1. **General - Collective Agreements and Pay Structures**
   There are currently no collective agreements in place. The pay structure will be reviewed on an annual basis by the R&R Committee;

2. **Working Week**

   The normal full-time working week for Staff is 38 hours, with hours of attendance being determined at Unit level. Details of working patterns are normally set out in the Further Particulars/Job Description for each post. Individual Units have the flexibility to set normal hours to meet the particular needs of the business area concerned. Hours of work and working patterns are as set out in individual contracts of employment (Principal Statement Part 1).

3. **Grades and Scales**

   Staff are appointed to grades in the University of Essex Campus Services Pay Structure. The salary scale on which the appointment is made is as stated in the contract of employment (Principal Statement: Part I).

4. **Holidays/Annual Leave**

   The holiday entitlement for a five day worker is 36* working.

   *36* days includes entitlement to statutory public holidays.

   Part-time and term-time members of staff are entitled to annual leave on a pro rata basis to the entitlement of full-time staff.

   Some Units within University of Essex Campus Services Ltd may restrict holidays during periods of particular business activity.

   In the case of staff working on a term-time only basis, an additional payment for annual leave will be made at the end of each month worked in order to compensate staff for holidays taken during each month. The calculation of holiday entitlement will be on the basis of an additional monthly payment of 13.08% of basic salary. This amount includes all entitlements to statutory public holidays and closure days.

   The leave year runs from 1 April to 31 March. Holiday entitlement in the first and last years of service shall be pro rata to the number of completed months' service in that period.

   On termination of employment, holiday entitlement will be calculated to the nearest full month worked. If a member of staff has taken holiday which has not been earned, then any such excess paid holiday will be deducted from the final salary/wage payment. Alternatively, if it has not been possible for a member of staff to take his/her full earned holiday entitlement upon termination of employment, then an appropriate addition will be made to the final salary/wage payment.
It should be noted that unused holiday entitlement cannot normally be carried over from
one leave year to the next.

Information concerning special leave (for voluntary public services, volunteer reserve force
service etc), and compassionate leave (including Parental Leave and Time Off for
Dependants) is available from Human Resources.

5. Pension Scheme

Staff are auto-enrolled into the NEST Pension Scheme immediately upon commencing
employment and contributions will be deducted accordingly. Staff will be able, if they wish
subsequently, to withdraw from NEST by completing the appropriate opt-out form and
forwarding the completed form to Human Resources.

6. Sickness Absence/Pay

A member of staff who is prevented by illness from reporting for duty shall notify his/her
Line Manager as early as possible on the first day of absence. Any absence between 1
and 7 calendar days will require the employee to complete a self certificate and return it to
the line manager.
If the absence exceeds seven days (including Saturdays and Sundays) he/she shall
submit a completed and signed doctor’s certificate (Fit Note) to Human Resources.
Thereafter such further medical certificates as are issued at intervals by the employee’s
doctor shall also be submitted to Human Resources.

A document setting out the arrangements at present in force for sick leave and sick pay is
available from Human Resources.

7. Probation and Permanency

Staff will normally be appointed subject to confirmation after a probationary period of six
months. Probationary periods may be extended by a period of up to three months, subject
to the agreement of the Campus Services Director in conjunction with Human Resources.
A member of staff who has already satisfactorily completed a probationary period in a
similar post within University of Essex Campus Services would not normally be expected
to complete a further period of probationary employment.

8. Maternity and Adoption Leave

Female employees who have been continuously employed in the Company’s service for a
minimum period of twelve months before the expected week of confinement may be
eligible to receive occupational maternity leave and to be absent on the grounds of
maternity for a period of up to 52 weeks. Full details of the scheme and of the conditions
governing the eligibility of staff for maternity leave is available from Human Resources.
Details of the Adoption Leave scheme are also available from Human Resources.

9. Paternity Leave

Statutory provisions apply.

10. Payment

Members of Staff will be paid monthly in arrears by direct credit into a bank or building
society account.

11. Notice
The appointment of a member of staff may be terminated by either side giving one month’s notice in writing. The amount of notice of termination of the employment which an employee is entitled to receive increases to five weeks after five years’ continuous employment and thereafter by an additional week for each additional complete year of service up to a maximum of twelve weeks’ notice after twelve years’ or more continuous service. During the probationary period employment may be terminated by either side giving two weeks’ notice.

12. Previous Service

Periods of previous service with any employer other than University of Essex Campus Services do not count as continuous with your current employment unless specifically stated in the contract of employment (Principal Statement Part 1).

13. Trade Union Membership

The Company recognises Unison Trade Union for the purposes of information sharing and consultation.

14. Occupational Health

An employee may be required to undergo a consultation with an Occupational Health Advisor/Physician.

15. Individual Grievances

A grievance relating to your employment should be discussed in the first instance with your immediate supervisor. Further steps are set out in the Grievance Procedure, a copy of which is available from Human Resources.

16. Disciplinary Matters

Details of the procedures for dealing with disciplinary matters and disciplinary rules (including the termination of appointments) may be consulted in Human Resources.

18. Policy Statement on Equal Opportunities

University of Essex Campus Services Limited recognises the value of promoting equality and diversity and is committed to equality of opportunity within the Company. It therefore aims to create the conditions whereby students and staff are treated with dignity and respect and solely on the basis of their merits, abilities and potential regardless of, race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations or other irrelevant distinction.

Members of staff should ensure that they become familiar with, and understand, the contents of the Company’s Policy Statements and Codes of Practice on Equality and Diversity. It should be noted that any intentional breaches of the legislation on equality and diversity matters are not acceptable and will be investigated under the terms of the Company’s Disciplinary Procedure.

March 2012

1 April 2016 UECS Ltd