WIVENHOE HOUSE HOTEL LIMITED

TERMS OF APPOINTMENT

Bands 1 - 6

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 Recruitment and Remuneration Committee;

2. Working Week
   The normal full-time working week is a notional 40 hours per week, with hours/days of attendance being determined at Section level. Details of working patterns are normally set out in the Further Particulars/Job Description for each post. Individual Sections 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.

3. Grades and Scales
   Staff are appointed to salary points on the Wivenhoe House Hotel Limited Pay Structure. The salary 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 31* 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 Sections within Wivenhoe House Hotel Limited may restrict holidays during periods of particular business activity. Occasionally, staff may be required to take annual leave during periods of closure or reduced 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.

   It should be noted that unused holiday entitlement cannot normally be carried over from one leave year to the next.

   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.

5. Pension Scheme
Membership of the NEST Pensions Scheme is voluntary. Further details are available from the Payroll Section within HR.

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 one and seven 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.

The Company does not have an Occupational Sick Pay Scheme. Statutory Sick Pay will be paid subject to Scheme rules.

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 Wivenhoe House Hotel Limited would not normally be expected to complete a further period of probationary employment.

8. **Maternity and Adoption Leave**

Statutory provisions apply.

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 on 28th of each month.

11. **Notice**

The appointment of a member of staff may be terminated by either side giving one months notice in writing after completion of the probationary period. The amount of notice of termination that an employee is entitled to receive increases to five weeks after five years continuous service and thereafter by an additional week for each additional complete year of service up to a maximum of 12 weeks. During the probationary period employment may be terminated by either side notice giving one week’s notice.

12. **Previous Service**

Periods of previous service with any employer other than Wivenhoe House Hotel Limited 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**

There is no Recognition Agreement that applies to this employment.

14. **Medical Examination**

An employee may be required to undergo a medical examination at the Company’s expense.

15. **Individual Grievances**

A grievance relating to your employment should be discussed in the first instance with your immediate supervisor/line manager. 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 Equality and Diversity**

Wivenhoe House Hotel Limited recognises the value of 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 Equality and Diversity Policy.

April 2016