normally apply to existing staff who are promoted, regraded or move to a new role within the School. However, where a new role is significantly different, a review period may be required and details will be contained in the appointment letter for the new role.

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

Policy Officers and Policy Fellows:

The line manager shall conduct a review prior to the end of the review period and advise the member of staff whether their contract will be confirmed, extended or the contract terminated with notice. The decision will be confirmed by the line manager in writing as soon as possible following the review, copied to Human Resources to produce a contract amendment.

Senior Policy Fellows and Distinguished Policy Fellows:

The line manager shall conduct a review prior to the end of the review period and advise the member of staff whether their contract will be confirmed, extended or the contract terminated with notice. Line managers shall decide whether the contract will be confirmed, the review period extended or the contract terminated with notice. Promotion of policy fellow staff takes place in accordance with the School's guidelines on the promotion of Policy Fellow Career Track staff, which are subject to periodic review and can be viewed on the HR website.

3 Right to work in the UK

Contracts of employment are offered subject to the right to work in the UK for the duration of employment. All employees must provide evidence that they have the right to work in the UK before they start their employment at the LSE and, as requested, during the course of their employment. LSE is required to conduct right to work checks for all new employees before they start work and to conduct new right to work checks for all employees who are returning to work at LSE after a break in employment.

Employees are not permitted to commence work until they have provided proof of their right to work to the HR Division. Please note that HR normally need to see the original documents, unless the employee has a digital immigration status and the check can be conducted using the Home Office's online services. Scanned versions of documents are not sufficient and will not be accepted as a proof of right to work.

If an employee cannot provide proof of their right to work in the UK before they start work, their start date will be deferred and their salary payments will commence from the new start date (subject to satisfactory evidence of the right to work in the UK).

If an employee extends their visa or receives a new visa during their employment at LSE they are required to bring their new visa to the HR Division for review immediately and before the expiry date of their current visa.

Employees who cannot show that they have the right to work in the UK during their employment at LSE will be at risk of termination and their employment being terminated (including without notice) to ensure that the School does not breach immigration law requirements in force from time to time.



The School's policies and procedures relating to 'Right to Work in the UK' will be subject to review and change in line with changes to Government legislation.

4 Career development, mentoring and career opportunities

The School expects that all policy fellow staff and particularly those in the early stages of a policy career at the School should receive constructive advice on career development from senior colleagues.

The School has in place two approaches to structuring career development conversations for policy fellow staff: A Mentoring Scheme for junior policy fellow staff and a Policy Career Development Scheme which is designed for all Research Staff throughout their LSE career. Both aim to give Policy Staff guidance on how to make most effective use of their career within LSE both for their own development and to ensure their contribution to the School as a whole. The Mentoring Scheme is distinct from the Policy Career Development Scheme.

Mentors give informal and frequent advice and provide a listening ear throughout the year, whereas formal career development meetings take place annually or bi-annually for more senior policy staff and are normally conducted by the Head of Department/ Research Centre Director or his/her delegate. The Policy Career Development Review Meeting is intended to allow for an open and constructive exchange of views, which as well as taking into account future plans enables a review of past performance, achievements and experience.

The School believes that the training and development of all staff is in the interests of the School, its constituent departments and of the individual staff members themselves.

The Teaching and Learning Centre, Library, Data and Technology Services, Human Resources Division, Language Centre and Careers Service all offer a range of internal development and support activities. This includes opportunity for one-to-one support and development around a wide range of issues, seminars and workshops, on-line resources, and in-house newsletters and guides.

5 Tenure of grants

Policy Officers, Policy Fellows, Senior Policy Fellows, and Distinguished Policy Fellows have open access to grant applications and shall be eligible to act as grant-holders, conditional on being supported by the relevant Head of Department/Centre/Institute.

The outputs of Policy Officers, Policy Fellows, Senior Policy Fellows, and Distinguished Policy Fellows are not eligible for being returned under the Research Excellence Framework or similar exercises.

6 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.

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 Universities and Colleges Union (UCU), UNISON and Unite. All policy fellow staff will be eligible to be considered for annual contribution pay arrangements which are designed to give recognition to teaching, policy development and citizenship contribution. Awards under these arrangements can either be consolidated pay increases or lump sum awards.

For Policy Officers, Policy Fellows and Senior Policy Fellows, 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.

Any change in salary, other than pay awards outlined above, shall be confirmed in writing.

Members of staff shall be supplied each month with a payslip, on the LSE's employee self-service system MyView 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 the Payroll team immediately. The School reserves the right to make deductions from salary to recover over-payments or other sums owed by the member of staff to the School.

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

7 Occupational pension arrangements

Staff will normally be eligible to join the Universities Superannuation Scheme (USS). Full details of USS are available from the [Pensions webpage](#) or the [USS website](#). An employee's 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 a contributory scheme and the current contribution rates can be found on the Human Resources or USS website.

Contributions to the pension scheme will automatically be paid via LSE's salary sacrifice arrangement. A salary sacrifice arrangement allows for National Insurance savings on pension contributions and therefore increases take home pay. Members of staff who decide to opt out of the pension scheme membership cannot get a refund of their contributions paid if they have been in the scheme for three months or more. Further important information regarding the salary sacrifice arrangement is available within the Pensions area of the Human Resources section of [LSE's website](#).

Employees can elect not to participate in paying pension contributions via a salary-sacrifice arrangement by opting out of the salary-sacrifice arrangement immediately upon joining.

Pension contributions paid under a non salary-sacrifice arrangement are not subject to PAYE tax, but National Insurance would become payable on the contribution amount.



If a member of staff decides not to join USS, please visit the [USS Member website](#) and complete the Opt Out Form. This must be signed on or after their first day, and they should return the form to Human Resources reception desk or e-mail a scanned pdf version to hr.pensions@lse.ac.uk

All employers are now required by law to provide a workplace pension scheme for employees and pay money into it should individuals meet the overnment's qualifying criteria. This legislation requires that LSE must put their employees back into a pension scheme on a periodic basis if they have elected to opt-out of pension membership. They will therefore be re-assessed broadly every three years from the date on which LSE first had to follow the new pension laws, to determine whether they still qualify at that time. This process is known as reenrolment.

Eligible employees who are no longer in the pension scheme will therefore be automatically put back into pension scheme membership if they meet the qualifying criteria at the point of re-assessment. Important information regarding the auto-enrolment and re-enrolment process is available within the Pensions area of the Human Resources section of [LSE's Website](#).

If a member of staff is eligible to join USS and elects not to do so, 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 best personal their interests. Ideally they should seek independent financial advice with consideration to their own personal

circumstances - 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 email HR.Pensions@lse.ac.uk or refer to the Human Resources and USS (uss.co.uk) websites.

8 Working hours

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. The normal expectation is that staff will carry out a full range of policy duties across the academic session.

9 Right to request flexible working

The statutory right to request flexible working is an important means for employees to request a working pattern which supports their work-life balance. As part of LSE's commitment to support better work-life balance, employees can submit a flexible working request from their first day of employment.

The Flexible Working Policy and Procedure can be found on the HR website, as well as a Flexible Working Toolkit which explains flexible working options and the process for submission and consideration of formal requests in more detail. For specific advice about flexible working, please contact HR.



10 Holiday

The holiday entitlement for full-time members of staff is 25 days' annual leave plus Winter closure (five extra days) and Spring closure (three extra days) plus public holidays (eight days per year) which is set out in the School Calendar.

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 Winter closure day falls in January, this is deemed to be in the previous leave year for the purposes of pro rating annual leave.)

Policy Fellow staff should discuss the precise timing of annual leave in advance with their Head of Department/Centre or Institute Director.

Holiday entitlement accrues from the date of appointment throughout periods of paid service including paid leave.

Holiday 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 Head of Department/Centre or Institute Director.

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. For staff who have been unable to use their annual leave due to extended period(s) of sickness absence, they will be entitled to carry forward a maximum of twenty days of statutory holiday (pro-rata for part-time staff) into the following leave year. Staff will be required to use the additional leave that they have carried forward within eighteen months from the date of carry forward ie, by the end of June the following year.

11 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 apply for paid leave under the Staff Volunteering Leave provision.

For further details, please contact Human Resources.

12 Sickness absence

Members of staff who are unfit for work, because they are sick or injured, should follow the School's, and where appropriate, departmental procedures for reporting absence. Members of staff 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 the line manager or Head of Department 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. Where in some cases, to assist full recovery, members of staff return to work on an agreed phased basis (i.e. attendance for fewer days per week and/or fewer hours per day than their normal contractual hours), those 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 absence, until there is a complete return to normal contractual hours.

Where members of staff have frequent or regular periods of short term absence or a period of long-term absence a health condition which is considered to be affecting performance the School may request medical information and reports to help ascertain the medical position and its impact on attendance or performance. Further information on the School's procedures and external occupational health advisers can be found on HR web pages or from the HR Partner.

Provided that members of staff 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.



In respect of any absence due to illness, the entitlement to contractual (occupational) sick pay, and the period for which it shall be paid, 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's 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 be linked 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 of Human Resources, 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.

Doctor, dentist and hospital appointments should be arranged take place outside working hours, or either at the beginning or the end of the day, wherever possible. If an appointment means an absence of a half-day or more, it should be recorded as sickness absence in the normal way.

Sickness during annual leave, public holidays and School closure

If a member of staff is sick during a period of booked annual leave, the appropriate number of annual leave days will be rescheduled, provided that the illness has been authenticated (generally by a medical certificate at the staff's own expense) in accordance with the School's sickness absence procedures. This means that the sickness absence should be reported, on the first day of sickness, to the relevant person in the division/department, in the normal manner. The period will be counted as sickness absence for sick pay and reporting purposes, once satisfactory authentication is received.

If a member of staff is sick during a public holiday or a School closure day, the holiday will not be able to be rescheduled for another time. Sickness during this time will be counted as sickness absence for sick pay and reporting purposes.

In the exceptional event that certified sickness absence has meant that an employee has been unable to take 28 days of holiday in a year (whether as leave, School closure or public holidays), then the School will permit the rearrangement of a further



three days of leave, beyond the standard annual leave allocation of 25 days for the new leave year.

13 Maternity leave

Under current legislation, all pregnant employees have a statutory right to 26 weeks' ordinary maternity leave plus 26 weeks' additional maternity leave and to reasonable paid time off for antenatal appointments, regardless of their length of service. Eligible staff are entitled (subject to compliance with statutory conditions) to Statutory Maternity Pay (SMP) for 39 weeks; the first 6 weeks are paid at 90% of normal weekly earnings and the following 33 weeks are paid at a fixed weekly rate set annually by the government. Those staff who do not qualify for SMP, may be entitled to Maternity Allowance and should contact their local Job Centre Plus for further advice.

In addition to current statutory entitlements, the School offers all staff, regardless of their length of service, 22 weeks of full contractual (occupational) maternity pay (OMP). OMP is inclusive of

Statutory Maternity Pay (SMP) during the 22-week period, and is usually followed by 17 weeks' SMP (subject to compliance with statutory conditions) and a further 13 weeks' unpaid leave, totalling 52 weeks contractual pay. OMP shall not extend beyond the end date of a contract.

An employee who gives birth through a surrogacy arrangement is eligible for paid maternity leave provided that they meet the eligibility criteria.

The Maternity Leave Policy and Procedure can be found on the HR website. For specific and confidential advice about maternity leave and/or other family related policies, please contact your HR Adviser.

14 Paternity/Partner's leave

Under current legislation, fathers/partners 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 up to 10 days' (pro-rated for part-time staff) statutory paid paternity leave and Statutory Paternity Pay (SPP), which is a fixed weekly rate set annually by the government. In addition to these statutory rights, the School offers all employees, regardless of their length of service, up to 20 days' full contractual (occupational) paternity pay (OPP), pro-rated if part-time, which is inclusive of SPP.

Paternity leave should be taken on or around the birth of the child and usually within eight weeks of the child being born.

Eligible parents in a surrogacy arrangement who are entitled to and intend to apply for a Parental Order under the Human Embryology and Fertilisation Act 2008 will be able to take paternity leave and pay (birth and adoption).

Fathers/partners have a statutory right to unpaid time off to attend up to two antenatal appointments. However, the School offers reasonable paid time off for up to two antenatal appointments.

In all cases of paternity leave, members of staff should notify their manager and HR Adviser as soon as possible, but at least 28 days before it is anticipated that the leave will start.

The Paternity/Partner's Leave Policy and Procedure can be found on the Human Resources website. For specific and confidential advice about paternity leave and/or other family related policies, please contact your HR Adviser.



15 Adoption leave

Under current legislation, an employee who is newly adopting a baby or child and who is the main adopter has a statutory right to 26 weeks' Ordinary Adoption Leave (OAL) plus 26 weeks' Additional Adoption Leave (AAL) and reasonable paid time off for up to five pre-adopting leave meetings, regardless of their length of service. A member of staff in a surrogacy arrangement, who meets the relevant qualifying criteria and who applies for a parental order in relation to a child born under a surrogacy agreement, will also qualify for this adoption leave.

Eligible staff will (subject to compliance with statutory conditions) be entitled to Statutory Adoption Pay (SAP) for 39 weeks; the first six weeks are paid at 90% of normal weekly earnings and the following 33 weeks are paid at a fixed weekly rate set annually by the government. The qualification period for SAP is 26 weeks of continuous service with the School, ending with the week in which the adopter was notified of having been matched with a child by an adoption agency.

In addition to these statutory entitlements, the School offers all staff, regardless of their length of service, 22 weeks of full contractual (Occupational) Adoption Pay (OAP). OAP is inclusive of Statutory Adoption Pay (SAP) during the 22-week period, and is usually followed by 17 weeks' SAP and a further 13 weeks' unpaid leave, totalling 52 weeks. OAP shall not extend beyond the end date of a contract.

A member of staff adopting a child, but who is not the main adopter, may be eligible for paternity leave and should check the School's Paternity Leave Policy and Procedure on the HR website.

The Adoption Leave Policy and Procedure can be found on the HR website. For specific advice and confidential about adoption leave and/or other family related policies, please contact your HR Adviser.

16 Neonatal leave

In the case of premature births, in addition to the maternity, adoption, 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/adopted baby is born prematurely 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), (for a minimum of one week and up to a maximum of 12 weeks).

17 Shared parental leave (SPL)

SPL enables parents to share caring responsibilities during the child's first year following birth or placement. Unlike maternity/adoption leave, eligible employees can stop and start their SPL and return to work between periods of leave and can submit three notices to book periods of leave. SPL can be used alongside, or instead of, maternity or adoption leave.

The amount of SPL available is calculated using the mother's entitlement to maternity/adoption leave, which allows parents to share up to 50 weeks' leave.

Under current legislation, staff seeking to take Shared Parental Leave (SPL) must, for example, have worked for the same employer for a continuous period of at least 26 weeks at the end of the 15th week before the week in which the child is due (or at the end of the week in which an adopter was notified of having been matched with a child



for adoption) and still be employed in the first week that SPL is to be taken. The other parent must have worked for 26 weeks in the 66 weeks leading up to the due date and have earned above the Maternity Allowance threshold in 13 of the 66 weeks. The School's Shared Parental Leave Policy and Procedure gives details of other eligibility and notice requirements under current legislation.

To qualify for Statutory Shared Parental Pay (ShPP) the employee must have the appropriate continuity of service (employment by the employer for at least 26 weeks at the 15th week before the child's due/ matching date and still an employee in the first week of SPL), and must also have earned an average salary of the lower earnings limit or more for the eight weeks prior to the 15th week before the child's due date or placement.

Eligible staff will (subject to compliance with statutory conditions) be entitled to a maximum of 37 weeks' ShPP less the number of weeks of the statutory maternity / adoption pay received by the mother. ShPP is paid at a fixed weekly rate, which is set by the government annually.

In addition, eligible staff are entitled to Contractual Shared Parental Pay, subject to their qualifying for SPL and ShPP, of up to a maximum of 16 weeks' full pay. This is not in addition to payment of ShPP or Occupational Maternity Pay. A maximum of 16 weeks' contractual ShPP is only payable during the 37 weeks in which Statutory Shared Parental Pay is available. Contractual Shared Parental Pay shall not extend beyond the end date of a contract.

The Shared Parental Leave Policy and Procedure can be found on the HR website. For specific and confidential advice about SPL, ShPP and/or other family related policies, please contact your HR Adviser.

18 Parental leave

Eligible employees can take up to a maximum of 18 weeks' unpaid parental leave, per child, up until the child is 18 years of age. The maximum amount of parental leave that may be taken in any one year, in respect of a child, is usually four weeks. In addition, the School offers further flexibility by allowing the following patterns of parental leave:

- one complete block of four weeks ;
- several one-week periods;
- shorter working weeks.

If the dates requested for taking a block of leave would substantially prejudice the School's work, then the leave may be postponed but not indefinitely and not usually for more than six months. The School cannot postpone parental leave requested to immediately follow childbirth or adoption.

The Parental Leave Policy and Procedure can be found on the HR website. For specific and confidential advice about parental leave, please contact your HR Adviser.

19 Time off for emergencies

An employee who is the main carer of a dependant can request reasonable time off as dependants' leave to deal with an emergency involving that dependant. The duration of dependants' leave may vary but will be up to a maximum of two days per year in most circumstances and will be paid at the employee's normal rate of pay.

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, please refer to the Human Resources website.



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

20 Compassionate leave

Members of staff are allowed paid leave of up to 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 Department 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 should contact their HR Partner.

21 Equity, diversity and inclusion

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. To that end, LSE seeks to ensure that people are free from discrimination on the grounds of age, disability, race, nationality,

ethnic or national origin, gender, gender identity, religion or belief, sexual orientation, marriage and civil partnerships, pregnancy and maternity, personal circumstances, political affiliation or trade union membership.

22 The Ethics Code

All employees have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in it. As such you are required to read and familiarise yourself with the Ethics Code. The six core principles are summarised below and you can access the full code at lse.ac.uk/ethics

- **Responsibility and Accountability:** In order to uphold our commitment to responsibility and accountability, we will embed the principle of individual responsibility at every level of the School's management and governance structures and raise concerns relating to ethical matters as they arise.
- **Integrity:** In order to uphold our commitment to integrity, we will be honest and truthful; act in accordance with all relevant legislation and statutory requirements; declare interests and manage appropriately possible conflicts; be transparent and consistent in our decision making; maintain our independence in engaging with outside parties and conduct fundraising activities in line with the principles set out in the Ethics Code.



- **Intellectual Freedom:** In order to uphold our commitment to intellectual freedom, we will: protect individuals' freedom of expression and uphold the freedom to research and convey research findings.
- **Equality of Respect and Opportunity:** In order to uphold our commitment to advancing equality of respect and opportunity, we will treat all people with (equal) dignity and respect and ensure that no person will be treated less favourably because of her/his role at the School, age, disability, gender (including gender identity), ethnicity and race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity and social and economic background.
- **Collegiality:** In order to uphold our commitment to collegiality, we will promote within the School an inclusive and participatory working and social environment in which we encourage, support and behave appropriately to one another.
- **Sustainability:** In order to uphold our commitment to sustainability, we will minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

23 Health and safety

Members of staff have responsibilities in relation to health and safety and must comply with the LSE's Health and Safety Policy. The full text of the Health and Safety Policy can be found on the School website.

24 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.

25 Smoking policy

Smoking, including e-cigarettes, 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.

26 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.

27 Data Protection Act 2018

The School recognises that in the course of its activities it collects stores and processes personal data about its staff, students, applicants, alumni and members of the general public. The School is committed to protecting the rights and freedoms of individuals with respect to the processing of



their personal data, recognizes its obligations as a data controller within the meaning of the EU General Data Protection Regulation and the Data Protection Act 2018, and undertakes to ensure that the personal data of its employees, students, applicants, alumni and members of the general public are managed in accordance with all applicable data protection laws.

To that end, the School

- i. maintains a Data Protection Policy, which is available from the School website; and
- ii. undertakes to collect and process information relating to employees only in accordance with that Policy and its associated policies, procedures and guidance, all of which are available from the School website;

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 Policy and its associated policies, procedures and guidance. Any breach of the Policy may lead to disciplinary action.

28 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.

29 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 Data and Technology Services and the current version can be found on the Data and Technology Services website.

30 Emergency access to emails

Members of staff should be aware that their emails could be checked in the course of any legitimate search which is necessitated by the School's statutory responsibilities under data protection and freedom of information legislation, or for the purposes set out in clause 12 of the Conditions of Use of IT Facilities, for School-related messages which are relevant to that legitimate search. The School will endeavour to inform the staff member concerned before any search is conducted. However, in the event of the staff member's unavailability for consultation, or if they have left the service of the School, such searches can be conducted without prior consultation. Any such search shall only be carried out if authorised by the Director, a Pro Director, the School Secretary, or the Chief Operating Officer.

31 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.

32 Use of furniture

The School has a right to expect any locked drawers or cupboards to be opened on request of a staff member's line manager, where there are reasonable business/operational grounds for such a request. A request for access must be authorised by one of the following: Director; Pro Director; School Secretary; Chief Operating Officer.

33 Paid external activities

Policy fellow staff shall be required to obtain the permission of the School before undertaking:

- teaching during term, other than the delivery of a small number of special lectures, for anybody other than the School during the School's term
- any standing, regular or frequently recurring commitment to do paid work for anybody other than the School
- any other paid work which might impede the proper performance of their duties of teaching, research and participation in the life and administration of the School.

Full-time staff may not hold appointments concurrently with other institutions without the express permission of the Director of the School or the Director of Human Resources.

Part-time members of staff may not hold an appointment concurrently with another institution where the aggregated total contracted hours of employment at the School and the other institution exceeds a

full-time position with the School. Part-time members staff employed at the School must inform the Director of Human Resources in writing of the details of any other part-time post held at another institution.

The School recognises that outside activities, such as lectures, broadcasts, and consultancy, are usually of benefit to the School and its staff. They enhance the image of the School, help create collaborative links, and provide direct feedback into teaching and research.

Clearly, however, the School needs to ensure that outside activities do not compromise the normal activities of the School, and that the School does not become inadvertently responsible for the actions of an individual. This Code of Practice is intended to clarify, rather than replace formal terms and conditions of employment. There is no intention that it should impose restrictions on voluntary and unpaid work. With certain limited exceptions, in the case of full-time appointments, no outside work with other parties outside the School, or personal business activities may be undertaken without the prior permission of, as applicable, the Head of Department, the Pro-Director Faculty Development or the Director. Any additional paid work that is paid directly by the School is covered by the Additional Payments Policy and Procedure. Such work does not fall within the remit of "paid external activities".

Policy Principles

The following activities will not require prior permission unless there is any reason to believe that they may interfere with the responsibilities which the members of staff concerned have by virtue of their School appointment:



- External examining
- Work arranged via an LSE subsidiary or unit of the School e.g Summer School, LSE Research and Innovation, LSE Consulting
- Occasional lectures and broadcasts
- Authorship of books and other learned publications
- Consultancy work, if such work amounts to less than 10 days of work per annum. If it amounts to more than that, the permission of the relevant authority will be required (please see policy principles set out below)

In all such cases it is however the responsibility of members of staff to consult with their Head of Department.

- Occasional teaching.

With the above limited exceptions, in the case of full-time appointments, no outside work with parties outside the School may be undertaken without the prior permission of the Head of Department (if in excess of 10 days but less than 25 days of work per annum), the Pro-Director Faculty Development (if in excess of 25 days but less than 50 days of work per annum) or the Director (if in excess of 50 days of work per annum). Note that outside work in excess of 50 days per annum would normally be considered as conflicting with a staff member's normal duties. When members of staff are granted such permission, the work undertaken is regarded with the exception of work arranged an LSE subsidiary or unit of the School e.g. Summer School, LSE Research and Innovation, LSE Consulting as being outside the course of their employment by the School. Unless any other arrangement is deemed appropriate by the School, as for example where the outside work affects the extent to which members of staff are able

to fulfil the responsibilities arising by virtue of their School appointment, members of staff are entitled to the revenue which arises from the activity and the School will have no interest in any rights from the activity. Members of staff will not have the right to use School facilities including those of its departments or central services and will have to pay the full economic cost for such facilities as they may be permitted to use. Members of staff should not use the School's notepaper or any other medium whereby the name of the School might be introduced into such activities without authority.

Applications for permission, where applicable, to undertake paid external activities must be submitted to the, as applicable, Head of Department, Pro-Director Faculty Development or Director and include the following information:

- The name of the member(s) of staff concerned
- The title of the project and a brief description of the work involved
- The proposed starting date and duration of the work
- Full details of School facilities required (for the calculation of the full economic cost)
- An undertaking that the work will not interfere with the teaching and other normal School duties of the member(s) of staff concerned
- The written approval of the relevant Head of Department (where application needs to be addressed to the Pro-Director Faculty Development or the Director).



The application will be considered with advice as appropriate. Applications are considered against the following guidelines:

- That the work to be undertaken is normally not incompatible with the research, education and scholarly objectives of the School
- That the full economic costs arising out of the use of any School facilities are fully recoverable
- That the work does not conflict with the interests of the School through any other outside work currently being undertaken or planned as a School activity
- That the total commitment of the individual to such outside work is reasonable
- The extent of any other outside work currently being undertaken by the member of staff concerned and/or the results of any outside work previously undertaken.
- In granting approval the members of staff concerned will be reminded of their obligation under this section of the Policy Fellow Staff terms and conditions.

Legal liability on paid external activities

For any paid external activity, it is the responsibility of the staff member to inform the outside body that they are acting as an individual and not on behalf of the School and that the School accepts no responsibility for opinions or advice given. Likewise the School accepts no liability.

The School's Professional Indemnity Insurance does not cover a member of staff undertaking paid external activities.

The School will not in any circumstances be liable for any negligence arising from a member of staff's performance of paid external activities. It is for the member of staff concerned to decide whether to insure personally against any liabilities incurred in the course of or as a result of this work.

However, the School's policy fellows are covered by the School's insurance policy when they act as external examiners for other institutions.

34 Political activities

Guiding Principles of the School: Members of staff must act in accordance with the Guiding Principles of the School set out in Section 14 of the Articles of Association that were approved on 22 January 2019, or any subsequent guiding principles set out in an amended or updated version of the same document.

35 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, contact details for the recognised unions may be found on the School's website.

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

Members of policy 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.



Members of policy staff should resign in writing to their Head of Department/Centre or Institute Director. A copy of the letter or email should also be sent to the Director of Human Resources.

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 will give three months' notice of any changes to a staff member's contract of employment, or of its termination of a staff member's contract of employment.

Any such change or termination would, however, only take place once the appropriate process had been followed by the School in accordance with the provisions of the employment contract.

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

The current holiday 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 holiday leave than their entitlement, an adjustment will be made in their final salary.

Any outstanding loans or advances shall be deducted from the final salary. If the outstanding amount exceeds any final salary, direct payment should be made payable to the School. For further information please consult with Finance Division.

37 Retirement

The School has no contractual or default retirement age, and therefore cannot assume that staff will retire at a set age. However, members of staff are encouraged to have open discussions with their Head of Department/Centre or Institute Director as early as possible in their planning for retirement, and 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 62.

Staff who wish to retire from the School are required to resign in writing from their post, to their Head of Department/Centre or Institute Director (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 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 holiday 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 holiday leave than their entitlement, an adjustment will be made in their final salary.

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

38 Procedures

The following procedures form part of the contract of employment:

- Procedure for complaints of sexual harassment by students
- Policy on alcohol and drugs misuse at work.

These procedures are available on the Human Resources website.

39 “The Academic Annex”

The “Academic Annex” forms part of the policy fellow staff terms and conditions of employment. It includes:

- the procedure for the dismissal of staff for reasons of redundancy, as provided for under Section 204 (2)-(6) of the Education Reform Act.
- disciplinary procedures and procedures for dismissals and removal from office
- the procedure for removal for incapacity on medical grounds
- appeals procedure relating to the above
- the grievance procedure for staff.

The “Academic Annex” and the procedures contained within it can be found on the Human Resources website.

References to the “Association of University Teachers (AUT)” in the “Academic Annex” should be read as the “University and College Union (UCU)”.

Other benefits

Sections 40- 51 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.

40 Relocation – Assistance to new staff

New members of staff joining the School as a Policy Fellow, Senior Policy Fellow and Distinguished Policy Fellow may benefit from the School’s Relocation Policy. Full details of the Scheme may be found on the Human Resources website.

41 Childcare Support

LSE has a partnership scheme with three local nurseries that can provide staff (and students) with discounted childcare close to campus. There is a salary sacrifice scheme to assist members of staff who use these nurseries. For further information on the salary sacrifice scheme please check the [LSE Nursery Partnerships website](#).

42 Library

As a member of staff you will have automatic membership of the LSE Library - Internationally recognised as a major social science library.

43 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 on the Conferences and Events website



44 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, 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.

45 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 and that the member of staff has completed at least three months' continuous service. Should the contract end prior to the expiry of the season ticket, they will be expected to repay the loan in full prior to the end of their contract. 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 Finance Division.

46 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 offers staff the choice of a large network of partner bike retailers.

For more information and details on eligibility, please see the Finance Division website.

47 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 Finance Division website.

48 LSE Student Union Gym

Members of staff are eligible to apply for membership of the LSE Student Union Gym. Most staff will also be eligible for a loan through payroll to cover annual membership to the gym. For further details, see the Human Resources and/or LSESU Gym website.

49 Staff counselling service

The School offers a counselling service available to help with any work-related and/or personal problems. For further details see the Staff Counselling Service website.

50 Private health care

Health insurance via Eduhealth, who offer university staff discount on Eduhealth plans. Staff interested in this option should visit the Eduhealth website eduhealth.co.uk, which provides details on how to make an application.

51 Faith Centre

All religious faiths are widely represented in London, and major world religions are well represented in the School's cosmopolitan atmosphere. The Faith Centre 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 Faith Centre website.



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Human Resources
Lionel Robbins Building (5th Floor),
Houghton Street,
London, WC2A 2HD

T: +44 (0)20 7955 6659

E: humanresources@lse.ac.uk

**[info.lse.ac.uk/Staff/Divisions/
Human-Resources](https://info.lse.ac.uk/Staff/Divisions/Human-Resources)**

This information can be made available
in alternative formats, on request.

Please contact: Human Resources

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