

### 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. Place of Work

Your appointment letter details your current Department/School/location. However, your appointment is to the University as a whole rather than to an individual Department/School/location. The Department/School/location, along with other 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.

3. 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 a common incremental date of 1 August each year, unless as otherwise stated in your appointment letter.
- iii) Salary is payable monthly in arrears into a bank account nominated by you.
- iv) Additional specified allowances are payable only to those who work the appropriate arrangement as specified in your appointment letter. These will normally only relate to shift premia, emergency call out and first aid.

#### 4. Hours of Work

##### (i) Staff at Grades 1-5

For those staff at Grades 1-5, the normal working week will be 37 hours per week except for those staff where separate arrangements are agreed to facilitate efficient working practices which may include 7 day working arrangements.

Specific working arrangements are as determined by your manager to meet the operational requirements of the department. Any variation will be made after appropriate consultation.

Overtime working should not form a regular part of your working week except in circumstances where a normal working week beyond 37 hours is necessary.

- In many instances staff at Grades 1-5 will not normally be paid overtime but will, in agreement with their line manager, take time off in lieu.
- Where overtime payments are necessary to cover work beyond 37 hours, this will be paid at a single harmonised rate of time and a half except for University recognised/public holidays which will be paid at double time. Overtime will apply in circumstances where a longer week beyond 37 hours is necessary.

##### (ii) Staff at Grades 6/AC1 and above

The working hours of staff at Grades 6/AC1 and above are based on normal working hours of 37 per week, together with such additional hours as are required to complete and fulfil their duties.

#### 5. Holiday Entitlement

The University's holiday leave year runs from 1 January to 31 December:

- i) The following standardised holiday arrangements will apply for all staff:
  - 25 days' annual leave;
  - 9 University recognised/public holidays which normally are:  
(where these fall within a period of employment).  
New Year's Day; St Patrick's Day; Good Friday; Easter Monday;  
1<sup>st</sup> Monday in May; 12 and 13 July; Christmas Day; Boxing Day;
  - 9 closure days (based on 5 days at Easter and 4 days at Christmas).
- ii) If you are required to work on a closure day, you will be paid at single time and the holiday will be taken at another suitable time as agreed with management.
- iii) The holiday entitlement of part time and term time only staff is pro rata to that of full time staff. Entitlement for part time staff may be calculated for those staff who work part time on the basis of days worked, or for those part time staff who work on the basis of hours by using the formula: number of hours worked per week x 25 ÷ 37.
- iv) Holidays are based on standard days and where staff have other working arrangements, e.g. shifts which require working longer periods, the equivalent amount of leave will be available.
- v) 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.
- vi) Where a member of staff has completed less than 12 months' continuous service by the end of the year, they will receive pro rata entitlement.
- vii) On termination, entitlement (or holiday pay in lieu) is also calculated and paid in a final salary where an employee on termination has received holiday pay in excess of their

entitlement, then the excess will be recovered by way of a deduction from the final salary.

Further details on holiday entitlement, pay and regulations are available from People and Culture or via the [People and Culture website](#).

6. 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](#).

7. Superannuation

Membership of the Retirement Benefits Plan (known as RBP) will be available to those staff in Grades 1-5. You will be automatically enrolled into the RBP scheme. This scheme is considered an appropriate scheme under the Pensions Act 2008.

Membership of the Universities Superannuation Scheme (known as USS) will be available to those staff in Grades 6/AC1 or above. 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 [Pensions Office](#), Finance Directorate.

8. 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 People and Culture at any reasonable time.

9. 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](#).

10. 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](#).

11. 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](#).

12. 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 website](#).

13. 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](#).

14. 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 the Vice President and Chief People Officer in the event of gross misconduct.

15. 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.

16. 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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