

The following paragraphs are a brief summary of relevant Conditions of Service for Clerical and Related Staff in the University. The full conditions are available at <http://www.sussex.ac.uk/humanresources/documents/e47.pdf>.

1. Remuneration

Salary scales are available at:

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

The incremental date is 1 October. Unless otherwise stated, members appointed to a new salary scale 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.

2. Probation

All new appointments are made on a probationary period unless the condition is exceptionally waived or modified in the letter of appointment.

3. Superannuation

The appointment is pensionable. The University operates a salary exchange scheme for pension contributions. 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.)

4. Holidays

The basic holiday entitlement is 20 working days a year (pro rata for part time staff) plus days when the University operates a minimum service (at present 4 at Christmas, 2 at Easter), plus public/bank holidays, a total of 34 days a year (pro rata for part time staff). There are additional holidays for staff with long service. There is one additional day after three years' service, a second additional day after four years' service, and a further additional day after five years' service (all pro rata for part time staff).

5. Hours of work

The working hours for full-time members of staff are 36.5 per week. Normal office hours are 9.00 am to 5.30 pm, Monday to Friday, with one hour for lunch. (These normal office hours total 37.5, and members agree with their Section Heads how they will work so that their average hours per week are 36.5.)

6. Leave

The University operates leave schemes for maternity, paternity, adoption, parental and dependants, on compassionate grounds, sickness and without salary. Further details are available on the Human Resources website.

7. Removal Expenses

A grant towards the certain expenses of removal of household effects may be made to members on moving to this area to take up an appointment lasting more than twelve months. The maximum amount payable will normally be £2,500. Further details are available on the Human Resources website.

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