UNIVERSITY of ESSEX CAMPUS SERVICES LIMITED

TERMS OF APPOINTMENT
(Principal Statement II)

Staff Bands H – K

1. **General - Collective Agreements and Pay Structures**
   There are 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 pay bands 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 annual leave entitlement of a full-time member of staff working 5 days per week is 39 working days, with the choice of dates left to the individual, subject to the approval of the line manager who will not unreasonably withhold consent. Some Departments within UECS Limited may restrict holidays during periods of particular business activity.

   *This total includes entitlement to statutory public holidays each year.

   Members of staff who work fewer than 5 days per week are entitled to annual leave on a pro rata basis.

   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 Universities Superannuation Scheme (USS) immediately upon commencing employment and contributions will be deducted accordingly. Staff will be able, if they wish subsequently, to withdraw from USS by completing the appropriate opt-out form available from USS and forwarding 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 calendar days 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 twelve 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 three month’s notice in writing. During the probationary period one months notice may be given by either side.

12. **Previous Service**

1 April 2016

UECS Ltd
Periods of previous service with any employer other than 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.

17. **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.

April 2016