



## **Newcastle UCU Local Hardship Fund: Policies and Procedures**

( Marking boycott daily calendar day rate raised as agreed at branch committee 5.9.23 )

Newcastle University UCU branch has created a local fund specifically aimed at assisting hourly paid / casual staff and those for whom the loss of income due to industrial action would have an immediate and drastic impact on their household budget.

This document sets out the policies and procedures that will be implemented for claiming money from the local hardship fund.

1. Anyone claiming from the local hardship fund must be a member of UCU.
2. Anyone claiming from the local hardship fund must have taken industrial action.
3. Anyone claiming from the local hardship fund must not have claimed from the national fund for the same period (i.e. 'double claiming' for the loss of earnings) ***except for top-up claims from our local fund where member was paid only part of their lost pay by the national fund (see below)***
4. All payments will be made by BACS. This is a condition of our bank and cannot be changed by the branch – Cash cannot be issued.
5. All claims will be assessed by a local hardship fund committee to ensure compliance with national guidelines.
6. Please use the national UCU fighting fund if you do not need help urgently - see <https://www.ucu.org.uk/fightingfund> and [https://ucu.custhelp.com/app/fighting\\_fund/](https://ucu.custhelp.com/app/fighting_fund/) so that our local hardship fund can prioritise those needing urgent payment.

### **1. Evidence of loss of earnings**

- Evidence for the strike/marking boycott dates should be sent to [ucu.office@newcastle.ac.uk](mailto:ucu.office@newcastle.ac.uk). **Please also include your bank details payment.**
- **Hourly-paid student workers** (e.g. PGRs) should send :
  - A letter ***signed by a UCU Rep*** in your School, Department, or Faculty confirming that you did not work on the strike day(s) and showing the hours lost on each strike day OR the days when you took part in a marking boycott and showing marking hours lost by module for each week (please see template letter).
  - For staff using the student worker app., a screenshot of your allocated hours should accompany the signed letter.
  - Previous payslip to confirm whether you normally pay tax & NI
  - Large hourly-paid claims over £500 would also need payslip for month of lost pay to check tax & NI but an earlier part payment can be made

- **Hourly-paid part-time staff** (e.g. Associate Lecturers whose payslips show “Teaching Fee”) should send :
  - A copy of the email sent by HR confirming the days on which you were on strike or taking part in marking boycott.
  - A letter ***signed by a UCU Rep*** in your School, Department, or Faculty confirming that you did not work on the strike day(s) and showing the hours lost on each strike day OR the days when you took part in a marking boycott and showing marking hours lost by module for each week (please see template letter)
  - A copy of your contract, timetable or letter of appointment confirming your monthly pay and your hourly rate (for additional hours).
  - Payslip showing deductions
  - Previous normal payslip WITHOUT deductions
  - For marking boycott, please also state which days and how much you have claimed from national fighting fund.

This is to make sure hardship payments do not exceed net lost pay (after tax & NI) and so that the branch is compliant with all auditing procedures.

- **Members paid “Monthly Salary”** on open ended/fixed-term contracts should send:
  - A copy of the email sent by HR confirming the days on which you were on strike or taking part in marking boycott.
  - E-mail or letter supporting your claim from rep. in your department (or a rep. who knows you )
  - Payslip showing deductions
  - Previous normal payslip WITHOUT deductions
  - For marking boycott, please also state which days and how much you have claimed from national fighting fund.

This is to make sure hardship payments do not exceed net lost pay (after tax & NI) and so that the branch is compliant with all auditing procedures.

- For top-up strike claims where national have paid less than our daily limit please include the above AND the remittance advice from national showing how much you were paid for the period.
- Top-up claims and normal full claims must be separately claimed.

## 2. **Daily and monthly limits: strike**

For strike days that are NOT part of a marking boycott, claims can be made for up to £75 per day of strike action, to a maximum of £1000 per pay month. For marking boycott claims see below.

### **3. Hourly paid staff and daily limit**

If any day's lost earnings exceed daily limit, please show other strike days on which you did no paid work for the University, in your rep.'s letter with "No work done" so that we can spread your claim over all strike days.

For hourly-paid staff, all teaching work may be concentrated on fewer days than the strike days and earnings lost may occur on only one or some of the strike days.

For example, if you lose £100 for all classes taught on a day and this is 100% of your anticipated income, this can be spread over all strike days shown in your rep's letter.

### **4. Task based work completed outside of the strike**

Many staff on hourly paid contracts will have task work allocated over a number of weeks. E.G., marking work may be spread over three weeks, although you might complete it all in a shorter period.

If you have completed tasks that are allocated on your workload, particularly through the app system, you should claim for your hours as normal. It doesn't matter if the app records that you have completed these tasks during industrial action – the work has been completed outside of the strike and you're entitled to payment for this work.

If your tasks have been re-allocated (e.g. the module leader is not on strike and chooses to complete the marking themselves), this will fall under lost earnings and is therefore eligible for payment from the local strike fund. We will require a screenshot of your workload allocation from the app, along with a signed letter from a local rep.

### **5. Marking boycott**

We will prioritise paying hourly-paid PGRs their lost pay subject to our £1000 a month cap as they are losing 100% because they are hourly-paid.

For **monthly salary staff** (*full-time & part-time*) during marking boycott (MAB) losing 50%+ :

1. Members should take **as much leave as possible each month** during marking boycott as you get full pay when on leave
2. Members **must claim first 9 weekdays MAB** with 50%+ deductions **from *National* Fighting Fund** at **£30/day = £270** after tax (as at June 2023) - see <https://www.ucu.org.uk/fightingfund> , scroll down to "Need to claim?" and follow link to legal services – You will need your payslip and membership number. National may take up to 10 working days to pay.
3. From day 10 of your marking boycott with 50% deductions, our **local** fund will pay up to **£30 per calendar day** after tax (**equivalent to £210 per week or £42 per weekday**). You can claim from local fund for day 10 onwards for the rest of that month when you have payslip showing deductions and while waiting for national payment for first 9 days.
4. On **strike days** during MAB our **daily cap** is **£70 per strike day** after tax
5. **Monthly cap for wholly MAB is £850** after tax but would **increase by £35 per strike day**

Members who were paid at earlier rate of £25 per calendar day of MAB can claim an extra £5 per calendar day of MAB by forwarding the mail about their original payment from the treasurer (or secretary) showing

- how many days MAB they were paid for
- with their payslip(s) for the month(s) of MAB deductions, and requesting "x days MAB extra payment at £5/day".

The original mail with payslip(s) will greatly speed up processing the additional claim.

Note: deductions on payslips are shown **before tax** so for a typical basic rate tax payer lost pay is 68% of gross deductions (less 20% tax & 12% NI that you would have paid if working)

The branch may ask (retrospectively if necessary) for documents that enable the local strike committee to properly quantify the losses incurred by staff.