

(departmental letterhead)

Mrs Jones
Address 1
Address 2
Address 3

26 September 2011

Dear Mrs Jones

I am pleased to offer you an appointment, on the terms and conditions set out in this letter and in the enclosed Statement of Terms and Conditions of Employment for University Support Staff.

Your appointment is subject to the following conditions:

- i. provision of original documentation to establish your right to work and remain in the UK;
- ii. the return of a completed medical questionnaire, and if necessary, confirmation from the University's Occupational Health Service that you are medically fit for the post concerned (allowing for any reasonable adjustments that may be required);
- iii. completion to University's satisfaction of an initial probationary period;

Role: Administrative Assistant (maternity cover).

Place of work: your normal place of work will be the University Offices, Wellington Square, Oxford.

Start date: this appointment dates from 01/10/2011.

Probation period: your appointment is subject to completion to University's satisfaction of an initial probationary period, of 6 months.

Grade and salary: this appointment is at grade 3 point 1. Your salary is payable at the rate of £17,179 a year, pro rata for part-time appointments.

The annual incremental date is 1 August and your next increment is due on 01/08/2012.

Hours of work

This appointment is part-time.

Your normal hours of work are 20 hours per week (55% of full-time hours).

The distribution of weekly working hours which currently applies to your post is:

Monday to Friday 9 am to 1pm

Annual leave: the leave year runs from October to September each year.

Full-time staff are entitled to 38 days' paid leave in each complete leave year (inclusive of all public holidays and any locally agreed closure days), to be taken by agreement with the department.

As your appointment is part-time, your annual leave entitlement will be 21 days per annum, inclusive of bank holidays and any locally agreed fixed-closure days.

Contract type: this is a short-term temporary appointment to cover the absence of Jane Smith on maternity leave. It will expire on 30/09/2012 or the actual return of Ms Smith from maternity leave, or the resignation of Ms Smith and employment of a new postholder, whichever is the earliest. This appointment carries with it no commitment to a subsequent career appointment within the University. Vacancies for such appointments are open to competition from within and outside the University

Your attention is specifically drawn to the attached Statement of Terms and Conditions of Employment for University Support Staff (grades 1 to 5) and the policy statements as outlined in Section 5 of the Handbook for University Support Staff.

I should be pleased if you would indicate your acceptance of this offer of employment and the terms and conditions that govern your employment by signing and dating the attached copy letter and returning it to me.

Signature

Mrs Bloggs, UAS Personnel Manager

Acceptance

I accept the appointment on the terms and conditions set out in this letter of appointment, together with the attached statement, and confirm that I have read and understood the policies referred to therein. I understand that in signing this acceptance I am certifying that all the information given by me in the context of my application for this post is, to the best of my knowledge and belief, correct and complete. I acknowledge that if it is subsequently discovered that I have failed to disclose any significant information relating to my ability to carry out my duties and responsibilities in a satisfactory manner, or that I have provided false or misleading information about my qualifications, my previous experience, or any other matter relevant to my appointment, this may lead to disciplinary action and/or termination of my appointment.

Signature Date

Encs.

- (i) Statement of terms and conditions of employment for University Support Staff
- (ii) Job description

Statement of Terms and Conditions of Employment for University Support Staff (grades 1 to 5)

Proof of right to work

1. At all times your employment is subject to the provision of original documentation to establish your right to work and remain in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you.

Terms of employment

2. Your employment is at all times subject to the statutes of the University, as amended from time to time, and to such regulations, rules, policies, and agreements as may be made under the authority of those statutes to govern the employment of staff in your category. Details of certain of these agreements are specified in the Handbook for University Support Staff, which is published and regularly updated on the University's website at <http://www.admin.ox.ac.uk/personnel/>. In the case of any conflict between the on-line version and any printed version, the on-line version will prevail. The statutes, and relevant regulations, rules, policies, and agreements, applying to your post will be on the University website and may also be consulted on application to the departmental administrator, or equivalent.

2.2 The University undertakes to ensure that any future change in the terms of employment will be recorded, be notified as appropriate, and be available for reference, within one month of the change.

2.3 No undertaking to confirm, renew or extend your appointment will be valid unless notified to you in writing with the specific approval of the appropriate authority of the University so authorised by the relevant Statutes and Regulations.

Duties and place of work

3. You are employed by the Chancellor, Masters, and Scholars of the University of Oxford. You will be responsible for the performance of your duties to the Head of Department or to such other member of staff as may be authorised by that person. The person or officer to whom you are responsible may specify your normal place of work within any University occupied premises or associated facilities. Your normal place of work until further notice and following appropriate consultation with you is detailed in your letter of appointment. You may be required to undertake travel on university business away from your normal place of work and/or to work away from Oxford. Appropriate and approved expenses will be paid for such travel and work.

Probationary period

4. If your appointment is subject to completion to University's satisfaction of an initial probationary period, this will be detailed in your letter of appointment.

Notice period

5. During any probation period detailed in your letter of appointment, your appointment may be terminated by one week's notice on either side. Your appointment (should it be confirmed on completion of the probationary period) may be terminated by either party giving due notice to the other - the length of notice the University undertakes to give to terminate your employment, except as provided for during the probationary period, is three months and the length of notice you are required to give to terminate your employment, except as provided for during the probationary period, is detailed in your letter of appointment.

No undertaking to confirm, renew or extend your appointment will be valid unless notified to you in writing with the specific approval of the appropriate authority of the University so authorised by the relevant statutes and regulations.

Remuneration

6. Your remuneration is payable at monthly intervals in arrears by credit transfer.

6.1 The salary quoted in your letter of appointment is subject to any general increases applied to all salaries of that grade.

6.2 The University is legally entitled to make deductions from your pay to recover overpaid wages or expenses. If this occurs, you will be consulted over the amount to be recovered and the timescales for any repayment before action is taken.

Hours of work

7.1 Normal full-time hours of work for support staff are a total of 36.5 hours per week, the actual distribution of those hours to be specified from time to time by the departmental administrator according to operational requirements.

7.2 Should overtime require to be worked the compensatory arrangements that will apply are detailed in the Handbook for University Support Staff.

Annual leave

8.1 Normal entitlement to paid annual leave for full-time support staff is 38 days per annum, inclusive of eight bank holidays and any locally agreed fixed closure days. Holidays for part-time staff are calculated on a pro-rata basis.

8.2 Information about long service leave entitlement is detailed in the Handbook for University Support staff.

8.3 If you leave the employment of the University any untaken holiday or lieu time should normally be taken prior to your last day of employment. It will be at the head of department's discretion to require that any period of outstanding leave is taken during the notice period. Exceptionally, if you have not taken your full holiday entitlement at the time you leave, you will be paid accrued holiday pay calculated in proportion to the period already worked during the leave

year less the value of any days' holiday already taken – bank holidays being ignored both in terms of entitlement and days of holiday taken. If you have taken more than your full holiday entitlement at the time you leave, calculated in proportion to the period already worked during the leave year, then the University may deduct an appropriate sum from your final payment, or alternatively, by mutual agreement, may arrange for you to work some or all of these additional days without further pay at a later date.

Sick pay

9.1 Your entitlement to payment, and the conditions that are applicable, in the event of incapacity for work due to sickness or injury, are explained in the relevant section of the Handbook for University Support Staff in force at that time.

9.2 Please note that in the event of sickness absence occurring as the result of an accident or injury caused by a third party, and when damages are recoverable from the third party, the University is entitled to ask you to refund the cost of your sick pay insofar as it is covered by any damages that you receive for loss of earnings. Further details are specified in the staff handbook.

Pension

10.1 Subject to the University's Statement of Pensions Policy (current policy enclosed) and to the applicable pension scheme rules, both of which may be amended from time to time, you will be deemed to be in membership of the appropriate pension scheme¹ until such time as you give notice in writing that you wish to exercise your right not to be a member of the scheme.

10.2 If you contribute to the University of Oxford Staff Pension Scheme (OSPS) you will also be automatically enrolled in the University's Salary Exchange scheme for pension contributions from three months after you joined the pension scheme, unless you give notice in writing to the Payroll Manager, Finance Division, University of Oxford, 23-38 Hythe Bridge Street, Oxford OX1 2ET that you elect **not** to take advantage of this facility at least one month before automatic enrolment.

10.3 You may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Disciplinary and grievance procedures

11.1 Details of the procedures that apply within the University for dealing with disciplinary matters may be seen in the Handbook for University Support Staff, and Statute XIV of the University's Statutes and Regulations.

11.2 Dual appointments: should you hold more than one appointment with the University, the outcome of any action taken by the University under its disciplinary or capability procedures (including but not limited to warnings, dismissal or removal from office) may apply equally to both/all posts that you hold (following a review of the situation, and subject to the circumstances of the misconduct or capability).

¹ Appropriate pension schemes are: the University of Oxford Staff Pension Scheme or the National Health Service Superannuation Scheme if you are already in membership and eligible to remain therein.

12. Should you have a grievance relating to your employment, you should refer at first instance to the relevant section of the Handbook for University Support Staff in force at that time; should you wish to appeal against disciplinary action you should refer to the relevant section of the Handbook for University Support Staff in force at that time.

Intellectual property

13.1 Incorporated by reference into your contract of employment are the policy on Intellectual Property, and the procedures for implementing that policy, which are promulgated from time to time by the University in its statutes and regulations. Details of the current policy and procedures are available at <http://www.admin.ox.ac.uk/iso/statutes/>.

13.2 You will sign any necessary documents in order to give effect to the claims made by the University in its statutes on intellectual property; and you will waive any rights in respect of the subject-matter of the claim which may be conferred on you by Chapter IV of Part 1 of the Copyright, Designs and Patents Act 1988.

13.3 Whenever you participate or are engaged in research work within the University being research work which is funded in whole or in part by an outside body on terms that any intellectual property devised, made or created in the course of such work shall be patented, dealt with or otherwise used or exploited in such manner as the outside body may direct, any such intellectual property shall be subject to the terms of the agreement with the outside body and you undertake to comply with all obligations (including those of confidentiality) imposed by that agreement.

Data Protection

14.1 In order to comply with its contractual, statutory, and management obligations the University is required to process personal data relating to you, including 'sensitive' personal data which includes information relating to health, racial or ethnic origin, and criminal convictions. All such data will be processed in accordance with the provisions of the Data Protection Act 1998 and the University Policy on Data Protection as amended from time to time. The provisions of the Act permit the University to process your personal data, and in certain circumstances sensitive personal data, without requiring your explicit consent. A copy of the current policy is available at <http://www.admin.ox.ac.uk/dataprotection/policy/> (for the purposes of the Act the term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction).

14.2 You should inform the University if any personal data you have supplied changes during the course of your employment.

14.3 Your attention is also drawn to the statement in the Data Protection Policy that all staff who have access to, or use, personal data have a responsibility to exercise care in the treatment of that data and to ensure that such information is not disclosed to any unauthorised person. Any breach of this policy may constitute a disciplinary offence.

Policy statements and other documents

15. Your attention is drawn to:

(a) the University's statutes, regulations and policies, which may be accessed through the University's legal services office website <http://www.admin.ox.ac.uk/lso/statutes/> or by application to the appropriate departmental administrator; and

(b) The Handbook for Support staff (<http://www.admin.ox.ac.uk/personnel/>). Your attention is specifically drawn to the codes of practice and procedures outlined in Section 5.

Confidential information: any matter of a confidential nature, including, but not limited to, information relating to the diagnosis and treatment of patients, individual staff records, and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Disciplinary action will be taken for any breach of confidentiality.

If you require assistance with accessing any of this information, or require it to be made available in alternative formats, please contact your departmental administrator, or equivalent, in the first instance.