

QUEEN'S UNIVERSITY BELFAST

PRINCIPAL STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

INSTITUTE OF ELECTRONICS COMMUNICATIONS AND INFORMATION TECHNOLOGY (E.C.I.T.)

1.
 - a) **Name of Employer:** Queen's University Belfast (E.C.I.T.)
 - b) **Name of Employee:**
2. **Post Title:**
3.
 - a) **Date of Appointment:**
 - b) **Continuity of Employment:** For the purpose of defining "continuity of employment" as required by legislation:
 - (i) the date of the start of your period of continuous service with Queen's University Belfast is .
 - (ii) employment with any other University or employer is not counted as continuous service with this University.
 - c) **Fixed-Term Contract Expiry Date:** Not Applicable
4. **Place of Work:** The University reserves the right, as a term of your employment, to transfer a member of staff either temporarily or permanently to any of its establishments at other locations, and to require a member of staff to travel, as required between locations.
5. **Remuneration:** Appointments are made on behalf of the Vice-Chancellor, by letter, showing salary on commencement.
 - a) **Salary Scales:**

ECIT Grade 1:	£35,313 to £44,888 per annum (potential to progress to £48,079 per annum through sustained exceptional contribution).
ECIT Grade 2:	£43,291 to £65,233 per annum (potential to progress to £70,022 per annum through sustained exceptional contribution).
ECIT Grade 3:	£62,840 to £79,351 per annum (potential to progress to £84,170 per annum through sustained exceptional contribution).
ECIT Grade 4:	£72,413 to £89,284 per annum (potential to progress to £94,707 per annum through sustained exceptional contribution).
ECIT Grade 5:	£91,955 to £103,476 per annum (potential to progress to £109,777 per annum through sustained exceptional contribution).
 - b) **Salary Review Date:** Normally 1 October.

Salaries will be reviewed annually in accordance with ECIT salary review scale and taking into account your performance in post.
 - c) **Method of Payment:** Salary is payable monthly in arrears into a bank account nominated by the member of staff.
 - d) **Additional Payment(s):** No particulars to give.
6. **Hours of Work:** The agreed hours of work of the Employee will be normal business hours and such other hours as may be required for the proper performance of his/her duties under this Agreement and he/she will perform those duties in such place or places as the ECIT management may from time to time reasonably determine.
7. **Holidays:**
 - a) **Holidays:** ECIT's holiday year runs from 1 January to 31 December.

The employee shall be entitled to 31 days annual leave in each calendar year (exclusive of 3 University recognised public holidays which normally are: Christmas Day, Boxing Day and New Year's Day and 4 University closure days at Christmas) to be taken at such times as may be approved by the Employee's Manager. Up to five days of the standard days holidays may be nominated by ECIT management.

Ideally all annual leave should be taken during each leave year. However, in exceptional circumstances, up to five days annual leave may be carried over to the following leave year, with line management approval.

Employees with unused holiday entitlement are not entitled to receive any holiday pay in lieu, unless their employment is to be terminated. If the employee has taken holidays in excess of his/her accrued entitlement then he/she hereby agrees to repay or we shall deduct from any payment due to ECIT in respect of his/her employment an amount equal to the number of days excess holidays taken calculated at the employees' normal daily rate on the termination of employment. Where the three customary holidays fall on a Saturday and Sunday, the holiday may be granted by another day in lieu.

- b) **Holiday Pay:** Full salary is payable during holidays.

There is entitlement to accrued holiday pay on termination of employment (see point 16).

8. **Sickness and Industrial Injury Pay:** Details can be obtained from your manager or the People and Culture Directorate. Paid leave of absence on the grounds of ill-health will be given in accordance with the regulations set out in the ECIT Staff Handbook and the [People and Culture website](#).
9. **Superannuation:** You will be automatically enrolled into the Universities Superannuation Scheme (USS). This scheme is considered an appropriate qualifying scheme under the Pensions Act 2008. Further details are available from the Pensions Office, Finance Directorate.
10. **Trade Unions:** The Trade Union recognised by the University as representative of this category of staff is the University and College Union (UCU) and members of staff are free to decide whether or not to become members thereof.
- Details of this agreement may be consulted in the People and Culture Directorate at any reasonable time.
11. **Grievance and Disciplinary:** Details of the Grievance, Performance Management and Disciplinary Procedures are available on the [People and Culture website](#).
12. **Maternity Leave:** Details of maternity leave entitlement, where applicable, are available from the People and Culture Directorate/Diversity and Inclusion or via the [People and Culture website](#).
13. **Special Leave:**
- a) **Paternity, Family Responsibility/Compassionate Leave, Adoptive Leave, Health and Safety of Pregnant Employees:** Details are available on the [People and Culture website](#).
- b) **Jury Service:** Members of staff called for jury service will receive full pay during absence from the University for this purpose.
- c) **Auxiliary Forces:** A member of staff, who is a member of the Territorial or Auxiliary Forces, the Army Volunteer Reserve, or the Royal Irish Regiment, and is called up for a period of service or annual training, will, after consultation with the Head of School, usually be granted reasonable paid leave for this purpose in addition to the normal holiday entitlement.
14. **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.
15. **Staff Training and Development:** Details of University Policy Statement and guidelines are to be found in the annual Training Programme. The Training and Development Policy Statement and Guidelines are detailed in the ECIT Staff Handbook.
16. **Other Information:**
- a) **Duties:** The duties of the post are outlined within the job description.
- b) **Personal Development Review (PDR):** All ECIT staff are required to take part in the PDR process.
- c) **Place of Residence:** Staff are expected to reside within a reasonable distance of the Institute.
- d) **Staff Handbook:** The Staff Handbook has been replaced by the [People and Culture website](#). The ECIT Staff Handbook will be given to you on your first day of employment. Amendments will be published via the ECIT intranet site.
17. **Termination of Employment:** Employment is terminated on resignation by giving three months' notice in writing to the Vice-Chancellor and copied to the Director of the Institute and the Human Resources Director.
- a) An employee will be entitled to payment in lieu of annual holidays, on a pro-rata basis based on the termination date, where the employee leaves without having taken all his/her entitlement (entitlement

based on 30 days for the purposes of this calculation).

- b) Employment may be terminated summarily by the Vice President and Chief People Officer in the event of gross misconduct. **Additionally employment may also be terminated by reason of performance in accordance with the agreed procedure of the Institute.**
- c) In the event of ECIT not generating income levels to cover costs, employment may be terminated by reason of redundancy.

On the termination of his/her employment, for whatever reason, the employee will deliver up to ECIT all lists of customers, correspondence, documents and other property belonging to ECIT, which may be in his/her possession or under his/her control.

- 18. **Interests in Other Businesses:** During the continuance of his/her employment, the Employee shall not, without the prior written consent of the ECIT Board, be engaged or interested, either directly or indirectly, in a business or occupation other than the business of ECIT, save as the holder of shares or other securities in any private company or in any public company whose shares are quoted or dealt in on a recognised stock exchange (provided that none of the holdings of such shares or securities shall at any time exceed 3% of the nominal value of the shares or securities concerned for the time being in issue).
 - 19. **Non-Solicitation:** The Employee shall not, whether as principal, manager, employee, contractor, consultant, agent or otherwise howsoever within the United Kingdom of Great Britain and Northern Ireland or the Republic of Ireland at any time during the period of six months from the date of termination of his/her employment with ECIT:-
 - (i) Induce or endeavour to induce away from ECIT any person who has at any time during the six months immediately preceding the said date of termination been employed or engaged within ECIT and with whom the Employee had contact at any time within the period of six months prior to the date of termination of this Agreement, nor shall the Employee engage or employ or be engaged or employed by such a person during the said six month period.
 - (ii) The employee shall not approach or make contact with any customer of ECIT with whom he/she has had contact or in respect of whose business with ECIT he/she has had involvement for a period of six months immediately preceding the termination of employment of that employee.
 - 20. **Non-Competition:** The Employee covenants with ECIT that he/she will not, whether as principal, manager, employee, contractor, consultant, agent or otherwise howsoever for a period of six months from the date of termination of his/her employment with ECIT or any of its associated enterprises directly or indirectly engage or be concerned or interested in any business carried on in the United Kingdom of Great Britain and Northern Ireland or in the Republic of Ireland or in any other country in the World where, on the date of termination of employment of the Employee ECIT was carrying on business and in which customers of ECIT with whom in the previous six months the employee has had contact, in competition with the business being carried on at the said date of termination by ECIT any of its associates or enterprises save that the Employee may notwithstanding the foregoing be interested in shares and securities which are for the time being quoted or dealt in on a recognised stock exchange (provided that none of the holdings of such shares or securities shall at any time exceed 3% of the nominal value of the shares or securities concerned for the time being in issue).
- PROVIDED THAT nothing in this clause shall prohibit the Employee from doing business not relating or similar to the business or businesses carried on by ECIT or any of its associated companies.
- 21. **Intellectual Property Rights:** Subject to the provisions of the Patents Act 1977, the Registered Designs Act 1949 and the Copyright, Designs and Patents Act 1988, all IPR and e-learning materials originated by the member of staff and arising out of the performance of his/her duties under this Agreement shall be the property of the Institute, and the member of staff undertakes to do all acts and things as may be thought by the Institution to be necessary to vest any such property in the Institution and to register title in such property in the Institution.

Date of Issue: 08 August 2025