

Statement of Main Terms and Conditions of Employment

This statement of terms and conditions should be read in conjunction with your appointment letter. Other information with respect to your terms and conditions of employment is included in detailed policies and procedures available from People and Culture or via the [People and Culture website](#).

Name of Employer:

Queen's University Belfast

Name of Employee:

Date of Employment

The date of the start of your period of continuous service with Queen's University Belfast is a date to be agreed. Previous employment with any other University or employer does not count as part of your period of continuous employment with this University.

If you are a temporary or fixed term member of staff, the end date of your employment is set out in your appointment letter.

1. Job Title

Your job title is as given in your appointment letter.

2. Employment

You will be an employee of Queen's University of Belfast, however your employment will include a period of assignment to China Queen's College (CQC) of up to a maximum of 26 weeks each year. Duration and timing of the assignment to CQC will be determined in line with business needs.

3. Place of Work

Your place of work will be divided between Queen's University Belfast and CQC, which is based at China Medical University (CMU) New Shenbei Campus, Shenyang, Liaoning, Peoples Republic of China. The details will be reviewed from time to time to take account of changing requirements or circumstances within the University and may be altered after appropriate consultation.

4. Remuneration

Appointments are made on behalf of the Vice-Chancellor, by letter, showing salary on commencement.

- i) Please refer to your appointment letter for details of your salary.
- ii) Increments on scale, where payable, take effect from the anniversary of your appointment date.
- iii) Salary is payable monthly in arrears into a UK bank account nominated by you. Please note that your personal details will be shared with CMU, to facilitate CMU, paying your salary into your chosen account.

5. Immigration Requirements

It is a condition of your employment that you:

- i) Hold a passport valid for at least 12 months beyond your period of employment in China.
- ii) Hold any work permit or other documentation required for entry into and work in both the UK and China.
- iii) Satisfy any other requirement which may be imposed by the UK and Chinese authorities.

Please note that the application for a Chinese work permit is managed by CMU. The Personnel Department will however provide assistance in making any relevant arrangements regarding the above.

6. Income Tax and Social Security

Taxation and social security issues arise for you in both the UK and China, and the University must ensure tax compliance in both countries.

Deductions for tax and social security will depend on your specific circumstances, and the interaction between UK and Chinese tax and social security legislation. Notwithstanding, Queen's University Belfast operates a system of tax equalisation and, therefore, will provide a rate of net pay which is equivalent to that which would be earned if the employee remained in the UK. The University will ensure compliance with the tax and social security legislation in China and will calculate and remit the appropriate amounts payable to the Chinese authorities.

Further information is available from the University's Taxation Section.

7. Accommodation

Accommodation, if required, will be provided for you by China Medical University within their staff accommodation facility. Should a charge be levied by CMU this will be covered by Queen's University.

8. Hours of Work

You will be expected to work the hours required to complete the role and to comply with specific working arrangements as necessary in Queen's University and CQC.

9. Holiday Entitlement

Your annual leave entitlement will be 25 days annual leave per annum plus those designated Chinese National Holidays or holidays designated by CQC as fall within your period of assignment in China. Specific details of holiday arrangements are available from the Vice Dean, China Queen's College.

On termination, entitlement (or holiday pay in lieu) is calculated on a pro rata basis with the proviso that where an employee on termination has received holiday pay in excess of this entitlement, then the excess will be recovered by way of a deduction from the final salary.

10. Sickness Absence

If you are absent on account of sickness or injury you (or someone on your behalf) must advise your line manager in accordance with the requirement of the sickness absence procedure.

Full details of the sickness absence procedure can be obtained from your manager or by contacting People and Culture or via the [People and Culture website](#).

11. Superannuation

Membership of the Universities Superannuation Scheme (known as USS) will be available to those staff in Grade 6/AC1 or above, and you will be automatically enrolled into the USS scheme. This scheme is considered an appropriate scheme under the Pensions Act 2008.

Further details are available from the University's Pensions Office.

12. Insurance

The University will ensure that all relevant business related insurances are in place for the duration of the assignment, to provide cover for both the employee and the University. Further information is available from the University's Insurance Section.

13. Flights and Removals

You will be provided with a return air tickets (economy) at the start and end of each assignment to CQC. The reasonable cost of travel between the airport and base, and return, at each end will also be met.

The personal baggage allowance will be as provided by the airline.

14. Trade Union and Collective Agreements

The University recognises particular Trade Unions for negotiation and consultation purposes for specific groups of staff. Further details are available from People and Culture or via the [People and Culture website](#). Members of staff are free to decide whether or not to become members of a trade union.

Future changes to your Conditions of Employment will be made following consultation with the recognised Trade Union and these will be automatically binding on you. Details of any such changes can be obtained from the Personnel Department at any reasonable time.

15. Disciplinary and Grievance Procedures

The disciplinary and grievance procedure applicable to your category of staff is available from People and Culture or via the [People and Culture website](#).

16. Special Leave

The University has developed the following policies and procedures relating to special leave.

- Maternity leave;
- Work Life Balance Policies, e.g. Adoption Leave; Career Break; Dependant Leave; Flexible Working; Parental Leave; Paternity Leave; Jury Service
- Auxilliary Forces;
- Sabbatical Leave and Leave of Absence (Academic Staff);
- Study Leave;
- Time off for Trade Union Activities.

Full details are available from People and Culture / Diversity and Inclusion or via the [People and Culture website](#).

17. Organisational Development

The University offers staff the opportunity to participate in a range of training and development activities. Full details are available from Organisational Development or via the [People and](#)

[Culture website.](#)

18. Outside Work/Consultancy Work

In situations where there may be an effect on satisfactory performance of normal university duties or a conflict of interest in staff undertaking outside or consultancy work staff must obtain permission to engage in such work. Full details of the relevant policy and procedure are available via the [People and Culture Web Page](#).

19. Declaration of Interests

Members of staff are required to declare any professional, commercial, academic, or other interests that may conflict with the interests of the University. In addition, matters which might be seen by reasonable members of the public to influence or bias judgement, when discussing or reaching decisions, should also be declared. [Click here for further information.](#)

20. Termination of Employment

Notice of termination of employment for Academic and Related staff is three months and for other staff is dependent on length of continuous service.

Specific details on notice periods to be given to and from staff are available from People and Culture or via the [People and Culture website](#).

Staff wishing to retire must do so in accordance with their normal contractual notice requirement.

Employment may be terminated summarily on behalf of the Vice-Chancellor by Human Resources Director in the event of gross misconduct.

21. Disclosure of Criminal Convictions

All staff are required to advise the Head of People Services in writing should there be any change to the conviction information declared on their application form.

22. Other Information

- i) As a member of staff of the University, you will be expected to abide by the provisions of the Charter, Statutes, Regulations and Code of Conduct and all policies of the University, details of which are available via the [People and Culture website](#).
- ii) All staff are required to take part in the Personal Development Review (PDR) process. PDR forms and guidance notes are available from the People and Culture Directorate or via the [People and Culture website](#).

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