

The University of Sussex

Conditions of Service for Graduate Interns

1. General

You will work under the general direction of the head of department or his/her nominee and must conform to the department's requirements.

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.

3. Purpose of an Internship

An Internship is a structured development opportunity for recent Sussex graduates, i.e. for those from the most recent cohort of graduates. The duration of each training cycle is for up to one year (a period which will not normally be extended) the cycle should commence at a time in the year that will facilitate recruitment from Sussex final year students before they graduate and depart.

4. Hours of work

The normal working hours for full time interns are 37.5 hours per week, Mondays to Fridays, between 9.00 a.m. and 5.30 p.m., with a 1 hour unpaid lunch break. The actual hours and times of working are prescribed by the Head of Section who has the discretion to vary them if necessary to meet the needs of the section. Overtime work, both on and off campus, may on occasion be required, but no overtime payments will be made.

5. Remuneration

The salary will be at the rate of £16,500 per year for full time interns. Part time interns will receive this payment on a pro rata basis.

Payments will be made monthly in arrears by bank credit, on the last working day of each month. Payments will be subject to the normal deductions for tax and national insurance.

You will be required to repay any overpayments made to you.

6. Holidays

You will be entitled to 20 working days' holiday (pro-rata for part-time staff) in the leave year 1 October to 30 September. Holiday entitlement for those working less than a year will be pro-rata for the number of completed calendar months worked, rounded to the nearest half day. The time or times at which this holiday may be taken is subject to the approval of the person to whom you are responsible for your day to day work. All holiday entitlement must be taken by the end of the period of the internship.

In addition, full-time interns are entitled to paid holidays on any public/bank holidays or other day when the University is closed during the period of the internship. Interns may be required to work on any of these public/bank holidays or closure days and if they are so required to work they will be entitled to time off in lieu. Part-time staff will receive a paid holiday for public/bank holidays and University closure days if these fall within your normal period of attendance.

7. Notice periods

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 one month.

8. Pension

The appointment is pensionable. The relevant scheme for staff on grades 1 to 6 is the Sussex Group Stakeholder Scheme. (The University of Sussex Pension and Assurance Scheme has closed to new members.)

9. Family leave and benefits

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 from Human Resources (Personnel).

10. Sickness absence

In cases of sickness, the Sickness Benefit Scheme for Clerical and Related Staff will apply. Further details are available from Human Resources (Personnel). Absence due to sickness must be reported to your Head of Department in accordance with the University's sickness policy.

11. 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 your head of department or nominee for the purpose of seeking redress. If your grievance concerns the head of department then you should write to the Dean.

12. 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.

13. Variation

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.

The University reserves the right, on giving 1 month's notice, to amend the foregoing conditions of service.

Human Resources
December 2016

Important information concerning the Data Protection Act which applies to all categories of staff.

Data Protection Act

The holding or processing of information on individuals which a member of staff may handle in the course of their duties is subject to the Data Protection Act 1984 and the University's Code of Practice on Safeguarding the Confidentiality of Personal Information. It is the policy of the University that all members of staff must comply with this Act and the Code of Practice. The Data Protection Act refers to information stored in computers as widely defined, including word processors ("Equipment operating automatically in response to instructions"), whereas the Code of Practice refers to all personal information about an individual learned in the course of a member of staff's duties. The University has designated a Data Protection Officer to oversee compliance with the Act.

The attention of members of staff is drawn in particular to the following points :-

1. Information concerning individuals learned in the course of a member of staff's duties must not be communicated to other persons or bodies unless required to do so by law or for the proper purposes of University business or with the consent of the individual concerned, and any disclosure of information must be consistent with the University's registration under the Data Protection Act.

2. It is the responsibility of all members of staff to ensure:-

i. that appropriate measures are taken to ensure that information which they obtain, including information given on computer print-out, microfiches etc, is not accidentally divulged to unauthorised persons, and that appropriate care is taken in disposing of printed information, and

ii. that the measures relating to their particular offices, to ensure the security of personal information, are applied, and

iii. that any personal data they handle has been registered under the Data Protection Act, and that the Data Protection Officer is informed of any data which is not registered or of any changes or deletions that might affect the University's registration. For anyone handling personal data that they do not themselves control, this responsibility is met by checking with the person who controls the data.

A Code of Practice on the Data Protection Act, with Annexes on subject access requests and on security has been issued, and Heads of Sections or appropriate academic officers will inform staff of the security measures applicable to their office.

3. Staff who are data holders may hold personal data only in accordance with the University's registration under the Data Protection Act, except where a member of staff has chosen to register as a Data User for his University academic work, and where a member of staff has chosen to be so registered he should inform the Data Protection Officer. Data holders should make appropriate arrangements for access to their data whenever they are absent from the University.

4. No employee is permitted to remove from the University personal data with the intention of processing this on another computer, unless such use is recognised and authorised as part of the system. The standard of security at another site should be adequate having regard to this Code of Practice.

5. The University will use its resources to support any employee or student who faces court proceedings for alleged breaches of the Act connected with the University's registration, if that employee or student has acted in a reasonable manner, and not in breach of this Code of Practice.

Copies of the Code of Practice on Safeguarding the Confidentiality of Personal Information, which gives staff rights of access to their manual personal files, and of the Code of Practice on the Data Protection Act, may be consulted for reference in School Offices, the Library or Human Resources.