

Ref

<<date>>

**Private & Confidential**

<<Title>> <<Forename>> <<Surname>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

<<postcode>>

Dear <<Title>> <<Surname>>

I am pleased to confirm your appointment as <post> within «Department» at the University of Bedfordshire with effect from «Start Date». Your hours of work will be «Hours of Work» per week. *This post is a fractional post at a rate of 0.5.*

Your starting salary will be £«Salary» pro rata per annum in accordance with point X, Grade X of the National Pay Spine. *Your actual salary is <<FTE salary>> per annum.* The points range for this post is (points range) of Grade X. In accordance with University Policy and the points range for your post, you will receive an increment on an annual basis each August until you reach the top of the points range. Your next increment will be in August YEAR.

You are entitled to <<Leave>> days/hours leave each holiday year (1 April to 31 March). Your annual leave entitlement for the period ..... to ..... will be .....

This appointment is subject from time to time to agreements made with the recognised Unions within the University. Any changes in terms and conditions of employment agreed with the Unions will automatically become incorporated in your contract of employment with the University.

Enclosed are details of the Local Government Pension Scheme. Under its regulations, entry is automatic unless employees state they do not wish to join. Due to your salary of £??,?? your pension contribution rate will be ?%. I would be grateful if you would confirm whether you wish to join by completing the enclosed form.

The appointment is subject to an introductory period of twelve months during which your suitability for the post will be assessed. The University reserves the right to extend this introductory period if, in its opinion, the circumstances so require. Your contract may be terminated during the introductory period by one month's notice on either side.

Enclosed is a statement of particulars, please sign and return a copy. **Also enclosed is a medical questionnaire, which you should complete and return with your acceptance.**

During your employment with the University of Bedfordshire your Line Manager, NAME must approve any additional work you undertake outside of the university.

Would you please confirm your starting arrangements with <<line manager>> on extension <<number>>.

All new staff who have joined the University, are required to attend the New Staff Conference, arrangements for your attendance will be finalised at a later date. I can also confirm that your mentor is <<name>>, <<department>> <<extension number>>.

On the day you commence employment, you must come to the Human Resources department. Please bring the following information:

- \* A Passport Sized Photograph
- \* P45 from your previous employer
- \* Birth certificate and marriage certificate (if applicable)
- \* National Insurance Number
- \* Qualifications

Failure to produce this information will result in your details not being entered on to the payroll system.

The deadline for receiving new starter paperwork is the 12<sup>th</sup> of each month. If your employment with the University starts after this date, then your information will not be processed in time for payroll. In this instance you will be paid the following month and your salary will be backdated accordingly.

The Asylum and Immigration Act requires the University to be sure you are eligible to work in the United Kingdom. You must therefore produce evidence of this. Please see the enclosed list for documents that will be accepted as proof of eligibility to work in the UK. Failure to provide this information will result in the University of Bedfordshire having to cease your employment until the evidence is available.

We have a positive policy of supporting staff development and training. This is a major investment for the University. We therefore reserve the right to require reimbursement in full or part of the fees and expenses we have paid on your behalf, if you should leave the University during the course of a programme or shortly after completion up to a maximum of two years. The requirement to reimburse will be at the discretion of the University and will take account of all the factors involved.

Please confirm your acceptance of this offer by signing and returning the enclosed copy of this letter and all completed documentation by **DATE**. The envelope should be marked for the attention of **NAME, Human Resources Advisor** in the Human Resources Department.

In addition to your acceptance of the post it is a condition of your contract of employment that you sign and return the copy of the offer of appointment and statement of particulars. If you fail to do this your failure may lead to your employment not being continued.

May I take this opportunity to welcome you and to wish you a long and happy association with the University of Bedfordshire.

Yours sincerely

Professor Les Ebdon  
**Vice Chancellor and Chief Executive**

I accept the appointment and terms offered and return the following documentation.

Signed ..... Date .....

<<NAME>>

- |   |  |
|---|--|
| <input type="checkbox"/> Signed copy of offer letter                              | <input type="checkbox"/> Medical Questionnaire                 |
| <input type="checkbox"/> Statement of Particulars                                 | <input type="checkbox"/> Pension Form/s                        |
| <input type="checkbox"/> Itemised pay advice form                                 | <input type="checkbox"/> Insurance Declaration form (car memo) |
| <input type="checkbox"/> Personal Details /Diversity information/HESA information |  |

THE UNIVERSITY OF BEDFORDSHIRE

EMPLOYMENT RIGHTS ACT 1996

STATEMENT OF PARTICULARS

**NAME:** «Title» «Christian» «Surname»

**POST:** «Post»

**FACULTY/  
DEPARTMENT** «Department»

**DATE OF COMMENCEMENT/DATES OF UNIVERSITY EMPLOYMENT:**

- i «Start Date» until end date
- ii Continuous Employment with the University of Bedfordshire commences on «CED».
- iii *Although this is a fixed term contract the University reserves the right to terminate the contract before the end of the fixed term where it has good reason for doing so and this would include capability, ill health and conduct.*

**TERMS OF EMPLOYMENT**

1. During your employment your rate of pay, overtime or other payments, hours per week, holidays, sick leave and conditions of employment generally will be in accordance with the agreements made by the recognised unions of the University supplemented or amended by this contract with enclosures or by the University's rules, as amended from time to time. Copies of all documents referred to in this statement are available in the Human Resources Department during normal working hours. The agreements, policies, procedures, practices and University rules do not form part of your contract of employment, unless specified in that document.

**2. Salary:**

Your starting salary will be £«Salary» per annum in accordance with **Grade X** of the National Pay Spine. *Your actual salary is <<FTE salary>> per annum.* The points range for this post is (points range) of **Grade X**. In accordance with University Policy and the points range for your post, you will receive an increment on an annual basis each August until you reach the top of the points range.

**3. Hours:**

Your normal hours of work are «Hours of Work» per week. Your fractional rate of the full time hours is <<FTE>>.

**4. Holiday Entitlement:**

**TERM TIME ONLY PARAGRAPH – KEEP or DELETE**

*Your holiday year is 1 April to 31 March and your holiday entitlement is accrued on the basis 25 pro rata per annum days leave. As this is a term time only contract you are not eligible to take leave. Your salary has been calculated to take this into account. The University may from time to time designate specific days which must be taken as part of your holiday entitlement.*

**NORMAL T&C'S – KEEP or DELETE**

Your holiday year is 1 April to 31 March and your holiday entitlement is <<Leave>> hours/days in each holiday year. The University may from time to time designate specific days which must be taken as part of your holiday entitlement. Holidays (up to 5 days) may be carried over with the agreement of your line manager, to be taken by 31 May. Leave taken which has not been accrued on termination of employment, will be deducted from your final salary.

5. **Termination of Employment:**

Your notice period is one month's notice on either side, excepting that where the University terminates the employment of any member of staff the statutory minimum period of notice as defined by the Employment Rights Act 1996 will be applied if such notice exceeds one month. *Upon reaching Grade 7 of the National Pay Spine you are required to give, and will receive three month's notice of termination/on successful completion of your introductory period.*

***Termination of Employment: (3 months notice if above grade 7 of the National Pay Spine)***

*Your notice period is three month's notice on either side, excepting during the introductory period where the notice period is one month on either side.*

6. **Pension**

You will be made a member of the Local Government Pension Scheme unless you inform us in writing that you wish to make other pension arrangements.

7. **Place and Type of Work (Mobility Clause)**

Your initial place of work will be **XXXXXXXXXXXXXXXXXX**. However, the University reserves the right to move you to any of its locations, based in Park Square, Bedford, Putteridge Bury, NHS sites, plus any other sites the University may acquire in the future.

8. **Improper Rewards**

You must not under any circumstances accept a fee or reward other than your proper remuneration.

9. **Confidentiality of information**

You will not, either during your employment or thereafter, use to the detriment or prejudice of the Employer or any of its customers or, except in the proper course of your duties, divulge to any person, firm or employer or otherwise make use of:

- any confidential information about the Employer, its business, accounts, finances, research projects, pricing policy, future business strategy, marketing strategies and plans, customer lists, discount rates and sales figures arrangements with suppliers, tenders, pitches, plans or strategies; and
- any other information designated as confidential which may have come to your knowledge in the course of your employment.

This restriction will continue to apply after the termination of your employment without limitation in time but shall cease to apply to any information or knowledge that subsequently comes into the public domain, other than as a result of unauthorised disclosure by you.

10. **Exclusivity of Service**

- 10.1 You must not engage in any business which could weaken or undermine the commercial viability of the University or cause you not to discharge your duties effectively.
- 10.2 It is expected that you will notify your Manager of any business which could fall into the above categories. The Manager has the authority to require you to cease or curtail such work if it is found to be in contravention of section 10.1.

I acknowledge receipt of my Statement of Particulars.

Signature ..... Date .....  
<<name>>



Under the Asylum and Immigration Act 1996, we as employers are required to make basic document on all potential employees to ensure that they are legally entitled to work in the UK. As from 1 May 2004 only original documents from the 2 lists below will be accepted as proof of eligibility to work in the UK. The lists are as follows:

#### **List 1**

Any **one** of the documents listed below will be eligible as proof:

- A passport showing that the holder is a British citizen, or has a right of abode in the UK.
- A document showing that the holder is a national of a European Economic Area (EEA) country (see attached list) or Switzerland – this must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as a family member of a national from a EEA country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work we are offering if you do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

## List 2

This covers the combinations of documents which will be eligible as proof:

### Combination 1

- A. A document giving your permanent National Insurance Number and name – this could be a P45, P60, National Insurance card or a letter from a Government agency.

**Along with checking the National Insurance Number one of the following documents must also be provided for checking:**

- B. A full birth certificate issued in the UK which includes the names of the holder's parents; OR
- C. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- D. A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- E. A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- F. An Immigration Status document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has not time limit on their stay; OR
- G. A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, and allows them to do the type of work we are offering; OR
- H. An Immigration Status document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK and this allows them to do the type of work we are offering.

### Combination 2

- A. A work permit or other approval to take employment that has been issued by Work Permits UK.

**Along with the Work Permits UK document one of the following documents must also be provided for checking.**

- B. A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; OR
- C. A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

**Documents cannot be submitted from both lists it has to either one document from list 1 or two documents from the list 2 combinations.**

## European Economic Area Countries

Austria	Greece	Netherlands
Belgium	Iceland	Norway
Denmark	Ireland	Portugal
Finland	Italy	Spain
France	Liechtenstein	Sweden
Germany	Luxembourg	United Kingdom

From 1 May the following countries will also join:

Cyprus	Latvia*	Slovakia*
Czech Republic*	Lithuania*	Slovenia*
Estonia*	Malta	
Hungary*	Poland*	

\* People from these countries who commence work will have to register with the Home Office unless they are exempt from the requirement to do so.


## Staff ID Cards

All members of staff who are on permanent or fixed term contracts must have a valid ID card with them at all times. This card will have a photograph of the member of staff. As well as being identification that you are a member of staff, this card can be used to gain access to Learning Resources facilities if applicable (access will be arranged by your line manager).

ID cards are produced in the Student Centre, Vicarage Street (for Luton campuses) and the Student Services Centre, building H, Polhill (for the Bedford campuses). ID cards can only be produced once your details are on the system. This will usually happen during the week you start employment with the University of Bedfordshire (if you have provided all required information to the HR department on your first day), however, this could take up to two weeks. Therefore at the bottom of this page you will find a staff ID slip valid for the first two weeks of your employment.

If you require access to Learning Resources facilities you will be issued a day pass on production of the ID slip below.

✂-----

			
<b><u>Staff ID</u></b>			
<p>This slip is to be used as staff ID until you have obtained your permanent card. This ID will be valid for two weeks from your start date of employment. You may use it to obtain a day pass for the Learning Resources Centres. It is only valid as ID if signed by an authorised person. It must be produced as identification if asked for by a member of the Security team.</p>			
Name:	<b>&lt;&lt;name&gt;&gt;</b>	Start of employment:	<b>&lt;&lt;date&gt;&gt;</b>
Authorised by:		Valid until:	<b>&lt;&lt;date&gt;&gt;</b>