



THE UNIVERSITY of EDINBURGH

Human Resources
The University of Edinburgh
Dalhousie Land
Edinburgh EH8 8AQ
United Kingdom

HRHelpline@ed.ac.uk
www.ed.ac.uk/human-resources

PRIVATE AND CONFIDENTIAL

Mr. Christian Jimenez Beltran
Flat 1
2 Northfield Drive
Edinburgh
EH8 7RW

5 December 2023

Dear Christian,

Contract of Employment and Written Statement of Terms and Conditions of Employment

Further to our recent job offer, I write to provide you with key information regarding your employment with the University of Edinburgh and to highlight where you can find out more about your general terms and conditions of employment.

As the information below is a summary of these terms, you are advised to read in full the Conditions of Employment for your grade which you can find on the HR webpages of the University's website at www.ed.ac.uk/human-resources/policies-guidance/conditions-service.

Contract agreement

To agree these terms and conditions please sign and date your acceptance below. If you need any further information to reach this decision, please do not hesitate to get in touch with Christopher Jowett at Chris.Jowett@ed.ac.uk or (+44) 0135405899.

Yours sincerely

Lokman Fong
For Head of HR



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Employer name and address You will be employed by the Court of the University of Edinburgh (the "University") whose registered address is Old College, South Bridge, Edinburgh EH8 9YL.

Start date

Your employment will start on 8 January 2024 and will be continuous from this date.

Job details

You will be employed as a Tutor within Mathematics which is part of School of Mathematics and College of Science and Engineering. You will report directly to the Director of Professional Services.

You will be required to undertake the duties and responsibilities as set out in the Job Description which accompanied our job offer. From time to time you may be required to undertake other duties which are compatible with your main duties.

Contract duration

Your employment is fixed-term, i.e. temporary, as it is linked to your period of study with the University. Your contract will automatically come to an end on 31 July 2027, or when you cease to be a matriculated student of the University, if earlier. You will be given due notice if we intend to end your contract earlier for any other reason. Should your studies be formally interrupted, this contract may be suspended for the same period and may be re-instated when you resume your studies.

Ongoing right to work in the United Kingdom (UK)

Your employment is subject to your right to work in the UK. If you lose the right to do so for any reason, you will be unable to continue in your role and your employment with the University will come to an end immediately.

Probationary period

Your employment is subject to the satisfactory completion of a 12 month probationary period. The University reserves the right to extend your probation period as necessary for a specified period and purpose and you will be given reasonable notice should this be required. Once you have satisfactorily completed your probationary period, your appointment will be confirmed.

Place of work

Your normal place of work will be Kings Buildings, Edinburgh, EH9 3FD. You will however be required to work from any of the University's Edinburgh based campuses and/or offices. You may also be required to travel across and outside Edinburgh on University business.



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Working abroad

At present, there is no expectation that you will be required to work abroad, i.e. outside of the UK, for more than a month at a time. However, in the event that you are required to do so, specific information will be provided before you leave the UK.

Normal hours of work

You are guaranteed to be offered a minimum of 30 hours between 8 January 2024 and 31 July 2027. You will be provided with more information about when these hours are to be worked before you start work. Further information regarding how these hours may be varied can be found in your conditions of employment
<https://www.ed.ac.uk/human-resources/policies-guidance/conditions-service>.

In line with business need, you may be offered more hours, which you may or may not choose to accept.

If you are offered and accept more hours, you will be entitled to be paid for all hours worked, up to a maximum of 35 hours per week.

If you are required to work more than the full-time equivalent hours for your grade, you will be expected to take the excess hours worked as time off in lieu at another time.

Other employment

You must request and obtain permission to take on other employment, including self-employment. The University reserves the right to refuse this request if the other work would adversely affect your performance and/or attendance, present a conflict of interest, have an impact on health and safety or be in breach of working time legislation.

Grade and salary details

Your job has been allocated to Grade UE06 - Step 1. More information about the University's grading structure and associated pay scales can be found on the University's HR webpages.

You will be paid on an hourly basis for all hours that you are required to work. Your hourly rate of pay will be £17.20. This is based on an annual, full-time salary of £31,396.00.

Each time you are paid, you will receive an additional sum, based on the hours paid, which ensures you receive the right amount of holiday pay.

You will be paid in arrears on the 28th of each month. Should the 28th fall on a non-banking day, e.g. at the weekend or on a UK bank holiday, you will be paid on the preceding working day.

More information on how your hourly rate will be reviewed can be found in the Conditions of Employment for your grade on the University's HR webpages.



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Holiday and holiday pay

The University's annual leave year, i.e. its holiday year, runs from 1 January to 31 December.

The full-time leave entitlement for your grade is 280 hours per year, which is the equivalent of 40 days. This is made up of 252 hours (36 days) annual leave entitlement and 28 hours (four days) to cover the public holidays on 25 and 26 December and 1 and 2 January when the University will be closed.

When combined together, this holiday entitlement equals 18.1% of the working year. Each time you are paid for the hours that you have worked, you will receive holiday pay which equals 18.1% of your pay for these hours. More information can be found in the Conditions of Employment for your grade on the HR webpages and in the University's Annual Leave policy.

Pensions

You will automatically become a member of the Universities Superannuation Scheme (USS) when you satisfy the UK's auto-enrolment criteria. More information can be found in the Conditions of Employment for your grade on the HR webpages and in the 'Your Pensions choices (for new employees on grades UoE06 to UoE10)' document on the Finance webpages at <https://www.ed.ac.uk/finance/about/sections/pensions/joining>.

Sick leave and pay

The University's Absence Management policy explains what you must do if you cannot attend work due to sickness or injury. Your entitlement to sick pay is outlined in the Conditions of Employment for your grade.

Other types of leave and pay

The University has a suite of generous 'family friendly' leave and pay policies, e.g. maternity leave, partner leave, shared parental leave, emergency time off for dependants leave, and 'special leave' provisions which can be found on the University's HR webpages.

Other benefits

The University is able to provide staff with access to a range of discounted services and goods. More information can be found on the Reward section of the University's HR webpages.

Collective agreements

The University recognises and works in partnership with three trade unions, University and College Union (UCU), UNISON and Unite. Collective agreements reached with these unions, individually or jointly, will have the effect of automatically varying your terms and conditions of employment. This applies whether or not you are a member of these trade unions.



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Disciplinary and grievance procedures

The University's Discipline and Grievance policies can be found on the University's HR webpages. These policies are for guidance only and do not form part of your contract of employment.

University policy compliance

You are required to comply with the University's policies which you can find on the University's webpages. Failure to comply with any of these policies may lead to disciplinary action, up to and including dismissal.

Right to suspend

The University may suspend you from work on full pay should it need to investigate incidents or allegations of unacceptable behaviour or breach of University policy.

Notice periods

If you have less than six months' service, you are required to give one month's notice of your intention to resign your employment with the University. Once you have six months' service, you are required to give three months' notice.

If the University intends to terminate your employment, you are entitled to receive one month's notice if you have less than six months' service and three months' notice thereafter.

Right to pay in lieu of notice

The University reserves the right to make a payment in lieu of notice for all or part of your notice period rather than ask you to work your notice period. This applies whether notice to terminate your employment is given by you or the University. You will be compensated by a payment equivalent to the basic pay and any contractual allowances that you would have received had you worked to the end of your notice period. This sum, less income tax and national insurance contributions, will be paid into your bank account.

Right to place you on 'garden' leave

The University reserves the right to ask you not to attend work for all or part of your notice period. This applies whether notice to terminate your employment is given by you or the University. It also reserves the right not to give you any work during this period, referred to as the garden leave period. If placed on garden leave, your contract of employment will remain in place until the end of your notice period.



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Training

Your manager will let you know within two months of you taking up your role what training the University will provide and you must complete to fulfil your role. This will include compulsory on-line learning modules as well as face-to-face training courses and workshops.

You should also take time to familiarise yourself with the training you need to undertake to comply with the University's policies. More information can be found in the Conditions of Employment for your grade on the University's HR webpages.

Confidentiality

You must not disclose any information of a confidential nature regarding the University's activities, its staff and/or students or associated third parties, during or after your employment. Any disclosure of confidential information which falls outside the proper course of your employment, or as required by law, will be treated as a serious disciplinary offence.

You are required to comply with the University's policies on the use of its computing and network facilities and information security which you can find on the University's Information Security webpages at <https://www.ed.ac.uk/infosec/information-protection-policies>. Failure to comply with any of these policies may lead to disciplinary action, up to and including dismissal.

Signature:

Print Name: CHRISTIAN JIMENEZ BELTRAN

Dated: 11/12/2023