

Saturday Open Days – Guidance for HoD's and Department Managers

Introduction

The University will be holding additional Saturday open days during the 2017/18 academic year. This introduction has been driven by feedback from prospective students and their parents that weekends are most convenient for attendance and are an important part of the University's marketing strategy.

There is adequate provision within the University's Terms and Conditions of Employment, and the Local Framework Agreement, to enable the staffing of Saturday open days. However, whilst Saturday open days have been in existence for some time, their increased frequency has led to changes in the way they are managed by Departments.

This guidance is issued to assist Heads of Department and Department Managers in their preparations for the 2017/18 Saturday open days.

Staffing arrangements for Saturday open days

Departments/Faculties should:

- communicate the importance of open days to all staff and their expectations in relation to the attendance of staff.
- plan for staffing Saturday open days as far in advance as possible to help accommodate staff member's annual leave, caring responsibilities or prior commitments outside of work, etc. Early planning will help to minimise the impact on staff.
- ensure that, where possible, attendance at Saturday open days is shared responsibly amongst staff to avoid these duties falling to the same staff on each open day. A simple rota system may help achieve a fair distribution and provide transparency.
- assess whether any staff members who are being asked to attend a Saturday open day have a protected characteristic, and to take any such protected characteristics into consideration to determine whether a staff member can attend, and whether any reasonable adjustments are required to facilitate their attendance. For example, if a staff member is provided with a reasonable adjustment during their normal working week then it may be necessary to extend provision of that adjustment to a Saturday open day to enable that employee to attend.

Recompense for staff required to attend Saturday open days

Staff grades 1 to 6

Staff on grades 1 to 6 who are required to work on a Saturday open day, outside of their normal contracted days, will be entitled, as per their terms and conditions of service, to receive overtime pay or take time off in lieu.

Time off in lieu should be taken within a reasonable timeframe and at a mutually beneficial

time agreed by the Department and employee locally.

Department/ Faculties will decide whether overtime pay, time off in lieu, or a choice of either will be offered to staff.

Premium rates of overtime pay are only available if the additional working hours takes an employee's hours of work above 40 per week, or if the additional working hours fall on a sixth or seventh consecutive day of work.

Staff grade 7 and above

Staff on grades 7 and above who are required to work on a Saturday open day, outside of their normal contracted days, will be entitled, as per their terms and conditions of service, to take time off in lieu.

Time off in lieu should be taken within a reasonable timeframe and at a mutually beneficial time agreed by the Department and employee locally.

Reasonable Request

Within the context of the arrangements and recompense outlined above, the University considers the staffing of Saturday open days to be a reasonable management request.

The threat of disciplinary action should not be used to secure attendance. However there are types of behaviour that might warrant such action. For example:

- Unreasonable behaviour, as defined by the University Disciplinary Procedure, exhibited in response to a request to attend open days.
- A refusal of a reasonable request to attend an open day.
- Non-attendance at an open day without notice or good cause.

If you have any concerns about an employee's conduct, you should **contact your Faculty HR team for guidance** in the first instance:

www.sheffield.ac.uk/hr/aboutus/whoweare/hrservices