

PLEDGE TO RAISE THE BAR

By approving this motion, this faculty/department shows its support for the following principles for the hiring and management of research, academic, academic-related staff and graduate students across the Collegiate University, and to advocate for adherence to these principles throughout academic and employment structures at the Collegiate University.

Where possible, we commit to apply these principles in those employment practices that are under our control.

DECENT CONTRACTS

1. All staff who do not already hold a secure employment position in the Collegiate University should be given the option of an employment contract, and not only offered a worker contract. Short-term employment contracts should be proposed in preference to worker contracts under the Temporary Employment Service¹.
2. Open-ended contracts with proper redundancy processes should be favoured over fixed-term contracts².
3. Where there is a compelling reason to use a fixed-term contract, such contracts should be of at least 12 months' duration. 9-month contracts to cover only the teaching period of the academic year are never acceptable. The only exceptions to this would be where an appointment is to cover a shorter period of parental leave or for students working over a vacation.
4. Where staff do not hold another secure employment position in the Collegiate University (or elsewhere, for visitors), fractional contracts should be offered in place of hourly-paid arrangements³. If variable-hours contracts are used, these should include a guaranteed minimum number of hours.
5. Every effort should be made to retain staff at risk of redundancy including through training in transferable skills to support redeployment.
6. Employment contracts should be offered to postgraduate students doing lecturing, supervision or demonstration.

FAIR PAY

7. Annual pay progression should be ensured for all staff by linking their pay to the HE Single Pay Spine⁴.
8. All work, including work carried out by postgraduate students, should be paid. The pay should reflect the actual amount of time needed, such as including preparation time for teaching.

9. All staff in the Collegiate University should be paid at minimum at a level equivalent to the Cambridge City Council's Real Living Wage of £10 per hour⁵.

RIGHTS AT WORK

10. Staff employed by the Temporary Employment Service have the right to be treated the same way as other employees, e.g through access to University cards, to occupational sick pay, having a notice period when assignments are terminated early, being able to apply to internal vacancies, to access to the Counselling service and self refer to Occupational Health, etc.

11. Non-EU staff should have Tier 2 Visa costs and associated immigration health surcharges paid for (or at worst reimbursed) by their employer⁶.

RESPECT FOR GRADUATE WORKERS

12. All work performed by graduate students must be recognised as real work and paid. Mentoring is not a substitute to pay. Payment for graduate students should be equivalent to other members of staff performing the same functions and should adequately reflect time spent on preparation.

13. Graduate students who teach should be able to raise issues to, and seek advice from, a single academic point of contact who is qualified to supervise postgraduate teaching and who is in a position potentially to provide an academic reference in the future.

FAIR ALLOCATION OF TEACHING

14. Teaching work should be offered in a fair and transparent way, with equal access to teaching opportunities to all staff willing to teach.

Endnotes

1. **Employment contract versus worker contract:** At the University of Cambridge staff hired via the [Temporary Employment Service](#) are on a worker contract, while staff hired with fixed-term and open-ended contracts are on an employment contract. Employment contracts provide more rights than workers contracts. For example, at the University of Cambridge, TES workers don't have access to University cards, to occupational sick pay, to a notice period when assignments are terminated early, and are not able to apply to internal vacancies, to access to the Counselling service and to self refer to Occupational Health.

2. **Redundancy processes** in open-ended and fixed-term contracts: If a short-term contract ends after two years of continuous service, the employee will be entitled to the same redundancy rights as employees on open-ended contracts (more detail about fixed-term contracts on [acas](#)).

3. **Fractional contracts versus hourly-paid arrangements:** Hourly-paid staff are paid with a rate associated with the task they are undertaking. These arrangements are associated with unpredictable hours, precarious employment, uncertain income, low pay and heavy workloads and also lack of career progression. Fractional contracts are part-time open-ended contracts that are used when an employee is

contracted for anything less than the basic full-time hours.

4. **HE Single Pay Spine:** The HE pay spine is a scale showing the rates of pay for employees working at each level in Higher Education. It also shows the increases in pay an employee gets when they spend a certain length of time at a particular level. As an example, [here is the annual salary](#) at the University of Cambridge set on 1st August 2017 for each level on the scale. If an employee is not graded on this scale, it means they don't have the opportunity to progress through the scale.

5. **Living Wage :** The Real Living Wage is calculated by the [Living Wage Foundation](#) according to what employees and their families need to live. It is higher than the government's [National Living Wage](#), which replaced the National Minimum Wage for employees over 25 in April 2016. The Living Wage is £9 an hour outside London, and £10.55 in London. In 2018, the [Cambridge City Council committed to paying all of their employees a Real Living Wage of £10 per hour](#), reflecting the fact that inequality is higher in Cambridge than any other city in the country.

6. **Tier 2 Visa costs and associated immigration health surcharges for non-EU staff:** In 2018 Tier 2 Visa costs ranged from £610 to £1314 depending on the situation (all details can be found [here](#)). Applicants also have to apply for a healthcare surcharge of £400 per year (all details can be found [here](#)).