

## The University of Sussex

### Conditions of Service for Associate Researchers

#### 1. General

You will work under the general direction of the Principal Investigator or his/her nominee and must conform to the requirements of the department, regarding for example attendance, research methodology, reporting procedures, research ethics, and the keeping of appropriate records.

#### 2. Location

Your principal place of work is the University of Sussex campus at Falmer, Brighton. However you may be required to serve at any location used by or in association with the University of Sussex. Any change in your location will be determined following reasonable consultation with you or your representative.

#### 3. Duties

As an Associate Researcher you will be responsible for research related duties and activities as agreed with the Principal Investigator or his/her nominee. These duties are set out in the appropriate role profile and the level at which you are to work will be agreed upon appointment.

#### 4. Hours of work

You will be notified separately of your contracted hours, and this notification will form the basis for your payment. Your working hours should not normally exceed 18 hours per week (or six hours per week for post-graduate students) except where reasonable in relation to the research concerned.

#### 5. Rates of payment

Rates of pay for Associate Researchers are determined by the University. These are increased in line with the nationally agreed pay award for Higher Education staff and are at <http://www.sussex.ac.uk/humanresources/personnel/salaryscalesratesofpay>.

In addition, you will be paid the statutory annual holiday entitlement, equivalent to 28 days. This will accrue during each term at the rate of 12.1% of your hourly rate, and will be paid separately after the end of each academic term.

Travelling expenses to the usual place of work are not normally payable. If you are required to travel on University business, you may be eligible to claim travelling expenses in accordance with the University's Travel Expenses scheme <http://www.sussex.ac.uk/finance/documents/expense-form-rules-regs.pdf>.

#### 6. Method of payment

The total pay due for the contracted hours will be divided into a number of equal monthly payments equivalent to the number of calendar months covered by agreed period of work. These payments will be made by Human Resources (Payroll) upon receipt of a completed Personal Details Form, and authorisation by the School. Payments will be made monthly in arrears by direct credit transfer into a bank or building society account. Unworked or additional hours must be reported promptly to the Principal Investigator or his/her nominee in order that payments may be adjusted accordingly. You will be required to repay any overpayments made to you.

#### 7. Continuous service

Your continuous service date shall be the date from which you have been employed by the University without a break. For the purposes of determining continuity of service, breaks for vacation periods at Christmas, Easter and in the summer shall be ignored. Further information can be obtained from Human Resources (Personnel).

#### 8. Duration of contract (post-graduate students only)

For post-graduate students, the appointment will terminate when the individual ceases to be a post-graduate student with the University of Sussex.

## **9. Notice periods**

In situations other than 8 above, the appointment may be terminated at any time by notice in writing on either side, or on the part of the University by payment in lieu of notice. The length of such notice is three months or the remainder of the project, whichever is less but subject to the statutory minimum periods of notice

## **10. Pension**

You are entitled to participate in the Universities' Superannuation Scheme, details of which are available from Human Resources (Personnel). Please then contact Human Resources (Payroll) if you wish to join the Scheme.

## **11. Maternity/Paternity/Adoption entitlements**

You will be entitled to the appropriate University or statutory maternity, paternity and adoption pay and leave provisions provided you meet the eligibility criteria. Further details are available at <http://www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies>.

## **12. Other absences**

If you are unable to attend work due to unavoidable circumstances you must notify the Principal Investigator or his/her nominee in advance and as soon as possible. With the exception of sickness, payment will only be due for hours actually worked.

In cases of sickness, you will be eligible for Statutory Sick Pay provided you meet the eligibility criteria. Further details are available from Human Resources (Payroll).

Absence due to sickness must be reported to the Principal Investigator or his/her nominee in accordance with the University's sickness policy.

## **13. Grievance and discipline**

The University's grievance, disciplinary and capability procedures will apply to this appointment and further details are available from Human Resources (Personnel). If you have a grievance relating to your employment, in the first instance you should apply in writing to the Principal Investigator or his/her nominee for the purpose of seeking redress. If your grievance concerns the Principal Investigator then you should write to the Head of School.

## **14. Induction, staff development and appraisal**

You will be required to participate in a School Induction programme. This is normally covered during your first day of employment. An induction at departmental/research group level will also be conducted by the Principal Investigator or his/her nominee. Work related induction and training will be carried out by the Principal Investigator or his/her nominee. Associate Researchers who make a significant contribution to the research work of the School will be included in the School's staff development plans, and, if appropriate, in the appraisal process.

## **15. Source of other terms and conditions**

Your terms and conditions are also prescribed by collective agreements made between the University and its recognised trade unions. You are also expected to abide by University policies relating to such matters as Health and Safety, Equal Opportunities, Data Protection, Insurance, and Intellectual Property Rights.

## **16. Variation**

Your contracted hours of work may be subject to variation by the University in response to changes in circumstance. Such variations will be made in consultation with you.

This contract may be varied and agreements reached as a result of national or local negotiations between the employer(s) and the recognised trade unions shall, where adopted by the University, be automatically incorporated into your contract.