
LONDON METROPOLITAN UNIVERSITY

**TERMS AND CONDITIONS FOR
FULL-TIME SALARIED PROFESSIONAL SERVICE STAFF**

(PRO-RATA FOR PART-TIME STAFF)

1. *Grading/Salary*

Gradings and salary scales are based on a number of incremental points per grade. Incremental progression is on the anniversary of appointment.

2. *Hours of Work*

Hours of duty are 35 per week. Requirement to work at evenings or weekends where necessary will be outlined in the job description, if applicable.

3. *Annual Leave*

The basic annual leave allowance is 27 days per annum with extra days for long service.

4. *Sickness Allowance*

The University's Occupational sickness leave allowance is as follows:-

| | |
|---------------------------|---|
| 1st year of service | 1 months' full and (after completing 4 months' service) 2 months' half pay |
| 2nd year of service | 2 months' full pay and 2 months' half pay |
| 3rd year of service | 4 months' full pay and 4 months' half pay |
| 4th & 5th year of service | 5 months' full pay and 5 months' half pay |
| after 5 years service | 6 months' full pay and 6 months' half pay |

(Temporary employees have no entitlement to sickness allowance during the first four months of service)

5. *Pension*

You are entitled to participate in the Local Government Pension Scheme. With effect from 1 April 2008 the rate of the employee's contribution to the LGPS is based on full-time pensionable gross pay as detailed below:

| Pensionable Pay Range (Full-time equivalent) | Contribution Rate |
|--|-------------------|
| £0 - £12,000 | 5.5% |
| £12,000 - £14,000 | 5.8% |
| £14,000- £18,000 | 5.9% |
| £18,000 - £30,000 | 6.5% |
| £30,000 - £40,000 | 6.8% |
| £40,000 - £75,000 | 7.2% |
| Over £75,000 | 7.5% |

For employees on fractional appointments the contribution rate will be based on the full-time equivalent of their pensionable pay. Further information is available on the LGPS web site is at www.lgps.org.uk with further information.

A current member of the Universities Superannuation Scheme (USS) will remain eligible to be in the USS on appointment.

6. *Probation*

New employees are subject to a six-month probationary period.

7. *References*

It is normal practice to take up references at the time when a formal offer of appointment is made. Please indicate clearly on the application form if you do not want us to contact a particular referee at that stage.

8. *No-Smoking Policy*

The University operates a no-smoking policy in all its buildings

HUMAN RESOURCES