



University of  
St Andrews

## Conditions of employment by grade

<b>Document type</b>	<b>Guidance</b>
<b>Scope (applies to)</b>	All staff
<b>Applicability date</b>	01/03/2023
<b>Review / Expiry date</b>	29/02/2028
<b>Approved date</b>	01/03/2023
<b>Approver</b>	Deputy Director
<b>Document owner</b>	Human Resources Officer
<b>School / unit</b>	Human Resources
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Staff/Employee relations/Contract management
<b>Purpose</b>	Summary of employee conditions.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.3	Change to probation lengths.	Published	Lisa Stewart HR	01/03/2023

Grade	Annual Leave <sup>1</sup>	Overtime <sup>2</sup>	Probation lengths <sup>3</sup>	Notice Period (for employee and University) <sup>4</sup>	Pension Scheme	Hours <sup>5</sup>
9	39 days 34 days / 246.50 hours Plus 5 statutory days / 36.25 hours	1.5 (x hours)	12 months	3 months	USS	36.25
8						
7						
6	35 days 30 days / 217.50 hours Plus 5 statutory days / 36.25 hours	1.5 (x hours)	6 months	1 month	S&LAS	
5						
4						
3	35 days 30 days / 217.50 hours Plus 5 statutory days / 36.25 hours	1.5 (x hours)	3 months	1 month	S&LAS	
2						
1						

Table 1: Figures displayed are indicative of a full-time employee working at the University of St Andrews (1FTE).

<sup>1</sup> Annual leave entitlement for Grades 1 – 4:

- Initial entitlement: 35 days (30 days + 5 statutory days)
- Increasing after 4 years continuous service to 37 days (32 + 5)
- Increasing after 6 years continuous service to 39 days (34 + 5)

<sup>2</sup> Staff in Grades 1 to 6 will receive payment for overtime at an enhanced rate of 1.5 x hours work or will receive time-off in lieu (method of reimbursement to be agreed with line manager). Overtime is defined as hours worked in excess of the basic full-time weekly hours of work (36.25 hours per week) irrespective of the days worked. Where part time staff work more than their normal contracted hours but less than the full-time hours, the additional hours are payable at their standard rate of pay.

<sup>3</sup> These probation lengths were implemented on 1 March 2023. Staff who commenced employment with the University prior to this date should refer to the probation terms confirmed in their contract of employment.

<sup>4</sup> Notice period for executive members of the Office of the Principal is 6 months.

<sup>5</sup> Harmonisation of hours (to 36.25 hours per week for full time employees) was implemented on 1 August 2005 and now applies to all University employees with precise hours stated in their contracts. Full academics, and those contract research and other related academic staff who do not have hours of work or annual leave defined in their contracts will be advised that colleagues in their Grade have the following condition: “The employee will be expected to work such hours and such days as are required for the proper discharge of duties, but the working week will normally be 36.25 hours per week; and the annual leave entitlement shall be 39 days in each leave year.”

Policy/webpage	Weblink
<b>Annual Leave Policy (including statutory leave)</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.st-andrews.ac.uk/hr/annual-leave/">https://www.st-andrews.ac.uk/hr/annual-leave/</a></li> <li>• <a href="https://www.st-andrews.ac.uk/hr/annual-leave/stat-dates/">https://www.st-andrews.ac.uk/hr/annual-leave/stat-dates/</a></li> <li>• <a href="https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence/annual-leave.pdf">https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence/annual-leave.pdf</a></li> </ul>
<b>Overtime Policy</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.st-andrews.ac.uk/policy/staff-pay-and-benefits-pay-rates-arrangements/overtime-policy.pdf">https://www.st-andrews.ac.uk/policy/staff-pay-and-benefits-pay-rates-arrangements/overtime-policy.pdf</a></li> </ul>
<b>Probation Policy</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.st-andrews.ac.uk/staff/policy/hr/probation/">https://www.st-andrews.ac.uk/staff/policy/hr/probation/</a></li> <li>• <a href="https://www.st-andrews.ac.uk/policy/staff-employee-relations-probation/probation-policy.pdf">https://www.st-andrews.ac.uk/policy/staff-employee-relations-probation/probation-policy.pdf</a></li> </ul>
<b>Leaving the University</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.st-andrews.ac.uk/policy/staff-employee-relations-leaving-the-university/leaving-the-university.pdf">https://www.st-andrews.ac.uk/policy/staff-employee-relations-leaving-the-university/leaving-the-university.pdf</a></li> </ul>
<b>Pension Schemes</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.st-andrews.ac.uk/staff/money/pensions/">https://www.st-andrews.ac.uk/staff/money/pensions/</a></li> <li>• <a href="https://www.st-andrews.ac.uk/staff/money/pensions/slas/">https://www.st-andrews.ac.uk/staff/money/pensions/slas/</a></li> <li>• <a href="https://www.st-andrews.ac.uk/staff/money/pensions/uss/">https://www.st-andrews.ac.uk/staff/money/pensions/uss/</a></li> <li>• <a href="https://www.st-andrews.ac.uk/staff/money/pensions/autoenrolment/">https://www.st-andrews.ac.uk/staff/money/pensions/autoenrolment/</a></li> </ul>

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Migration of policy to the Governance Zone.	Published	Lisa Stewart, Human Resources	11/06/2019
1.1	Change to classification from internal to public.	Published	Lisa Stewart HR	12/11/2019
1.2	Document title was missing	Published	Lisa Stewart HR	17/06/2021
1.3	Change to probation lengths.	Published	Lisa Stewart HR	09/01/2023