

# **Saturday Open Days – Guidance for HoD's and Department Managers (Updated)**

## **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 therefore forms an important part of the University's student recruitment and marketing strategy.

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

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. In the interests of ensuring the smooth running of these additional Saturday open days certain flexibilities have been agreed to the arrangements normally in place within the Local Framework Agreement with Trade Unions which are specific to the delivery of additional Saturday open days in 2017-18. These are outlined in the sections below on recompense for those who work Saturday open days.

The provisions set out in this guidance are designed to facilitate the successful introduction of additional Saturday open days in 2017/18. They are not intended to replace or supersede normal management practice where staff ordinarily work shift patterns that include Saturday working.

The impact and success of the open days will be evaluated at the end of the 2017/18 academic year and therefore changes to the guidance set out below may be necessary. A review of these arrangements will take place in the Summer of 2018. HoDs and Departmental Managers are welcome to offer feedback on the arrangements during the course of the year. Comments may be passed to Christina Edgar, Director of Student Recruitment & Admissions or Rob Gower, Head of HR Services.

## **Staffing arrangements for Saturday open days**

Departments/Faculties should:

- Communicate the importance of open days in terms of facilitating student recruitment to all staff and their expectations in relation to the attendance of staff.
- Provide clarity around expectations of staff on open days, how long they would be needed and the duties they would be asked to perform. It is anticipated that a large amount of set up and organisation will be undertaken centrally by the student recruitment team, minimising the burden on departmental staff wherever possible.
- Plan for staffing Saturday open days as far in advance as possible to help accommodate staff member's planned holidays, caring responsibilities or prior commitments outside of work, etc. Early planning will help to minimise the impact on staff.
- Ensure that, as far as 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. It is however recognised that in small departments or areas with specialist facilities this may not be possible. Thought should be given in these areas as to whether any alternative arrangements can be made.

- Assess whether any staff members who are being asked to attend a Saturday open day have a protected characteristic, 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. An equality impact assessment has been undertaken which has identified the following protected characteristics which could impact upon a staff member's ability to attend a Saturday open day as follows:
  - Disability
  - Caring responsibilities
  - Religion or belief
  - Pregnancy
- If a staff member who offers to work on one or more Saturday open days, identifies one or more of these protected characteristics which may prevent them from being able to work, managers should explore options available in an effort to enable their attendance. It is acknowledged however that the presence of one or more of the protected characteristics may mean that some staff are unable to work some or all Saturday open days.
- It should be noted that the University is committed to providing on-site childcare free of charge to facilitate attendance which may allay concerns regarding caring responsibilities. Further details of this provision will be provided as soon as possible.
- If a staff member is provided with a reasonable adjustment during their normal working week then it will be necessary to extend provision of that adjustment to a Saturday open day to enable that employee to attend. If it is not possible for the reasonable adjustment to be extended, then the staff member should not be asked to attend a Saturday open day.

**Under no circumstances should the threat of disciplinary action be used to secure attendance.**

### **Recompense for staff who work on Saturday open days**

#### **Staff grades 1 to 6**

Staff on grades 1 to 6 who work on a Saturday open day, outside of their normal contracted days, will be entitled to choose to receive overtime pay or take time off in lieu.

For those staff for whom Saturday working is not a normal part of their working pattern, time off in lieu will be offered for a full additional days leave irrespective of the hours they attend on a Saturday open day (in many cases the expectation is for attendance to last less than a normal working day).

Where a staff member chooses time off in lieu, this should be taken within a reasonable timeframe (within a three month period) and at a mutually beneficial time agreed by the Department and employee locally.

Normally, premium rates of overtime pay are available only 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. To support the successful provision of Saturday open days, and recognising that Saturday is likely to be considered a rest day for most staff who normally work between Monday and Friday, those at grades 1-6 whether full time or part time, will be able to choose to be paid either at time and a half for the hours worked, or claim a full day off in lieu.

### **Staff grade 7 and above**

Staff on grades 7 and above who work on a Saturday open day, outside of their normal contracted days will be entitled to take time off in lieu. This will be for a full additional days leave irrespective of the hours they attend on a Saturday open day (in many cases the expectation is for attendance to last less than a normal working day).

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

Managers are encouraged to treat attendance at Saturday open days as they would for attendance at other mid-week open days in terms of recognising participation and time commitment within the departmental workload allocation model. Where this is built into the model it is recommended that, as with time off in lieu, a full day (irrespective of the hours the staff member attends on a Saturday open day) should be recognised. It is acknowledged that departments have different models and norms in defining and determining workload allocations.

### **Further support for staff**

To facilitate attendance at Saturday open days, the following additional provisions are being made. Please make your staff aware of these.

- Free car parking for staff is provided in the Arts Tower car park for all Saturday open days.
- Staff who already have a parking permit can park in other University car parks as they would during weekdays.
- Additional public transport travel costs incurred as a result of working on a Saturday open day will be reimbursed via the normal expenses claim process.
- The University is committed to providing free onsite childcare to support staff attendance.

### **Additional Costs**

Administration of overtime payments and payments of any other expenses is best conducted at a local level as HoDs and Department Managers are able to verify that staff claiming for overtime pay or additional expenses were asked to attend, and attended the Saturday open day(s) in question. It is recognised that this is additional expenditure against Departmental budgets. Faculty Finance Managers are aware of the circumstances that may result in this potential overspend and if you have any concerns regarding the impact on your budget you should liaise with your Faculty Finance Manager to discuss.

## **Support for managers**

If you have any queries regarding the practical organisation of the additional Saturday open days then you can contact Amanda Hamilton in the student recruitment team.

If you have any concerns about staff conduct in relation to staffing Saturday open days you should contact your Faculty HR team for guidance and should not seek to address your concerns until you have received advice from HR.:

[www.sheffield.ac.uk/hr/aboutus/howeare/hrservices](http://www.sheffield.ac.uk/hr/aboutus/howeare/hrservices)

CONFIDENTIAL