



Terms & Conditions and Employee Benefits

Administrative Staff

Hours of Work:

The full-time working week is 37 hours. Our standard hours are 8.30am to 5pm Mondays to Thursdays and 8.30am to 4.30pm on Fridays. All staff have an hour's unpaid lunch break. Flexible working arrangements may be available between 8am and 6pm.

Holidays:

The starting entitlement is 185 hours (25 days) plus 8 statutory bank holidays. The basic holiday entitlement rises from 185 hours to 207.2 (28 days) after 3 years' continuous service with the University and to 222 hours (30 days) after 5 years' continuous service.

Salary:

Salaries are paid on the following incremental grades:

Grade 2/3	£19,196 - £20,092 (£20,600*)
Grade 4	£20,600 - £22,254 (£22,847*)
Grade 5	£22,847 - £26,341 (£27,116*)
Grade 6	£27,116 - £31,406 (£32,344*)
Grade 7	£32,344 - £37,467 (£38,587*)

*This salary point is known as the contribution point. This can only be paid when a member of staff reaches the penultimate point of their salary scale. They will automatically move onto the contribution salary point, provided they are working to a satisfactory standard, and not subject of a formal capability procedure. The initial starting salary cannot include the contribution point.

Pension Options:

University employees have the option to join the Local Government Pension Scheme.

Occupational Health:

The workplace can have a significant impact on health and wellbeing. The University provides an in-house occupational health service to ensure the health of our employees is protected and promoted by an accessible and confidential service. Appropriate occupational health advice and support can help to maintain physical, psychological and social well-being. In addition, employees are entitled to Occupational Sick Pay of up to 12 months (6 months at full pay and 6 months at half pay) dependent on your length of service.

Library:

University employees can join our Library and have full access to a range of academic books and journals together with online access to a wide range of electronic resources.

Staff Development Opportunities:

As an “Investors in People” organisation the University is committed to the development of all its employees. A wide range of staff development activities is provided, including a programme of Professional and Personal Development Workshops, Information Technology Workshops and workshops aimed specifically at staff involved in research.

Teesside University Catering (TUC)

The University has a range of attractive, conveniently located outlets offering a wide selection of good value meals, snacks and drinks.