CORE TERMS AND CONDITIONS OF SERVICE

(Clinical Senior Lecturers/ Readers/ Professors)
New Clinical Academic Contract

GENERAL CONDITIONS

This document contains the terms and conditions of employment applicable to all staff employed by Imperial College London (subsequently, “the College”). These terms should be read in conjunction with the appendix to this document, the letter and contract offering employment, any enclosed statements or policies and any subsequent letters or contracts or policy statements issued. These terms and conditions are subject to any legislative changes.

The College reserves the right to change or alter these terms as a result of changes in conditions negotiated at national level, or as a result of changes arising from consultations at local level, and adopted by the College.

PLACE OF WORK

Staff are appointed to a department, division or School and notified of their main campus location in their contract of employment. The College may require staff to work in, or be transferred to, other departments, divisions or centres or to change locations within a reasonable travelling distance of their current campus, either temporarily or longer term.

WORKING ENVIRONMENT

Equal Opportunities

Imperial College is committed to a policy of promoting and advancing equal opportunities and inclusion in employment, to challenging discrimination and inequalities and to implement best practice. The College will promote a working environment where factors such as age, race, colour of skin, ethnic or national origins, marital status, gender, disability, religion or belief, socio-economic background, parental status, trade union membership, sexual orientation, those who identify as trans, those who identify as gender neutral, do not affect treatment or progression.

Behavioural Expectations

Imperial College is committed to creating and maintaining a working environment which encourages all members of staff to contribute fully and which is based on mutual respect, politeness and civility. All staff are expected to comply with the College’s ‘Respect for Others’ standards and policies. There is no place for discrimination, harassment and victimisation or, threatening, bullying or abusive behaviour. Any contravention will be regarded as serious and disciplinary action will be taken.

Imperial Expectations

Imperial Expectations are a set of seven statements which help to ensure a positive working environment where staff feel motivated, engaged and perform well. They are behavioural principles which have a positive effect on the quality of daily working life and which will help all staff, within each section and department, to meet their objectives. Originally designed to articulate how our leaders, managers and supervisors are expected to behave, they also relate closely to the College’s ‘Respect for Others’ standards and so are applicable to all staff.
Sustainability

The College seeks to ensure that all its operational activities are consistent with the highest principles of environmental and ecological sustainability and that its purchasing practices impact positively on all suppliers and communities. Policies and procedures are being developed and implemented with appropriately ambitious targets. All staff are expected to comply with these arrangements and to ensure, by their personal conduct, that their own actions are consistent with these objectives.

Health and Safety

Staff are required to comply with the Health and Safety Policy and the rules and regulations which flow from it. The College as employer, together with members of staff, have a shared responsibility to ensure a safe environment. Where protective clothing is provided it must be worn. If staff have any concerns about a matter of health or safety, they should raise these with their immediate manager or the Safety Unit.

Smoking Policy

It is College policy to promote non-smoking as the norm at Imperial College. Smoking is permitted in certain designated areas but not in work areas.

Insurance

The College maintains certain insurances, information about which is published from time to time. These include an employer’s and public liability policy and a personal accident policy.

START OF EMPLOYMENT

The start date with the College is recorded in the contract of employment, and is also the start of continuous employment with the College unless otherwise stated. Employment is offered subject to any statutory requirements, criminal disclosure regulations, work VISA restrictions and satisfactory references.

All new staff have a probation period which is specified in the offer of employment. Following a report from the Head of Department/Division that performance and conduct have been assessed to be satisfactory, Human Resources (HR) will write to staff and confirm their appointment with the College.

TRADE UNION MEMBERSHIP

The College values its links with its trade unions, UNITE, UCU and UNISON. Staff are welcome to join a College trade union and participate in its activities.

JOB RESPONSIBILITIES

Policies and Procedures

Staff are required to comply with all statutory requirements and with all existing or updated policies and procedures, and any new College policies and procedures when they are introduced.
Job Titles and Duties

Job titles are specified in the contract of employment. Duties are specified in the job description or as directed by the immediate manager. The College reserves the right to change job titles or duties, within the scope of the grade, following appropriate consultation.

Financial Regulations

Staff are required to comply with the College financial regulations which, among other items, details procedures for cash handling, purchasing, travel expenses and insurance. The regulations should be read carefully. Any fraudulent activity will be dealt with through the College disciplinary procedures and may result in dismissal.

Information Technology

Staff are required to comply with the College Information Systems Security Policy, the Conditions of Use of IT Facilities and associated Codes of Practice which regulate the use of the network and hardware and software provided by the College. College IT facilities must be used for the purpose of University research, teaching, coursework, associated administration or other authorised use; no private or personal work or use is permitted without prior authorisation. Staff are advised that information stored on computers may, in any instance of suspected wrong doing, be inspected by College officers. The Conditions will be subject to revision and it the responsibility of staff to take note of these revisions and abide by them. Failure to comply will be dealt with through the College disciplinary procedures and may result in dismissal.

Data Protection

Staff are expected to comply with the principles contained within the Data Protection Act 1998 and with the College Data Protection policy. The College will collect, process and store personal information/data manually and on computers in order to exercise its rights or obligations which are conferred or imposed by law.

Confidentiality

It is a condition of employment that staff must preserve the confidentiality of any personal and/or sensitive information which is made available through the course of their work, whether directly or indirectly. Staff must not disclose any information regarding a person’s disabilities which has been provided confidentially. This applies to information about current or prospective staff or students, and applies to information about any person with whom contact is made during the course of employment.

Any breach of confidentiality will be regarded as serious misconduct and will result in disciplinary action.

Intellectual Property Rights, Copyrights and Patents

Intellectual property (IP), including copyright in both printed and electronic publications, which is generated by staff of the College in the course of their normal duties, belongs to the College rather than to the member of staff. The College may waive its right to the copyright for a limited number of items e.g. scientific textbooks. Other IP, e.g. patentable inventions, computer software etc., may be assigned to Imperial Innovations, who, under a legal agreement with the College, has the right to manage the commercialisation of unencumbered IP generated in the College. No company or partnership shall be established to exploit IP in which the College has an interest without specific College approval. For further information please refer to
College’s IP policy available from the website: http://www.imperial.ac.uk/research-and-innovation/research-office/ip/ip-policy/

Open Access

It is expected that you will comply with the following:

- All papers to acknowledge Imperial College as your employing institution
- All papers to be compliant with the College’s Open Access Policy and made available within three months of acceptance (The College’s Central Library has support available to assist with this process).

Proper Scientific Conduct in Research

It is the responsibility of every member of staff to uphold the good reputation of the College and, consequently, it is expected that staff will undertake all research activity with integrity and proper conduct and raise any concerns they may have about possible scientific misconduct with their immediate manager or Head of Department/Division as appropriate.

External Interests

Staff may hold external interests in addition to their College position, with permission, but these external interests must not conflict with their responsibilities and workload for the College. Where staff wish to hold an external interest they must secure the prior written consent of the Head of Department/Division (or as stated in the External Interests and Annual Declaration policy if the individual is a Head of Department/Division) before accepting an external interest or extending an existing external interest, including the undertaking of any private consultancy work, whether on a part time or casual basis, in the evenings or at weekends. This enables the College to comply with its obligations under the Working Time legislation and to identify and manage conflict of interest issues that may arise. All staff are required to submit their Declaration of Interests Return annually, including nil returns.

Working for other departments of the College

Where a member of staff wishes to undertake additional work for a different College department, on a casual or freelance basis, outside of their employment contract with the College, they must obtain prior written consent from the head of their employing department in order to ensure that the additional work does not detract from or conflict with their normal contracted duties. This applies whether such work is done in their own name or through a company or business which belongs to them.

Criminal Convictions

Staff are required to notify the Head of Department/Division of any current criminal conviction. Staff are not required to notify spent convictions unless they are in professions or occupations which, under the Rehabilitation of Offenders Act (1974), are designated as posts where both current and spent convictions should be notified. Information on convictions occurring during employment will not be used for disciplinary purposes unless it impacts on the role and responsibilities of the post which the member of staff holds.

Freedom of Speech

The College wishes staff to feel able to raise concerns about health and safety issues, possible impropriety, including financial or criminal activity, without fear of recrimination. A member of
staff who has a concern but who does not feel able to raise this within his or her department/division should approach his/her HR Adviser for advice.

**Security**

Staff should carry ID cards at all times or have them available for examination upon request as determined by the Head of Department/Division. Loss or damage of an ID card should be reported to Security immediately.

**Use of College Equipment**

Staff must adhere to local departmental/divisional rules regarding the use of photocopiers, telephones, stationery etc for personal use.

It is College policy that telephone calls from landlines to mobile phones be kept to a minimum because of the increased cost.

**Appraisals and Performance Review Systems**

The purpose of appraisal and performance review systems is to review performance and development needs. Staff are required to participate in these schemes when requested to do so by the Head of Department/Division.

**WORKING TIME**

**Hours of Work**

The College wishes to promote an ethos that all staff maintain a reasonable balance between home and working life. Hours of work are set out in the appendix to this document.

**Job Planning**

Your duties under this contract will be jointly agreed with your honorary employer(s), through the integrated job planning process, taking account of the whole of your work. Your agreed duties will be included in a single, integrated Job Plan. It is essential to finalise your annual job plan in liaison with your Academic and Clinical Lead.

**SALARY AND PAY**

**Payments of Salary**

Salaries are paid monthly by credit transfer into a bank or building society account. All payments are made subject to compliance with legislation and regulations for deductions from pay. Payment is on the 24th day of each month or on the previous Friday if the 24th occurs on a Saturday or Sunday. Payment is made for the whole month (i.e. three weeks in arrears and one week in advance). December salaries are usually paid earlier in the month.

New staff who join and submit a Pension & Payroll Details Form that is received in the payroll office by the 10th of the month will receive their first pay on the normal pay date for that month (i.e. the 24th or the preceding Friday). Where a Pension & Payroll Details Form is received after the 10th but before the normal pay day, they will receive their first pay by the last working day of that month. Where a Pension & Payroll Details Form is not received until after the normal pay day, any salary due for that month will be held over to the following month's normal pay day.
New staff should supply their National Insurance number as soon as possible after commencement of employment. Failure to do so may result in salary payments being temporarily suspended until the College is in receipt of this information.

In the event of an overpayment of salary, the College will recover the overpayment. Staff have an obligation to check their payslips and to notify the College of any overpayment.

**Salary Calculations**

Staff whose contract quotes an annual salary (as opposed to an hourly rate of pay) will receive one twelfth of the annual figure for each complete calendar month worked, regardless of whether the month has 31 days or fewer; and regardless of the incidence of bank holidays and College closure periods during that month.

Where salary is due for a period of less than a complete calendar month (e.g. in the employee's first or last month of employment), the salary is calculated by taking one twelfth of the annual salary, and then dividing that by the actual number of calendar days in that month (i.e. 31, 30, 29 or 28). Payment is made for the period of days worked during that month, including intervening weekends and bank holidays.

For employees with an irregular working pattern (e.g. part-time employees working full days on Tuesdays and Wednesdays plus Friday mornings only) the calculation of pay in the first and last month of employment is done on the same principle as for full-time employees, but applying their full-time equivalent fraction to the number of actual calendar days worked (including intervening non-working days).

**Criteria for Pay Thresholds**

The criteria for pay thresholds are set out in Appendix D.

The College will make the final decision on pay progression, having consulted with the member of staff’s NHS employer(s). Where one, or more, of the criteria for pay progression is not achieved in any year, the College will have the discretion to decide, where appropriate (for instance because of ill health), that staff should nonetheless be regarded as having met the criteria for that year.

Where pay progression has been agreed payment will be made on the 1st month nearest the anniversary of transfer to the new contract.

You have the right of appeal against a decision that you have not met the criteria in respect of any given year. In the event of an appeal, it will be the College’s responsibility to show why this decision was taken drawing, as necessary, on the views of the member of staff’s honorary employer(s). An appeal framework is set out in Appendix E to this contract.

**Pay Supplements**

**Payment for Additional Programmed Activities**

Any additional Programmed Activities that staff agree to carry out as part of the integrated job planning process, either for the College or for the employer(s) who hold the member of staff’s honorary contract(s), will be paid at the rates set out in Appendix B of this contract.
Distinction Awards, Discretionary Points and Clinical Excellence Awards

Staff are entitled to be paid a Distinction Award or a Clinical Excellence Award where the Advisory Committee on Distinction Awards or the Advisory Committee on Clinical Excellence Awards has made such a recommendation. Alternatively, staff are entitled to be paid Discretionary Points or a Clinical Excellence Award where the honorary employer(s) have made a local award. Distinction Awards, Discretionary Points and Clinical Excellence Awards will be paid by the College on behalf of the NHS at the rates set out in the latest Advance Letter from the Department of Health concerning pay and conditions of service for hospital medical and dental staff and doctors in public health medicine and the community health service. When you are in receipt of this letter, please forward it to your HR Contact at the College.

On-Call Availability Supplement

If staff are required to participate in an on-call rota as part of their duties for their honorary employer(s), the College will pay the supplement (in addition to basic salary) on behalf of the honorary employer(s). The supplement will be paid in accordance with, and at the appropriate rates according to the terms and conditions of the honorary contract.

Premium Time

The provisions of Appendix F will apply to recognise the unsocial nature of work contracted in Premium Time and the flexibility of clinical academics working at these times. All requests for Premium Time will normally be agreed in advance.

Clinical Activity and Honorary Contract

Refer to Appendix H.

ANNUAL LEAVE

Staff are entitled to paid annual leave and are encouraged to take it. The provisions below are the standard allocations for personal annual leave. Additional leave may also be taken for conferences, networking and to pursue research and collaborative interests. Academic staff normally take leave during College vacations. All leave is taken by arrangement with the Head of Department/Division in the light of academic and department/divisional requirements.

Personal annual leave entitlement is 30 days (pro rata for part-time staff). NHS consultants with more than seven years seniority are entitled to a further two days annual leave.

You are also entitled to 8 days public holidays per annum (including two statutory days)

College closure days are allocated in addition to public holidays at Christmas and Easter. There is no obligation for staff to take days during college closure dates but if you do, this must be taken as part of your annual leave entitlement.

It is essential for staff to obtain the prior approval of their immediate manager before booking or taking leave. Departments/divisions may notify staff in advance of periods when leave may or may not be taken in accordance with local operational requirements. Every effort will be made to accommodate personal circumstances and for agreement to be given to leave requests, although approval will be withheld where it seriously affects operational requirements.
The right to paid annual leave begins on the first day of employment but, during the first year of employment, staff are only entitled to take paid leave which has been accrued. Entitlement will be accrued at the rate of one-twelfth of the annual entitlement each month, rounded up to the nearest half-day or whole day.

Staff who are employed on short fixed-term contracts to undertake a specific project may, by agreement with their manager, be paid in lieu at the end of the contract for any leave which has not been taken by the end of the contract or, if the employee prefers, the contract will be extended by the necessary number of half or whole days so that the employee may take the leave at the end of the assignment.

When staff fail to return from leave on the date agreed they may be in breach of their contract of employment. Staff who are unable to return on the agreed date must contact their immediate manager as soon as they become aware of any difficulty and they must be prepared to provide documentary evidence to support their continued absence from work.

The College leave year runs from 1 February to 31 January. Leave must normally be taken within the leave year. With the agreement of the Head of Department/Division, staff may be permitted to carry up to five days’ leave forward into the next leave year. This rule also applies when staff have been absent during the leave year. No payment will be made in lieu of leave not taken except, possibly, when staff leave College employment.

When staff leave, the College reserves the right to require staff to take any outstanding leave during their notice period and only where this is deemed to be impracticable will staff receive pay in lieu; payment will be subject to PAYE and NI deductions. Entitlement will be calculated on a pro rata basis and will not be rounded up to the nearest half or whole day as it is for staff who take leave while they are employed. If staff have exceeded their entitlement, the College will deduct an equivalent number of days’ pay from any pay due on the termination of employment, or will otherwise seek to recover the money owed after employment has ended.

**SICKNESS PAY AND LEAVE**

**Medical Examination on Appointment and During Service**

Appointments are subject to satisfactory medical clearance by Occupational Health. New members of staff are required to complete a confidential staff pre-employment questionnaire and to be medically examined if required.

During employment, a member of staff may be required to be assessed by Occupational Health, which may include a medical examination, if at any time health or fitness in relation to employment is in doubt. If a member of staff is absent on sick leave and refuses to undertake the College health assessment then payment of College sick pay will be reviewed.

**Absence Due to Sickness**

The College expects staff to attend work in accordance with their contractual hours but it is recognised that on occasions absence may occur due to sickness or injury. It is the College aim that staff are treated fairly and consistently during these periods in accordance with its written guidelines available from the HR Division.
Sick Pay Benefits

The College provides enhanced sick pay benefits. These benefits are without prejudice to the College right to terminate employment on grounds of ill-health or injury without exhausting these benefits. The College will take all reasonable steps to ensure security of employment in line with its guidelines and including compliance with the Equality Act 2010 and any other legislation.

The College sick pay scheme incorporates the provisions of the Statutory Sick Pay Scheme. No combination of payments will exceed normal contractual full pay. Enhanced sick pay benefits are calculated on the first day of each absence and take into account the number of days of sickness absence already taken within the previous 12 months.

<table>
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<tr>
<th>Length of service</th>
<th>Maximum sick pay</th>
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<tbody>
<tr>
<td>During first year</td>
<td>1 month at full pay and then 1 month at half pay</td>
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<tr>
<td>During second and third year</td>
<td>3 months at full pay and then 3 months at half pay</td>
</tr>
<tr>
<td>During fourth year and after</td>
<td>6 months at full pay and then 6 months at half pay</td>
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Where a member of staff’s length of service increases during a period of sickness absence they will receive the maximum sick pay benefits that applied on the first day of the current period of absence. Following a return to work, any subsequent periods of sickness absence would attract the appropriate increased level of sick pay benefits based on length of service.

Payment of sick pay is subject to staff complying with the following conditions:

- On the first day of sickness absence, the member of staff must contact his/her manager and notify the absence from work as soon as possible, normally within one hour of usual start time.

- Staff must keep the immediate manager fully informed about the illness and the likely date of return. In the case of extended absence, contact should be once a week.

- Staff must complete a Notification of Absence Form on their return to work and submit this to their immediate manager who will send a copy to HR.

- For absences of more than seven consecutive calendar days, staff must also submit a doctor’s certificate at the earliest opportunity to their immediate manager who will submit this to HR.

- Where a doctor has provided an open certificate, staff must obtain a certificate confirming fitness to return to work.

- Staff may be required to undertake an occupational health assessment.

Sickness During Annual Leave

Members of staff who are on annual leave, but who become ill during this period, can be regarded as being on sick leave. If the member of staff wishes to reclaim the annual leave for the sickness period, then s/he must report in sick on the first day of illness and provide a medical certificate, signed by a GP at the beginning of the sickness absence, to cover the
absence from the first day of sickness, (i.e. if a staff member takes one week’s annual leave
and is sick for one day of that week then a medical certificate must be provided). In these
instances the balance of the holiday may be taken at a later date in accordance with normal
leave authorisation arrangements. A maximum of 5 days’ annual leave may be carried forward
into the next leave year, in accordance with the College’s Annual Leave Policy. No payment
will be made in lieu of leave not taken except, possibly, when staff leave College employment.

In instances when a member of staff falls sick while on annual leave overseas and wishes to
reclaim the annual leave for the sickness period, if the GP consulted provides a note as
evidence of illness (as opposed to an authenticated medical certificate), this must be submitted
on the GP’s official headed notepaper or have an official stamp. In rare instances when neither
of the aforementioned are available, the College will accept its own ‘GP statement for Annual
Leave reclaim’ form which can be downloaded from the College website and must be
completed by the GP as set out on the form. It is the member of staff’s responsibility to ensure
that the above is complied with.

Sickness Due to an Accident

If a member of staff is absent due to an accident, normal sick pay rules will apply. If the
accident is due to the negligence or breach of a statutory duty by a third party, the member of
staff shall be under a duty to make a claim in damages seeking to recover from the third party
the gross cost incurred by the College in providing sick pay (including employers’ national
insurance and pension contributions but excluding any amounts payable under the Statutory
Sick Pay (SSP) scheme). If the accident is covered by a personal accident insurance policy
(e.g. holiday insurance), the member of staff shall similarly have a duty to claim against that
policy to recover College costs in providing sick pay. If the accident has resulted from the
member of staff’s own negligent conduct or breach of a statutory duty, the College reserves
the right to withhold payment of sick pay or recover, in full, any College sick pay benefits which
have been paid (excluding SSP entitlements).

FAMILY LEAVE - MATERNITY, ADOPTION/SURROGACY, PATERNITY/MATERNITY
SUPPORT, SHARED PARENTAL, PARENTAL, DEPENDANTS

Maternity Leave

Rights and responsibilities in respect of maternity leave and pay are set out in the College’s
Maternity Leave Policy. There is an entitlement to time off with pay to attend appointments
for antenatal care provided that evidence of the appointment is produced if requested.

Adoption/Surrogacy Leave

The College policy for adoption and surrogacy leave is contained within the Adoption and
Surrogacy Leave Policy. There is an entitlement to time off with pay to attend appointments
for court proceedings, adoption appointments and ante-natal care provided that evidence of
the appointments are produced if requested.

Paternity/Maternity Support Leave

The College operates a paternity/maternity support leave arrangement, which is detailed in
the Paternity/Maternity Support Leave Policy. There is an entitlement to time off with pay to
attend appointments for ante-natal care provided that evidence of the appointment is produced
if requested.
Shared Parental Leave

The College policy for shared parental leave is contained within the Shared Parental Leave Policy.

Parental Leave and Dependants’ Leave

Details are contained within the Special Leave Policy.

SPECIAL LEAVE

In certain circumstances members of staff may request special leave for compassionate reasons, for example the death or serious illness of an immediate member of the family. Applications should be made to the immediate manager.

Jury Service and Witness Duty

In order that College can make up any shortfall when members of staff attend jury service or witness duty for periods of four weeks or more, there will be a need to reduce the member of staff’s salary by the entire gross amount for the days they served as a juror, but a (taxable) addition with description “ex gratia payment” will simultaneously be made to their pay to compensate to the extent that the Court Service’s “loss of earnings” re-imbursement falls short of their normal pay.

Sabbatical Leave

The conditions and procedures relating to the granting of sabbatical and other leave of absence is contained within the Special Leave policy.

DISCIPLINARY AND GRIEVANCE MATTERS

Disciplinary Procedure

The College disciplinary procedures set out the arrangements for dealing with matters of poor performance, conduct or capability. Guidance can be sought from your HR Adviser. Copies of the disciplinary procedures are available from the HR Division.

In the event of a suspicion of theft, the College reserves the right to search the locker, personal property or clothing of a member of staff. Staff may request the presence of a colleague or trade union representative if a search is required.

Grievance Procedure

If staff have a grievance it should be discussed first with the immediate manager. Information on the grievance procedure is available from the HR Division.

END OF EMPLOYMENT

Notice

Unless stated otherwise in the offer of employment, the written notice to be given by either the member of staff or the College to terminate employment is three months.
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 College would be as above.

The College reserves the right to require staff not to attend work or not to undertake work during all or part of the notice period.

The College may, at its discretion, terminate a member of staff’s employment at any time and with immediate effect by notifying the member of staff that it will make a payment in lieu of notice (“Payment in Lieu”). This Payment in Lieu will be equal to the basic salary at the date of termination which the member of staff would have been entitled to receive during the notice period (or, if notice has already been given, during the remainder of the notice period) less PAYE and NI deductions.

On termination for gross misconduct, or if a member of staff commits any serious, or after warning, repeated or continual breach of their obligations; or if a member of staff ceases to be eligible to work in the UK, staff may be dismissed without notice and without pay in lieu of notice.

At the end of employment, the College will deduct money it is owed from any final salary or otherwise seek to recover the money owed after employment has ended.

**Returning College Property**

On leaving employment, staff should return their ID card and all College property to their immediate manager, including any clothing and equipment which has been supplied.

**Research Governance**

Staff are expected to comply with the College’s procedures for research governance. In the case of honorary NHS employers these procedures will be in line with the Department of Health “Research Governance Framework for Health Social Care”. Local agreements will also address any potential conflicts between the policies of NHS organisations and academic institutions.

**PENSIONS**

The College occupational pension scheme is set out on the College Website.

It is not permissible for College employees to join or remain a member of any other occupational pension scheme. The only exception is for those staff who are members of the National Health Service Pension Scheme.

Staff electing to join the College occupational pension scheme will be required to contribute a percentage of pensionable salary according to the rules of the scheme and the College will also contribute a percentage of pensionable salary.

Members of staff below the age of 65 will automatically be entered into the occupational pension scheme unless they opt out in writing. In the event that a member of staff chooses not to belong to the College occupational pension scheme, the College will make no contribution to a personal pension. Staff who are over state pension age (SPA) when starting employment with the College are not normally eligible to join the occupational pension
scheme. In certain circumstances, exceptions can be made to the ruling with the consent of the scheme’s trustees but this may be subject to financial penalty.

**ANY QUESTIONS** about these terms and conditions should be raised with the HR Adviser responsible for your department/division/School.

Human Resources Division