

PAD2. Policy on Administrative Staff Workload and Tasks

1. Scope

This policy defines the administrative staff workload in terms of time allocated depending on the contractual arrangements made for each individual.

2. Full-Time Administrative Staff

A full time member of administrative staff is employed by CITY ULE and signs a contractual agreement with the CITY ULE. Staff who signed a contract with the CITY ULE are not employees of the University of York.

The workload of a full time member of administrative staff normally amounts to physical presence at the CITY ULE's premises of 35-40 hours per week. Unless with the permission of the Executive Board, a full time member of administrative staff should not be partially or fully self-employed or employed at another institution, enterprise, organisation, public body, etc. In such a case, the Executive Board has agreed that the administrative staff will be susceptible to a reduction of 30% of their salary.

3. Part-Time Administrative Staff

Part-Time administrative staff are employed by the CITY ULE on contractual arrangements that are made on the basis of their working hours.