

UNIVERSITY OF LEEDS

This statement, which is given in fulfillment of the employer's statutory obligation to notify each employee of certain particulars of their employment, sets out the principal terms and conditions on which the University of Leeds will employ you. You will be known as a KTP Associate and will be given a specific job title which reflects the nature of your work in conjunction with your sponsoring Company.

1 Location of Work:

Your regular place of work is normally the Company Sponsor's premises although you may be required to work at the University or other premises as necessary for the proper discharge of your duties.

2 Salary Information:

You are employed by the University and your salary will be paid monthly in arrears by the University.

3 Terms and Conditions:

The University may amend the terms and conditions of employment from time to time. Such amendments other than those agreed with individuals or which are the outcome of national negotiations are normally made after consultation with the trade union recognised by the University for Academic and Academic Related Staff, the AUT.

Your appointment is also conditional upon the following:

- any other conditions agreed between the external sponsor of your appointment and the University which are notified to you.

4 Statement of duties:

You should already have a short description of the duties of the post. This is only intended for your guidance and should not be construed as definitive. Your specific duties are as documented in the project proposal (issued on your 1st day of work) and as may be amended during the life of the project. You may be required to carry out other duties as appropriate.

5 Hours of work:

You will be responsible to your Company or Academic Supervisor or their nominee depending on your regular place of work. Your hours of work will be determined by your regular place of work. You will be required to devote the whole of your time to the duties of the post.

6 Termination of contract:

Fixed term contracts relate only to the period stated, and whilst an offer of future employment might be made, no intention to that effect can be implied. No member of the University other than the Secretary (or other nominee of Council) has the authority to offer you a further appointment.

The contract of employment will finish on the end date stated and no further notice will be given by the University other than in the following circumstances:

- In circumstances covered by Statute XVI (matters of repeated or serious misconduct, incapability or incapacity on medical grounds), notice of termination will be given in accordance with the statute;
- In the event of failure of funds specifically allocated to support this post, or some other condition on which the appointment is dependent, three months' notice will be given by the University.

7 Holiday entitlement and pay:

The holiday entitlement will be determined by your regular place of work. Holidays must be taken before the end of the appointment. If you resign early and your date of leaving is before the end of the fixed term, payment may be made for any unused holiday entitlement within the current holiday year. If however, you have taken more holiday than your entitlement at the time your contract ends, the University reserves the right to reduce your final salary by an amount equal to the overtaken leave.

8 Sickness and sick pay:

May I refer you to Section A (34) of the Handbook for Academic and Academic Related Staff (www.leeds.ac.uk/hr/terms).

9 Pensions and pension schemes:

Your appointment gives you the right to join the Universities' Superannuation Scheme (USS). Although membership of the scheme is not a condition of your appointment, we assume that you will wish to join from the date your employment begins. Accordingly, arrangements are being made for contributions at the rate of 6.35% to be deducted each month from your salary. Members of USS are contracted out of the State Earnings Related Pension Scheme and therefore pay a lower rate of National Insurance contributions. I enclose for your reference a guide to the Scheme. If our assumption is not correct and you do not wish to join the Scheme please contact the Pensions Office (ext. 34147) immediately. You should also note that if you decide to remain in the scheme you may opt out at any time in the future by completing a form which you need to obtain from the Pensions Office.

10 Disciplinary and grievance procedures:

The disciplinary rules and procedures which form part of your contract of employment are set out in Statute XVI of the University Statutes which can be found in the Handbook for Academic and Academic Related Staff (www.leeds.ac.uk/hr/terms). Your right of appeal against any disciplinary action is laid down in Part V of the statute.

Any grievance related to your employment should be raised initially with your Company and Academic Supervisors and if not resolved may be pursued in accordance with Part VI of Statute XVI.

11 Staff Review and Development Scheme for Contract Research Staff:

As part of your Personal and Professional Development you will be undertake a review after 6 months and each 12 months of employment thereafter depending on the length of contract. You will undergo review by the Sponsoring Company and follow their review process. Your Academic Supervisor will be invited to take part in the review process. Information on University courses provided by the Staff and Departmental Development Unit is available from the SDDU pages of the University's Website at <http://www.leeds.ac.uk/sddu/>.

12 Financial Regulations:

The finances of the Partnership are managed by the University and as a University employee you are required to comply with the University's financial procedures as they relate to the responsibilities of your post. A copy of the regulations and procedures is available for consultation from your Head of Department/School, from the Finance website or advice may be sought from Financial Accounting.

You are required to comply with any other conditions agreed between the external sponsor of your appointment and the University which are notified to you.

13 Data Protection:

You are required to abide by the University's Code of Practice on Data Protection, a copy of which will shortly be included in the Handbook for Academic and Academic Related Staff. You are required to agree to the University processing your personal data as highlighted under this code.

From time to time, to check unauthorised use, the University may without notice monitor your use of University resources e.g. e-mails and telephone calls. For reasons of security the University occasionally uses discreet CCTV.

14 Faculty and Research School Membership:

As a member of staff, you will be eligible for automatic membership of a faculty¹ and of a research school². A list of faculties, resource centres and departments is *attached* for information. You are invited to *select* the faculty and, if appropriate, the research school(s) with which you wish to be associated and to advise Carolyn Jackson in the Secretariat (☎ 233 4062 or email c.m.jackson@adm.leeds.ac.uk) of your choice.

15 Confidentiality:

As a member of Research Staff, you are required to accept the terms of the enclosed statement on the confidentiality of research. You may also be required to complete a confidentiality statement at the company where you are based.

Enclosures: Confidentiality Undertaking
 Faculty, Resource Centres and Departments List
 USS Documents
 Bank Authority and Equal Opportunities Form
 AUT Information
 SCR Members Lounge application form
 'People Matter' Employee Benefits Brochure
 Counselling in Companies Information

¹ Membership of a faculty is the basic qualification enabling a member of staff to play a part in the government of the University. It includes the rights: to elect faculty representatives to the Court, the Council, the Senate and main committees and to stand for election to the same; and to attend meetings of the relevant faculty. With the exception of the Vice-Chancellor, individuals may be a member of only one faculty.

² Membership of a research school is automatically conferred upon members of a faculty, who may opt for membership of as many (or as few) research schools as are relevant to their interests.