

The following paragraphs are a brief summary of relevant Conditions of Service for Administrative Staff and Other Related Faculty in the University. The full conditions are available at: <http://www.sussex.ac.uk/humanresources/1-2-10-5.html>

1. Appointment

All appointments to the University are subject to the provisions of the Charter, Statutes, Ordinances and Regulations of the University. Administrative staff are expected to further the objectives of the University and in particular to exercise professional skill and judgement in administrative support of the University's teaching, research and other activities.

2. Remuneration

Salary scales are available at:

<http://www.sussex.ac.uk/humanresources/personnel/salaryscalesratesofpay>

The incremental date is 1 October. Unless otherwise stated, staff appointed between 1 April and 30 September inclusive receive their first increment on 1 October of the following calendar year.

Salaries are paid on the last day of each month in arrears by bank credit transfer.

3. Probation

Appointments are normally probationary for up to two years unless the condition is exceptionally waived or modified in the letter of appointment.

4. Superannuation

Members of staff may (except in exceptional circumstances) join the national Universities Superannuation Scheme (USS) which is a contributory scheme. The University operates a salary exchange scheme for pension contributions.

5. Holidays

The holiday entitlement is 30 working days a year (pro rata for part time staff) including days when the University operates a minimum service (at present 4 at Christmas, 2 at Easter), plus public/bank holidays, a total of 38 days a year (pro rata for part time staff).

6. Hours of work

A full-time member of staff is expected to work for such reasonable periods as are necessary to carry out his or her duties. Hours of work are not specified, normal office hours are 9.00 am to 5.30 pm, Monday to Friday. Overtime payments are not made.

7. Leave

The University operates leave schemes for maternity, paternity, adoption, parental and dependants, on compassionate grounds, sickness and without salary. Further details are available at <http://www.sussex.ac.uk/humanresources/1-2-17.html>.

8. Removal Expenses

A grant towards removal expenses may be made to members on moving to the local area to take up an appointment lasting more than twelve months. The maximum amount payable will normally be £2,500, details can be found at <http://www.sussex.ac.uk/humanresources/documents/removalexpenses.pdf>.

9. Other matters

Documents published by the University from time to time and referred to in the Conditions of Service of Faculty can be found at:

<http://www.sussex.ac.uk/humanresources/documents/complete-documents.pdf>

Members of staff are normally expected to reside within 20 miles of the University.

All documents referred to can be requested from Human Resources on 01273 877769 or at Room 338 Sussex House, Falmer, Brighton BN1 9RH.