

## Measures

The following measures were proposed by University of Edinburgh and accepted by the MRC and LTUS.

- Salary Payment Date – Following transfer salary payment date to be 28<sup>th</sup> of the month or the preceding working day if 28<sup>th</sup> falls at the weekend or on a Scottish bank holiday. Note: it is normal practice to pay salaries early in December, by way of example the payment date for December 2010 was 20 December.
- Public Holidays and Annual Leave – Following transfer 6.5 days of the 10.5 days public holiday entitlement was consolidated into personal holiday entitlement leaving staff with 4 fixed public holidays Christmas, Boxing Day, New Year's day and the day following New Year's day
- Sick Pay – Following transfer staff retain their current sick pay entitlements but entitlement is calculated over a rolling 12 month period and not a rolling 4 year period as was previously the case.

## Adoption of UoE Policies and Procedures

As a result of an exercise to review and compare MRC and UoE policies a number of areas where MRC and UoE policies were essentially the same in terms of the benefit/protection they afford to the employee but different in terms of practical operation were identified. It was proposed by UoE and accepted by the MRC and LTUS that the equivalent UoE policies and procedures would be adopted in place of the following MRC policies:

- Scientific Misconduct Policy and Procedure
- Special Leave Policy
- Equality and Diversity Policy
- Harassment and Bullying Policy and Procedure
- Flexible Working Policy and Procedure
- Data Protection and Security Policy
- Grievance Policy and Procedure
- Disciplinary Policy and Procedure
- Capability Policy
- Sickness Absence Management Policy

It was identified that the following MRC policies clearly provided a material and/or financial benefit to MRC employees and it was agreed that these policies would be retained:

- Maternity, Adoptive, Maternity Support and Parental Leave Policy and Procedure
- Redundancy Compensation Scheme
- Intellectual Property Policy and Awards to Inventors Scheme
- Superannuation Policy

- Injury Benefits Scheme

With regard to the following policies it was agreed that entitlements contained in MRC policies would be retained but operationally the equivalent UoE policies/procedures would be adopted.

- Annual Leave Policy – the MRC entitlement in terms of total days annual leave and public holidays is retained but the changes outlined in the “Measures” section above apply.
  - Transferred MRC staff retain the right to take up to a total of 24 days paid leave in any leave year for any combination of unpaid voluntary public service (e.g. Justice of Peace, member of Local Authority Committee, Board of Managers or Governors of a School, member of probation or court board, member of youth offender panel)
  - Transferred MRC staff, who are members of the Volunteer Reserve Forces (Royal Naval Reserve, Royal Marines Reserve, Territorial Army (TA) or Royal Auxiliary Air Force), retain the right to take 5 days paid leave plus 5 days unpaid leave in any leave year for forces training.
  - Transferred MRC staff retain the right to carry forward up to 10 days annual leave from one leave year to the next.
- Health Promotion Policy - this policy provides staff with free access to a telephone counselling service and face to face counselling support. It was agreed that counselling support would be provided through the University’s Counselling Service which provides a face to face but not a telephone counselling service. The University’s service is free for members of staff and “couple counselling” is offered to staff and their partners at competitive rates. It was agreed that MRC staff retain their entitlement to free “couple counselling” accessed through the University’s Counselling Service, with the cost being met by the local business area. In relation to DSE Eyecare the MRC Health Promotion Policy provides for reimbursement for spectacles up to £100 (UoE policy restricts reimbursement to £50). It was agreed that the entitlement to the higher level of reimbursement be retained.
- Personal Development Review and Learning and Development Policy - the Personal Development Review Policy stipulates a mandatory annual PDR meeting. It was agreed that the requirement for an annual PDR remains mandatory but is delivered through the University’s PandDR model
- Use of Animals in Research – there is no equivalent policy in the University. It was agreed that the principles of the MRC policy be retained but University operational procedures followed
- Travel, Subsistence, Hospitality and Expenses – it was agreed that all entitlements in the current policy be retained but UoE policies and procedures adopted in relation to making claims

It was agreed that the following MRC policies would not continue to apply as all new recruits would be hired on University terms and conditions

- Non- MRC Employee Policy
- Baseline Security Standard Policy
- Recruitment and Selection Policy
- Probation Policy (continued for transferred staff until probation completed)

### Union Recognition

It was agreed that transferred MRC staff would continue to be represented by UCU and Unite and be covered by the main agreement between the University and its recognised Trade Unions, UCU, Unite and Unison post transfer. It was agreed that PCS recognition would not transfer and that former members of PCS would be invited to join Unison, the University's recognised Union for staff in the groups represented by PCS within the MRC.

<b>Former MRC Policy</b>	<b>Agreed Equivalent UoE Policies at date of transfer</b>
Scientific Misconduct Policy	Procedures for Allegations of Research Misconduct
Special Leave Policy	Special Leave with pay (Non-teaching staff)
Equality and Diversity Policy	Dignity and Respect Policy Policy and Code of Practice on Equal Opportunities in Employment Race Equality Policy
Harassment and Bullying Policy and Procedure	Dealing with Personal Harassment code of Practice for Staff
Flexible Working Policy and Procedure	Flexible Working Policy
Data Protection and Security Policy	Data Protection Policy Computing Regulations
	<b>Agreed Equivalent UoE Policies</b>
Grievance Policy and Procedure	Grievance Policy
Disciplinary Policy and Procedure	Disciplinary Policy
Capability Policy	Capability Policy
Sickness Absence Management Policy	Absence Management Policy
	<b>Guidance Associated with above Policies</b>
	Guidance for Handling Formal Meetings
	Guidance for Managing Investigations
	Appeals Procedure