

THE UNIVERSITY OF SUSSEX
CONDITIONS OF SERVICE OF
CLERICAL, SECRETARIAL, LIBRARY ASSISTANT AND RELATED STAFFS

I Remuneration

1. The salary scales are published at

V Probation

11. Members of staff are appointed on probation for a period of three months unless otherwise stated in their letter of appointment. Members of staff transferred or promoted on these conditions will not be placed on probation for a second time. During the probationary period all these conditions of service apply except that the appointment may be terminated by one week's notice in writing on either side. During the last month of the probationary period consideration is given to confirming the member's appointment or to extending it for a further period. If the appointment is not confirmed on the expiry of any probationary period or of any extension of it, the appointment will terminate. The member will be informed in writing of the University's decision at least one week before the appointment terminates in this way.

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12. The normal working hours for full-time members of staff are 36.5 hours per week, exclusive of one-hour lunch breaks. For clerical, secretarial and related staff hours of work are generally Mondays to Fridays, between 9.00 am and 5.30 pm. The actual hours and

Where overtime is worked it shall be compensated either by time off in lieu or by the payment of the following enhanced rates:

Time and a half for hours worked beyond 36.5 hours on days 1-5 inclus

pay due to members at any time is calculated as described in Document E56.

19. Leave with pay additional to entitlement may be authorised in exceptional circumstances. Applications for leave without pay will be given favourable consideration where possible.

IX Other absences

20. Details of entitlement to maternity leave, paternity leave, adoption leave and parental leave are available on the Human Resources website.
- 21.

XIII Grievance Procedures

28. Members of staff having an individual grievance, complaint or problem relating to their employment should, in the first instance, approach the person specified for this purpose on appointment or as amended from time to time. The procedure to be followed if the grievance is not satisfactorily settled at this stage is set out in

XIX Conditions Applicable to Part-Time, Part-Year, Part-Time /
Part-Year and Fixed-Term Appointments

36.