

IMPERIAL

TERMS AND CONDITIONS RESEARCH NURSES

HOURS OF WORK

Staff are required to work those hours which are reasonably necessary to properly and effectively fulfil the duties and objectives assigned by the head of School/Institute/Department (SID) or nominee, normally not less than 37 hours a week for full time members of staff. Start and finish times are by local arrangement with the immediate manager and may be changed to meet operational requirements with due consultation. Staff will be notified in their contract of employment if they are required to work contractual overtime, on a shift system, on closure days or on Public Holidays.

Working Time Regulations prohibit a compulsory average working week in excess of 48 hours (contractual hours combined with overtime). Staff can agree to work in excess of this and in that case they will be asked to sign an addendum to their contract of employment to confirm that they are doing so voluntarily. If staff wish to opt out of this agreement they should discuss this with their immediate manager in the first instance. The arrangement may be terminated by three months' written notice on either side.

ANNUAL LEAVE ENTITLEMENT

The provisions below are the standard allocations for annual leave. All leave is taken by arrangement with the Line Manager in light of the department/divisional/faculty requirements.

Annual leave entitlement is 39 days for full time staff (pro rata for part time staff). This is inclusive of eight days for Public holidays and a total of six days each year when the university is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas Day falls, a decision may be made to increase the university closure to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full time staff (again pro rata for part time staff).

At the beginning of the leave year the university absence management system, TeamSeer, will automatically allocate the appropriate number of days of Mandatory leave entitlement to staff annual leave calendars to cover the university closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a university closure day, bank or public holiday during that leave year.

The [university closures and public holidays](#) are listed on the HR website.

The remaining holiday leave entitlement may be taken in accordance with local departmental requirements.

Most staff will not be required to attend work on university closure days or public holidays. Where staff are required to work on these days, then their leave may be taken at a later date under normal Holiday Leave provisions. Premium rates for working on a university closure or public holiday will not be affected by these arrangements and will remain for those grades that are eligible for enhanced payment.

Details of arrangements for booking annual leave are outlined in the core terms and conditions.

OVERTIME PAYMENTS

Staff in Band 1-7 will be eligible for overtime payments. At certain times it may be necessary to request that staff work overtime. At these times as much advance notice as possible will be given but it is possible that some overtime may be required at short notice due to sickness or emergencies.

Staff who work in excess of their contractual hours, subject to a minimum working week of 37 hours at basic time, will be paid on the following basis:

- Overtime must have been formally approved, in advance, by the Head of Division/SID;
- Claims for periods of less than half an hour will not be paid;
- Arrangements for compensation or remuneration will be agreed between the line manager and the member of staff and will constitute either equivalent time off in lieu at a later date or by payment at the following rates:

Monday to Friday	-	time and a half for each hour worked
Saturday	-	time and a half for each hour worked
Sunday	-	time and a half for each hour worked
Closure/Public Holidays	-	double time for each hour worked

All enhanced rates are based on hours worked between midnight and midnight.

Part time staff will only receive overtime rates for work carried out Monday to Friday when they have worked in excess of 37 hours per week.

Staff may request to take time off in lieu as an alternative to overtime payments. However, staff who, for operational reasons are unable to take time off in lieu within three months must be paid at the overtime rate. Time off in lieu of overtime payments will be at plain time rates.

Senior staff paid in pay bands 8 or 9 will not be entitled to overtime payments.

PENSION SCHEME

For Research Nurse Staff, the occupational pension scheme is the Superannuation Arrangements of the University of London (SAUL).

Staff who are already members of the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in this scheme.

NOTICE PERIODS

Unless stated otherwise in the offer of employment or agreed by the Head of SID/Division:

Band 5-6 - the appointment may be terminated by either side by giving a minimum of one month's notice in writing.

Band 7 - the appointment may be terminated by either side by giving two month's notice in writing.

Band 8-9 - the appointment may be terminated by either side by giving a minimum of three month's notice in writing.

The above is subject to university compliance with statutory notice entitlement of one week's notice for each year of continuous service up to a maximum of twelve weeks'

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the university would be as above.

HONORARY CONTRACT

Staff undertaking any clinical activity are required to hold an appropriate honorary contract with a relevant NHS Trust or Trusts, and are not permitted to carry out any work involving direct contact with patients unless they have a current honorary contract.

During the appointment, staff must hold a valid NMC (formerly UKCC registration).

CRIMINAL RECORDS DISCLOSURE CHECK

Staff who will have one-to-one contact with children or other vulnerable groups (the infirm, elderly, and mentally ill) will be required to apply for CRB clearance.

Human Resources Division

March 2010

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