

Dear

I am pleased to confirm your position as xxxxxxxxxxxx at the University of Bedfordshire with effect from xxxxxxxxxx. This offer of employment is subject to our receipt of references satisfactory to the University of Bedfordshire. The appointment is also subject to an introductory period of twelve months during which your suitability for the post will be assessed.

Your salary will be a spot salary, currently remunerable at £xxxxxxx per annum. Annual salary reviews are effective from 1 August each year and will be dependent upon satisfactory performance in the role, and the achievement of agreed objectives. In addition to your salary you are entitled to Private Health Care in accordance with the terms of the scheme.

This appointment is subject to the current Conditions of Service for Senior Managers, a copy of which is enclosed for your information. The 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 which are to be incorporated into your contract of employment will be expressly stated.

You are entitled to 30 days annual leave each holiday year (1 September to 31 August). Your annual leave allowance includes your statutory entitlements under the Working Time Regulations.

You will be responsible in the first instance to the xxxxxxxxxxxxxxxxxx. All new staff have a mentor, you will be notified of yours when you start, in the meantime I enclose a copy of the Mentoring Guidelines for your information.

When you commence your employment please bring the following with you:-

- Your bank/building society details
- One passport size photograph
- **P45 from your previous employer (if applicable)**
- **British birth certificate or passport confirming your date of birth.**
- Marriage certificate (where applicable)
- Certificates verifying the qualifications stated on your application form
- **National Insurance card, P60 or last pay slip**
- Full driving licence, Class 1 business insurance certificate and, if applicable, a valid MOT certificate (these details are also to be made available to your line manager)

**The documents required to check your eligibility to work in the UK are in bold on the above list. Failure to provide at least one of these documents will result in the University of Bedfordshire having to cease your employment until suitable evidence is available.**

All new staff joining the University are required to attend the New Staff Conference. Arrangements for your attendance will be finalised at a later date.

Your acceptance of this offer of employment is confirmed upon the University's receipt of your signed Statement of Principal Terms of Employment and this offer letter. In addition, you should also sign and return the documents referred to in the checklist below.

- Medical Questionnaire
- Car User Memorandum
- Itemised Pay Advice agreement
- Employee Personal Information form

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 backdated

May I take this opportunity to welcome you and to wish you a long and happy association with the University of Bedfordshire. If you have any questions concerning this offer of employment, please do not hesitate to contact xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Yours sincerely

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

**UNIVERSITY OF BEDFORDSHIRE**

**Statement of Principal Terms of Employment;**  
**Employment Rights Act 1996**

This statement sets out the main Terms and Conditions under which the University of Bedfordshire, Park Square, Luton LU1 3JU ("The University") employs a member of staff classified as a Senior Manager. It should be read in conjunction with the Annexes attached.

**1 APPOINTMENT**

These Terms and Conditions replace any previous Terms and Conditions under which you have been employed where specific references are made to aspects of your employment. Other Conditions of Employment are those which prevail for academic staff in the University.

**2 CONTINUOUS EMPLOYMENT**

- 2.1 Your date of commencement of continuous service is specified in Annexe A. Continuous service with other HEFCE institutions, UK Universities or Further Education establishments will be counted in calculating sickness and maternity entitlements.
- 2.2. In the case of redundancy, payment will be calculated in accordance with the Redundancy Payment (Local Government) (Modification) Order 1983 as amended.

**3 DUTIES**

- 3.1 The title of your post is specified in Annexe A, at a salary and starting date as specified in The Schedule.
- It is recognised by the Board of Governors that this is a senior management position. You are required to make a professional commitment to the post; to maintain the highest professional standards; and to accept responsibility, as delegated to you by the Vice Chancellor, for promoting and implementing corporate policy in the discharge of your duties.
- 3.2 You will be required to perform all such duties as may be assigned to you by the Vice Chancellor, consistent with your position. The duties of this post demand a professional commitment to all aspects of management and administration. You are expected to work flexibly and in such a way as to discharge those duties effectively and efficiently. The duties may be varied from time to time by mutual agreement
- 3.3 You are expected to devote up to ten days per year to approved continuous professional development in order to enhance your ability to discharge your role effectively.

**4 PLACE AND TYPE OF WORK (MOBILITY CLAUSE)**

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

**5 HOURS OF WORK**

You are expected to work those hours which are necessary to ensure the efficient and effective discharge of your professional duties.

**6 RENUMERATION**

6.1 Your annual salary is shown in The Schedule. You are paid monthly, on the 21<sup>st</sup> of each month (or the next working day) for that month, by direct transfer to your bank account.

**7 HOLIDAYS**

- 7.1 The University holiday year runs from September to August. In addition to the Statutory Bank and Public Holidays, normally applicable in England, and Extra-Statutory Holidays normally available to staff in the University, you are also entitled to 30 working days paid holiday each year. Such entitlement should not be carried forward beyond the year to which it relates, without the prior agreement of the Vice Chancellor or designated representative.
- 7.2 Holidays other than statutory holidays, must be taken at times agreed with the Vice Chancellor or his designated representative.
- 7.3 The University may require you to take some of your holiday entitlement at specific times of the year, if this is the case, you will be notified in advance of the dates concerned.
- 7.4 In the holiday year in which your employment commences or terminates, your holiday entitlement will accrue on a pro rata basis for each complete month of service. On termination of your employment holiday entitlement will be worked out on the same basis and it is normally expected outstanding holiday will be taken prior to leaving.

**8 DUTY TRAVEL, SUBSISTENCE AND ENTERTAINMENT**

- 8.1 Mileage rates for travel on university duties will be those currently in force for academic staff. Train travel, and air travel, should normally be undertaken at standard and economy class respectively. Where, however, it is felt there are special circumstances which can justify the additional expense, the Vice Chancellor or designated representative may approve first class (rail) or business class (air) travel, costs being met from the appropriate faculty/departmental budget.
- 8.2 To recognise the particular working circumstances of senior staff, personal subsistence rates of twice those currently in force for academic staff may be claimed when on a duty visit, or the actual expenditure, whichever is the less. This limit may be raised in special circumstances with prior approval of the Vice Chancellor or designated representative.

- 8.3 Official University clients or guests should normally be entertained on university premises. In those circumstances where this is impossible or impractical, or if for special reasons it is deemed to be inappropriate, reasonable costs will be met in full against invoices countersigned by the appropriate member of the Directorate. When overnight accommodation is required, every attempt should be made to minimise costs whilst ensuring an appropriate level of hospitality is provided. Wherever possible, use should be made of any university guest rooms when available.

## **9 SICKNESS**

- 9.1 You will be paid any statutory sick pay ("SSP") to which you may be entitled in accordance with prevailing legislation.
- 9.2 You will be paid a salary during absence through ill health or injury in accordance with the prevailing conditions of service for University academic staff. The payment is subject to the usual deductions and taking account of any entitlement to SSP.
- 9.3 You may be expected to undergo any reasonable medical examination with a view to determining your fitness to continue in employment.

## **10 MATERNITY/PATERNITY LEAVE**

The current University policy on maternity and paternity leave is available from the Human Resources Department

## **11 PENSION**

- 11.1 You are entitled to participate in the Teachers Pension Scheme or Local Government Pension Scheme, subject to those schemes' terms and conditions.
- 11.2 If you choose to be a member of either scheme, the University will be responsible for the appropriate employer's contributions to the scheme.
- 11.3 The scheme is contracted out of the State Earnings Related Pension Scheme.
- 11.4 If you choose not to be a member of either pension scheme, you must be contracted into the State Earnings Related Pension Scheme or must take out a personal pension plan.
- 11.5 It is possible to make arrangements for Additional Voluntary Contributions in respect of the Teachers' Pension Scheme or Local Government Pension Scheme. Details are available from Salaries Department.

## **12 EXCLUSIVITY OF SERVICE**

- 12.1 You will not during the subsistence of this agreement, engage as an employee, partner, proprietor or director in any other business, or undertake paid consultancy, without the consent of the Vice Chancellor, who will act reasonably in considering such consent. The proposed retention of any associated income earned during university employment time, should also be discussed with the Vice Chancellor
- 12.2. This does not preclude you from publishing any books, articles or papers, and retaining any financial gain associated with such activity.

- 12.3. The Vice Chancellor has the authority to require you to cease or curtail such work if it is considered to be detrimental to the effective discharge of your professional role or if it is contrary to the best interest of the University

### **13 PATENTS, INVENTIONS AND COPYRIGHT**

By virtue of your senior position, and the duties and responsibilities you hold, you understand and accept the University's reasonable expectations of staff with regard to patents, inventions and copyright. The university also acknowledges its responsibilities in this regard.

### **14 DISCIPLINE AND GRIEVANCE PROCEDURES**

The Discipline and Grievance Procedures are those which are in force for staff; they may be varied from time to time. Copies of the procedures are available from the Human Resources Department. These procedures do not form part of this contract.

### **15 CONFIDENTIALITY**

- 15.1 During the subsistence of this agreement, and for two years thereafter, you will not divulge to any person, any confidential information you have obtained, which relates to the University or to its staff, except that which may be required by such persons as the University Auditors, Inland Revenue, or other statutory or governmental bodies.
- 15.2 All confidential records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of your employment will be the property of the University and must be returned to it on the termination of your employment.

### **16 INTRODUCTORY PERIOD**

- 16.1. The first 12 months of your employment will be an introductory period, during which your suitability for the position to which you have been appointed will be assessed. The University reserves the right to extend your introductory period if, in its opinion, circumstances so require.
- 16.2 During the introductory period your employment may be terminated by the University on giving one month's written notice.

### **17 TERMINATION OF EMPLOYMENT**

You are entitled to give and to receive three calendar months' notice. Notice should be given in writing.

**THE SCHEDULE – PART I**

**UNIVERSITY OF BEDFORDSHIRE**

**Name**

**Remuneration details**

Date  
of Effect

Basic  
Salary

Authorised  
Signature

## **THE SCHEDULE – PART II**

### **PRIVATE HEALTH CARE INSURANCE**

During the subsistence of this agreement, the University will be prepared on request to meet the cost of subscriptions to Private Health Care Insurance to cover you, your spouse and your children (if applicable), in accordance with the provider's rules and arrangements. The University reserves the right to change in subscriptions to another company offering cover which is no worse than that currently available.

### **DEATH IN SERVICE**

During the live of the Statement of Main Terms of Employment the University of Bedfordshire, at its discretion, will provide death in service benefit. Details of the prevailing scheme can be obtained upon request from the University Secretary. The benefit, when provided, is in addition to any benefit derived from membership of the appropriate pension scheme.

**ANNEXE A**

**UNIVERSITY OF BEDFORDSHIRE**

This Annexe, and the attached Schedule, should be read in conjunction with the Statement of the main Terms of Employment for Senior Managers Document SMI, as revised on 20.01.97.

Name

Post Title

Projected Starting Date

Commencement of Continuous Service (section 2.1)

**ACCEPTANCE**

I accept the Terms and Conditions of my employment as set out in document SM1 as revised on 20.01.97, together with any incorporated in the University's written policies as amended from time to time.

- Signed :..... Date: .....  
The Senior Manager
- For and on behalf of the University of Bedfordshire

Signed: ..... Date: .....  
Vice Chancellor


## 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>			
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.			
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>