Principles for the management of secondary concurrent roles

For the purpose of this document, the Primary Role is the role to which the member of staff is first appointed in the University. A Secondary Role is a second or subsequent job to which the member of staff may be appointed in the University concurrent with the Primary Role.

1. Individuals must have written consent from the line manager of their Primary Role before engaging in a Secondary Role to confirm that there is no conflict of interest between the two roles.

2. The duties of any Secondary Role must not be related to or an extension of the duties of the Primary Role.

3. Line managers for each role must be identified to each other and consult with each other in the event of any perceived conflict/overlap. The managers concerned and the individual member of staff must agree that if a conflict arises between the two roles, the Primary Role will take precedence. If a conflict arises between the two roles which cannot be resolved informally between the line managers and the individual, then the University may institute a process in accordance with the relevant procedure(s) to terminate the individual’s employment in the Secondary Role.

4. A member of staff is not permitted to be contracted to work more than a total of 48 hours (where appropriate averaged over the periods specified in the Working Time Regulations). At all times, the provisions of the Working Time Regulations regarding rest breaks must be adhered to.

5. Continuous employment runs from the date of the start of the Primary Role.

6. Overtime will not be permitted to accrue across the two roles. Overtime is only payable in a Support Staff role, without enhancement up to 36 hours and at enhanced rates (as specified in the conditions of employment) where more than 36 hours are worked in that role.

7. Holiday may only be taken in relation to the role within which it was accrued.

8. Sick pay may be paid in relation to each role. The member of staff has a responsibility to report absence separately to the individual line managers concerned.

9. Individuals who are employed on Academic or Related (AOR) terms and conditions of employment and in USS in their Primary Role with a Secondary Support Staff Role will be enrolled into GPPP for the Secondary Role. If the individual is AOR in their Primary Role and the Secondary Role is AOR, s/he will be eligible to join USS in the Secondary Role. If the individual is employed on Support Staff terms and conditions of employment in their Primary Role, whether in BPAS, GPPP or Flexible Benefit, and their Secondary Role is a Support Staff role, s/he may join GPPP: BPAS and or Flexible Benefit will not be offered for any Secondary Role. If the individual is Support Staff in their Primary Role and the Secondary Role is AOR, s/he is eligible to join USS in relation to the Secondary Role.

10. Contractual family leave entitlements will be based on the aggregated salary of the Primary and Secondary Roles, subject to having met the qualifying conditions in each role.

11. PDR, incremental progression and Annual Review will be applied according to the standard procedure for each role.

12. In the event of a disciplinary allegation, the disciplinary procedure applicable will be that set out in the conditions of employment which apply to the role from which the allegations arose. However, if there is reason to believe that the allegations affect the whole relationship between the individual and the University eg trust, honesty, integrity etc. the individual may be suspended - and ultimately dismissed - from both roles.

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