

UNIVERSITY OF ABERDEEN

POLICY ON THREE DAY DEVELOPMENT TIME ALLOWANCE FOR CONTRACT RESEARCH STAFF

1 INTRODUCTION

The University is committed to the objectives of the Concordat on Contract Research Staff Career Management. Part of this Concordat relates to the training and development opportunities for 'planned career development' which are made available to contract research staff.

It was acknowledged by the Contract Research Staff Working Party, University Management Group, Joint National Consultative Committee and Staffing & Development Committee that all training and development activities were open to research staff. It was however felt that the pressure on such staff to complete projects to the deadlines in the research contract made them reluctant to spend time away from the workplace to undertake development activity. This consequently may make it more difficult for them to find suitable alternative employment when their contract ends.

In order to overcome this, it has been agreed to allocate a number of days each year for contract research staff to devote to self-development activity. This will encourage contract research staff to actively plan their career development and to build this time in to their work schedules.

2 CONDITIONS OF THE POLICY ON DEVELOPMENT TIME ALLOWANCE FOR CONTRACT RESEARCH STAFF

- The 3 days can only be used for participation on internal and external staff development activities.
- Those employed on contracts of less than one year in a part time capacity will also be entitled to development time on a pro-rata basis.
- Requesting time away to attend courses will be determined in consultation with the line manager. Requests should be submitted not less than 2 weeks prior to the activity taking place. In the event of the supervisor being unable to approve the request, detailed grounds for the refusal must be given to the employee.
- Where an employee has been refused any access to development time, he or she may submit an appeal in writing to their Head of Department in the first instance stating the grounds for the appeal.
- The development days will not be in addition to the number of days allocated in total to the research project, and will be funded in the first instance from the staff development provision of the grant supporting the project and from departmental development funds.
- The policy will not be retrospective on research grants awarded before the launch date of the policy. The launch date was set as Wednesday 17 April 2002.