

# HR Services

## Employee Handbook

### Conditions of Service for UEL Sports Staff



#### Working week:

#### UEL Sports Staff:

##### a) Full-time staff on Grades A to E:

Staff are contractually required to work a 35-hour week. Specific posts in UELSports consist of varying shift patterns Monday to Sunday throughout the full calendar year (with a one-hour lunch break) which for these specific staff will be paid at their standard rate of pay. Where shifts require work on a public holiday or a day when UEL is customarily closed, Sports staff will receive an extra day in lieu if the staff member is rostered to work on this day.

Where overtime is required it will need to be authorised in advance by the Director of UELSports (or nominee) and will be paid at a time and a half for Mondays to Saturdays and double time on Sundays and public holidays or a day when UEL is customarily closed, where time off in lieu is not operationally possible.

##### b) Part-time staff on Grades A to E

**Part-time staff:** Part-time support staff (i.e. those working less than 35 hours per week) shall be paid a flat rate for up to 35 hours and time and a half for hours in excess of 35 (where time off in lieu is not operationally possible).

In all the above, the Director of UELSports or his/her nominee may vary the standard starting and finishing times of staff, in consultation with the staff concerned, to ensure that a service to staff, students and external customers is provided during the opening times of the SportsDock.

##### c) Staff on Grades F and above

The work of staff in grades F and above is such that they will be expected to work to a professional contract, undertaking such hours as are necessary to successfully perform the duties of the post. Only time off in lieu is granted for time regularly worked in excess of a norm of 35 hours per week during

Monday to Sunday. Staff on these grades will be paid overtime for work on Bank Holidays or days when UEL is normally closed or where time off in lieu is not operationally possible.

**d) In accordance with the standard operational procedures expected of the leisure industry, all the above UEL Sports staff may be required to work a shift system to meet the needs of the SportsDock.**

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