

UNIVERSITY OF SUSSEX

TERMS AND CONDITIONS OF EMPLOYMENT FOR ITS ASSOCIATE STAFF

1. GENERAL

You will work under the general direction of the head of department or his/her nominee and must conform to the department's requirements, for example regarding attendance, discipline, equal opportunities, Health and Safety etc.

2. LOCATION

Your principal place of work is the University of Sussex campus at Falmer, Brighton. However you may be required to serve at any location used by or in association with the University of Sussex. Any change in your location will be determined following reasonable consultation with you or your representative.

3. DUTIES

As an ITS Associate member of staff you will n 1 Tf4 -1.ersity oeampus ato8200 he head of department or hi

Travelling expenses to the usual place of work

12. OTHER ABSENCES

If you are unable to attend work due to unavoidable circumstances you must notify your line manager (or nominee) or other appropriate person in advance and as soon as possible. With the exception of sickness, payment will only be due for hours actually worked.

In cases of sickness, you will be eligible for Statutory Sick Pay provided you meet the eligibility criteria. Further details are available from Human Resources (Payroll).

Absence due to sickness must be reported to your line manager (or nominee) in accordance with the University's sickness policy.

13. GRIEVANCE AND DISCIPLINE

The University's grievance, disciplinary and capability procedures will apply to this appointment and further details are available from Human Resources (Personnel). If you have a grievance relating to your employment, in the first instance you should apply in writing to the head of department or nominee for the purpose of seeking redress. If your grievance concerns the head of department then you should write to the Director of ITS.

15. APPRAISAL

Ongoing performance evaluation is carried out on a termly basis and the opportunity for an annual appraisal is given to all ITS employees.

16. SOURCE OF OTHER TERMS AND CONDITIONS

Your terms and conditions are also prescribed by collective agreements made between the University and its recognised trade unions. You are also expected to abide by University policies relating to such matters as Health and Safety, Equal Opportunities, Data Protection, Insurance, and Intellectual Property Rights.

17. VARIATION

Your contracted hours of work will be subject to variation by the University in response to changes in circumstance. Such variations will be made in consultation with you.

This contract may be varied and agreements reached as a result of national or local negotiations between the employer(s) and the recognised trade unions shall, where adopted by the University, be automatically incorporated into your contract.

*Human Resources
April 2013*