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MPs' staff currently on non-IPSA contracts

Some MPs' staff employed prior to the 2010 General Election are on non-IPSA contracts. The terms and conditions in these contracts may differ from those in the IPSA contracts, on which all staff who joined since the May 2010 Election are employed.

The standard IPSA contracts are [here](#). MPs' staff who are still on contracts of employment dating from the previous Parliament, but who wish to transfer to an IPSA contract before the May 2015 Election will have until 14th November 2014 to do so. If this applies to you, this is a decision that would need to be taken jointly by you and the MP you work for as your employer. If you both agree you would like to move onto an IPSA contract, the MP and the employee will need to complete and sign an IPSA model contract. The commencement date in clause 1 should state the date the employee started to work for the MP, but all the other details should state the current terms and conditions, e.g: job title, salary, working hours, full time hours equivalent (for part timers only) location, holiday and notice period.

The contract should be accompanied by the relevant PDF version of the job description, which will be produced by the online job descriptions tool (see below).

Job Descriptions tool

In June, IPSA introduced a new online tool to produce job descriptions. It includes IPSA pre-approved terms and conditions and allows MPs to select the tasks that specifically apply to particular posts.

You can access this by clicking [this link](#). For new starters, the old job descriptions are no longer accepted.

Pay Ranges

We've recently been asked about IPSA pay ranges for MPs' staff. Just to remind you, this information can be found through the "IPSA for MPs" page on our website. Go to the Staffing Forms section, then the Payroll general information folder. The document titled 'Payroll FAQs' contains lots of useful information, including pay ranges, information on online timesheets, the staffing budget report and much more. You can also access this by clicking on [this link](#).

Payroll cut off dates

We would like to remind you of the Payroll cut off dates:

- 15th of the month (or the working day before this date, when it falls on a weekend) for post. This includes new starters and all other changes to existing employees such as hours, salary, job title, address and changes to bank details. This is also the deadline for informing us of leavers and extensions to fixed term contracts.
- 22nd of the month for online timesheets.

We would like to ask that MPs and their staff keep these dates in mind, as in recent months we have experienced a higher number of requests to process emergency payments and this is a time consuming process that is only applicable for emergency situations. Please be aware that we may not be able to process advance payments if you miss the cut-off date.

IPSA Contact Details

Phone: IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

Email: info@parliamentarystandards.org.uk

Post: IPSA, 4th floor, 30 Millbank, London, SW1P 4DU

Website: www.parliamentarystandards.org.uk