

|  |
| --- |
| In case of query please contact:HR Administration🕿 +44 (0)1392 723413 🖰 humanresources@exeter.ac.uk |

Dear NAME

**Contract of Appointment as Postgraduate Teaching Assistant, COLLEGE**

I am pleased to confirm your appointment as Postgraduate Teaching Assistant in the [COLLEGE] at the University of Exeter for the academic year 2019/2020.

**Employment status**

This post is of limited duration with the result that it can only be offered on a fixed term contract basis from START DATE until 31 August 2020 to help the College manage unexpected/ unpredictable demand for undergraduate teaching in the forthcoming academic year and as part of the College’s policy to provide research students with the opportunity to develop experience in teaching in higher education.

The University reserves the right to terminate the employment earlier than the date stated, with the appropriate notice should the parameters for the fixed term nature of the post change. There is no expectation of re-engagement beyond this date and consequently this employment will terminate on this date without further notice from the University. However, subject to the paragraph below, and the requirement for this work continuing within the College, this appointment may be renewed in future academic terms or years.

As stated in the University’s Code of Practice on the Employment of Postgraduate Research Students, the University recognises that the opportunity to participate in teaching or other relevant employment opportunities provides valuable work experience for a research student, particularly towards the acquisition of professional and personal skills that will facilitate their future employment in higher education. This employment is offered in order to provide practical work experience in connection with your postgraduate studies and is therefore dependent upon your continued registration as a research student at the University of Exeter. If you satisfactorily complete your research degree before the expiry of this contract, the contract will run to its expiry but you will not be offered further work as a Postgraduate Teaching Assistant. In the event that you cease to be a registered student of the University for any other reason the University may take steps to terminate the employment following the appropriate procedure.

**Right to Work in the United Kingdom**

Your employment is conditional upon your eligibility to work in the UK.

All new employees are required to provide satisfactory evidence of their right to work in the UK – you can find out more [here](http://www.exeter.ac.uk/staff/employment/righttowork/proof/). If you have not already provided this documentation it is essential that you present the original copies to a University of Exeter staff member ***prior*** to your first day at work. Please bring to any of the places listed on the [webpages](http://www.exeter.ac.uk/staff/employment/righttowork/proof/) or contact us at humanresources@exeter.ac.uk or on 01392 723413 to arrange a time to bring your documents in before you start work. If you are unable to come in to any of our work locations before you start work, please contact us immediately.

**Failure to provide evidence of your eligibility to work legally in the UK before or on your first day of work will result in you having to return home and we will be unable to pay you. We are unable to allow you to work until you can produce this evidence.**

If your eligibility to work in the UK ceases, for whatever reason, the University is entitled to terminate your employment without further notice or payment in lieu of notice and any termination or notice clause in your terms and conditions will not apply.

Research students with Tier 4 visas are reminded that you should not work for more than 10 or 20 hours per week (depending on the visa).

(See <http://www.exeter.ac.uk/internationalstudents/visaconditions/workingintheuk/>) If you are employed in any other capacity, then the two jobs need to be aggregated together. You should seek further advice from International Student Support if this situation applies to you.

##### **Terms and Conditions**

For the purposes of your statutory rights, the date of commencement of this employment and therefore your continuous service date with the University of Exeter will be Date

The terms and conditions of employment are detailed in the document "University of Exeter Conditions of Employment" please see <http://www.exeter.ac.uk/staff/employment/conditions/terms/>. This appointment is within the Education and Scholarship job family.

You should also comply with the University’s Code of Practice on the Employment of Postgraduate Research Students. See

<http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/employmentofpostgraduates/>

Other policies and procedures which govern the employment of staff at the University of Exeter can be viewed on the webpage “A-Z HR policies and employment information” at: <http://www.exeter.ac.uk/staff/employment/hrpoliciesatoz/>.

**Salary**

The starting salary will be at the full-time equivalent rate of £x per annum (point 23) on Grade E, points 23 to 31 [**OR**] £x per annum (point ***24/25/26/27/28/29/30/31***) on Grade E, points 23 to 31.

Subject to satisfactory performance, and subject to a minimum of six months’ service in the grade, increments are payable on 1 August each year until the top normal progression point of the grade is reached (point 27). Progression into and through the contribution points (points 28-31) is subject to performance in the role. For current salary scales please see

<http://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/payroll/Pay_Scales.pdf>

**Hours of Work**

A PTA Assignment Schedule (HAT form) containing a full description of your expected hours of work and training will be provided to you by your college.

The actual number of hours you work during the period of this contract may vary, but you are guaranteed to be offered and paid for a minimum of 10 hours work by the end date of your contract.

At the end of your contract period the University will review your hours. If you have worked less than 10 hours, you will be entitled to an additional payment to ensure you have been paid for at least 10 hours. The University will make this additional payment to you in the month that your contract ends. For instance, if you have worked for 6 hours during the period of this contract, you will automatically be paid for a further 4 hours in your final salary.

Training hours, including hours for probation or performance review meetings, and annual leave will not count towards the guaranteed 10 hours.

You will not be entitled to payment for the guaranteed 10 hours if you have resigned from your post prior to the contract end date or if you have unreasonably refused to undertake work during the contract period that has been agreed with you.

**Method of payment**

You will be paid by recording the hours you work in iTrent, the University’s payroll and Employee Self Service system, and submitting them to your manager for approval.

You can access iTrent here: <https://staff.exeter.ac.uk/hrpr_ess/ess/#/login> **using your staff ID details** (please note, that you will not be able to log in using your student ID details). You should contact your college PTA Administrator if you have not received your staff ID details. This staff email address will be used for all communications relating to your employment from People Services, so you are advised to check your inbox on a regular basis.

For information on how to record and submit your hours in iTrent, please see the guide at <http://www.exeter.ac.uk/staff/services/selfservice/>. We recommend that you record and submit your hours as soon as possible after you have the completed the work, and before the monthly payroll deadline. Information about the University payroll deadlines can be found at <http://www.exeter.ac.uk/staff/employment/payandconditions/payroll/payrolldeadlines/>.

University salaries are paid on the penultimate working day of the month. The pay date may vary in December. Please note, if your start date falls on or before the 20th of the month, your first salary payment will be made in the month you join. If your start date falls on or after the 21st of the month, your first salary payment will be made in the month after you join, and this payment will be backdated to cover the period worked in your first month.

If you leave before the expiry date of this contract, the University will make a comparison between actual pay due, and actual pay paid to ensure that you leave with the correct total pay. Any adjustment will be made in your final salary payment. Should you receive an overpayment for any reason, the University will recover the amount following its policy on salary overpayments – see

<http://www.exeter.ac.uk/staff/employment/payandconditions/payroll/policyonsalaryoverpayments/>

**Additional Hours**

You should claim for the agreed hours worked in your PTA role via iTrent, including any time you are asked to work in addition to your scheduled hours. This will include hours that have been agreed with your college in relation to teaching, preparation, assessment, feedback, marking and training.

If you undertake additional work in a non-PTA related role (e.g. a temporary clerical position) , you should not record these hours in iTrent. In these cases, you should submit a claim on form [PTA103](https://search.exeter.ac.uk/s/redirect?collection=all-exeter-uni&url=http%3A%2F%2Fwww.exeter.ac.uk%2Fmedia%2Funiversityofexeter%2Fhumanresources%2Fdocuments%2Fpayroll%2Fclaims%2FPTA103_PTA_Additonal_Payments_Form_%28Jan_19%29.docx&index_url=http%3A%2F%2Fwww.exeter.ac.uk%2Fmedia%2Funiversityofexeter%2Fhumanresources%2Fdocuments%2Fpayroll%2Fclaims%2FPTA103_PTA_Additonal_Payments_Form_%28Jan_19%29.docx&auth=C%2BH87K3NMUdeNsV1u00SOQ&profile=_default&rank=1&query=pta103). Approved claims should be emailed to payandbenefits@exeter.ac.uk.

You are reminded of your responsibilities under the University’s Code of Practice on the Employment of Postgraduate Research Students – in particular see 2.3 and 6.2.

**Duties**

Your duties will be specified to you by your College in accordance with the generic role description for Postgraduate Teaching Assistants. See

<http://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/payroll/claims/PTA_Generic_Role_Description.docx>

**Probation**

New appointments are subject to a probationary period of 12 months. Employment beyond the first year is subject to the submission to People Services of the necessary documentation confirming that you have satisfactorily met all the probation requirements.

**Line Manager**

If you are unable to deliver a scheduled activity for any reason, then you must inform your line manager, or another senior member of staff, as soon as possible.

Your Line Manager/Academic Supervisor is responsible for ensuring that you are aware of the University’s policy in respect of health and safety at work and to notify you of any specific procedures applicable to your working environment.

**Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year. This includes 8 public holidays and 3 Closure Days designated by the University. The holiday year commences on 1 January and leave cannot be carried forward to another year. See our website for more information: <http://www.exeter.ac.uk/staff/employment/leave/>

You will accrue approximately 0.18 hours of annual leave for every hour you work under this contract. To view the balance of your accrued entitlement to annual leave, or to book annual leave, please log in to the iTrent Employee-Self Service system. Leave may not be taken during term-time. You need to ensure that you take your leave each year and outside peak times in the area where you normally work.

At the end of your contract period the University will review your accrued annual leave, and will pay you for any holiday that you have not taken. The University will make this payment to you in the month that your contract ends.

**Place of Work**

Your primary place of work is the University of Exeter, Streatham Campus. The University reserves the right to relocate you to other locations within Exeter where the University provides a service. In addition you may be required to attend meetings or training events at any of the University's offices.

**Pensions**

##### Membership of the Universities’ Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to <https://www.uss.co.uk/members/members-home>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. The University as your employer, contributes such sums as required under the scheme rules. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information or visit <https://www.uss.co.uk/members/members-home>

##### The University operates a Pension Salary Exchange scheme. Members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of pension scheme membership. For more details on the Pensions Salary Exchange Scheme please go to <http://www.exeter.ac.uk/pensions/salaryexchange>. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following three months pension scheme membership. You have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pay and Benefits Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

##### **Data Protection**

##### May I draw your attention to the University's Data Protection Policy. This can be found on the Data Protection website - <http://www.exeter.ac.uk/ig/dataprotection/>. Section 3 of this Policy makes reference to information held in the "public domain". This refers to University and College publications and websites. If you do not want personal information relating to you being available in the public domain, you should advise the Pro-Vice-Chancellor of your College or nominated representative.

##### **Job Vacancies**

All employees on fixed term contracts have the right to be informed of available vacancies by the University. The University meets this obligation by advertising all vacancies on the vacancies page of our website [www.exeter.ac.uk/jobs](http://www.exeter.ac.uk/jobs).

### Induction Process

Induction is an essential support process for all new and transferring staff within the University to assist in settling them into both their individual role and the University itself. You will be supported in working through this process with your Induction Facilitator who is a colleague within your College/Service. Details of the complete induction process and other useful information for new and transferring staff can be viewed on our induction website at [www.exeter.ac.uk/induction](http://www.exeter.ac.uk/induction).

**Information Technology**

The University’s Self Service HR and Payroll system allows you to view and update some of your personal details online, including your home address, emergency contact details and allows you to view your payslip using PC’s that are part of the University’s network. For further details please see: http://www.exeter.ac.uk/staff/services/selfservice/ . Please note that you must use your staff user ID to log into the Self Service system, as it will not recognise your student user ID.

Use of the University’s IT facilities is subject to IT regulations, please read these by visiting [*http://www.its.ex.ac.uk/regs.shtml*](http://www.its.ex.ac.uk/regs.shtml)*,* Returning this contract to us will indicate that you have read these regulations and agree to abide by them.

Your role may give you access to personal information about other University employees and students. Such information is subject to any University confidentiality policies.

**Other information**

Tax and National Insurance will be deducted from your salary. If you are currently working in the UK, you will receive a P45 when you leave your employment which you should forward to Employee Services, Northcote House, The Queen’s Drive, Exeter, EX4 4QJ once received. If you do not have a P45, please complete the relevant section in the enclosed New Joiner Additional Details Form. If you do not have UK National Insurance Number, please contact Jobcentre Plus on 0845 600 0643 or for further information <https://www.gov.uk/apply-national-insurance-number>

This appointment is subject to:

* satisfactory checks of your right to work within the United Kingdom to comply with the Immigration, Asylum and Nationality Act, as detailed in the Right to Work section above.
* satisfactory medical clearance - please complete and submit the online Medical Health Questionnaire found at [www.exeter.ac.uk/newstarterassessment](http://www.exeter.ac.uk/newstarterassessment)
* the satisfactory completion of any other pre-employment screening checks required by your College for this role.

The University of Exeter is in the process of adopting e-signing solutions for all of its employment related documents. To signify your formal acceptance of the role and to agree to the use of electronic signing as a substitute for your handwritten signature, please e-sign this contract and provide any other information requested (if applicable) within two weeks of receipt.

If you have any queries regarding your appointment, please contact our Human resources team at humanresources@exeter.ac.uk.

Yours sincerely

I confirm my acceptance of the terms and conditions of employment as outlined in this letter.

Signed: ………………………………………………

Additional Information

<http://www.exeter.ac.uk/working/new/>

<http://www.exeter.ac.uk/staff/employment/union/join/>