

13 February 2025

Vacancy No. 164872

PRIVATE & CONFIDENTIAL

Mr Calum Young

Flat 1/2

2 Skirving Street

Shawlands

Glasgow

G41 3AA

Dear Mr Young,

Ref: Demonstrator - MVLS College Services.

I have pleasure in confirming our offer of a fixed-term appointment as a part-time Demonstrator - MVLS College Services on a salary based on the full-time equivalent of 26038 per annum (spinal point 16) with payment to be made on a pro-rata basis to the actual number of hours worked by you, with effect from 27 February 2025 until 31 December 2027 and is for a minimum of 20 hours of work during each academic year. As much notice as possible will be provided of the actual hours you are scheduled to work.

The issuing of this contract is based on the joint assumption that you will be available to undertake your contracted hours when the work is scheduled/available. Where work is scheduled and agreed the understanding is that you will be available to fulfil these duties. Where work is offered on a more ad-hoc basis, whilst we appreciate that this may not be convenient in every event, should you decline the offer of work, within your contracted hours on three occasions having been given reasonable notice your contract may be reviewed. In this circumstance, you may be deemed to have frustrated the terms of your contract and, following discussion with you, it may be revised to a lower number of hours or, in situations where no work is being accepted, it may be terminated with due notice.

If your contract extends beyond the academic year 2024/25, your hours will be reviewed on an annual basis. You may also be offered additional hours which you are free to accept or decline. Additional hours would be paid at your normal hourly rate.

Payment of your contractual hours and any agreed additional hours will be processed based on **time sheets** to ensure payment in a timely manner. Please see link for submitting timesheets. <https://www.gla.ac.uk/myglasgow/payandpensions/payroll/onlinehourlytimesheets/>

Your appointment is for a fixed term period as the University aims to make such appointments available to its students and we do not typically offer employment in these roles beyond the period of your studies. Hence your appointment will commence on 27 February 2025 until 31 December 2027 and is for a minimum of 20 hours of work during each academic year, when it will come to its natural end unless extended by mutual agreement.

Please note that as a new member of staff, you will be required to serve a probationary period of six months.

As a supportive employer, the University would encourage you to disclose any ongoing health conditions and/or disabilities. This will allow the University to work with you to consider whether any reasonable adjustments may be required and ideally to enable us to have these in place in advance of your start date. If you have complex requirements, we may support you to apply to Access to Work. Please do this by contacting your line manager or department administrator and they will discuss the relevant next steps.

Please see below the written particulars of terms and conditions of employment applicable to your appointment. Please either insert a typewritten or scanned signature by way of acceptance and return via email to onboarding@glasgow.ac.uk to enable salary payment. Please also retain a copy for your own records. Your acceptance must be returned **within seven days**.

Prior to joining your manager or department administrator will contact you to ensure you are clear on the work you will be doing. Full contact details are available on the University Website homepage via the Staff A-Z. You may also wish to review the information prepared for new members of staff on the HR pages of website, which can be accessed via <http://www.gla.ac.uk/services/humanresources/new/>.

Following the return of your signed contract, you will be issued an e-mail with your University ID (GUID) number. Once you have this, please use it to log onto the HR System (PeopleXD) to update your payroll and personal information to ensure your salary is paid appropriately. If you have previously been an employee of the University, your GUID will not change but you will not be able to log on until your contract has been returned and your employment record updated accordingly.

May I take this opportunity to wish you well in your new position and if you have any questions regarding this letter or your contract please do not hesitate to contact me on the number or e-mail above.

Yours sincerely

Jacqueline Swan

Jacqueline Swan

Onboarding Assistant



WRITTEN PARTICULARS OF TERMS & CONDITIONS OF EMPLOYMENT

This statement is issued in accordance with the requirements of the Employment Rights Act 1996 as amended. It should be read in conjunction with the University's Staff Policies, which may be updated and changed from time to time and which, for the avoidance of doubt, do not form part of your contract of employment unless expressly stated.

The HR pages of the University Website can be accessed via the following link: <http://www.gla.ac.uk/services/humanresources>.

EMPLOYMENT DETAILS

Name of Employee: - **Calum Young**

Employer: - **The University of Glasgow Court**

This Statement of Particulars is effective from: - **27 February 2025 until 31 December 2027 and is for a minimum of 20 hours of work during each academic year**

For the purpose of contractual provisions, your period of continuous service with the University is from: - **See above date**

Date of Issue: - **13 February 2025**

RIGHT TO WORK IN THE UK

The commencement of this employment is conditional upon you providing original documents as evidence that you have the legal right to work in the UK. In doing so you confirm that you are legally entitled to work in the UK and will notify the University immediately if you cease to be so entitled at any time during your employment with the University.

Where repeat document checks are required to evidence your legal right to work in the UK, it is a condition of your continuing employment with the University that you provide the relevant documents when required to do so by the University and that the checks are satisfactory in confirming that you continue to have a legal right to work in the UK. If you fail to produce the relevant documents this could result in the termination of your employment without notice.

TYPE OF EMPLOYMENT

This post is fixed term in nature and is subject to automatic termination on the Contract End Date unless extended by mutual agreement.

JOB TITLE & DUTIES

You are employed in the post of Part-time **Demonstrator, in the MVLS College Services within the College of Medical Veterinary & Life Sci.**

You are required to carry out the duties applicable to your post as specified in your Job Description and as reasonably assigned by your line manager or such other person acting on his/her behalf.

PLACE OF WORK

Your normal place of employment will be within the University of Glasgow **Main Campus, Glasgow, G12 8QQ**. You are also required to attend such other places as may be required for the performance of your duties and the University reserves the right to change your normal location and may transfer you to such other place of employment/designated centre as may be considered reasonable, following appropriate consultation.

SALARY

Your salary on appointment is: **14.27 per hour (Spinal point 16)** with payment on the number of hours worked by you as specified in section 7 below.

Your Job Family is: **Research & Education**

Your Career Track in: **16**

Your Job Grade is: **Grade 5**

Salaries are paid in accordance with nationally agreed scales, which are reviewed annually subject to collective bargaining. Details are available on the HR Pages of the University Website.

Due to the irregular work pattern associated with this role, payment of your contracted hours and any additional hours will be processed based on electronic time-sheets to ensure payment in a timely manner. When payment is due, you will be paid monthly, normally on the last working day of each month worked by direct credit transfer.

For the purposes of the Employment Rights Act 1996, sections 13-27 you hereby authorise the University to deduct from your salary any sums due from you to the University including, without limitation, your pension contributions (if any) and any overpayments, loans or advances made to you by the University. In the unlikely event of an over payment being made to you, this will be recovered directly from your salary. Similarly, payment of any under payment will be made directly into your next available salary.

Where applicable, the normal incremental date for members of staff is the anniversary of the date of appointment. Payment of annual increments, which continue until you reach the top point of your grade below the contribution points, is subject to satisfactory performance.

HOURS OF WORK

Your appointment is from 27 February 2025 until 31 December 2027 and is for a minimum of 20 hours of work during each academic year. If your contract extends beyond this, your working hours will be reviewed each year and, following consultation with you, your contracted hours may increase or decrease. Should you wish to change your hours you should raise this with your line manager as part of this review.

Where additional voluntary hours are offered and worked these will be paid at your normal hourly rate.

Under the Working Time Regulations employees cannot be required to work more than an average of 48 hours per week in each 17-week reference period. In the unlikely event that regular additional hours become available and employees wish to work more than 48 hours per week on a sustained basis, this should be discussed and agreed with your line manager and you will be required to 'opt out' of the legislative provisions of the Working Time Regulations.

PROBATIONARY PERIOD

You are required to serve a probationary period of six months duration, during which your suitability for the position to which you have been appointed will be assessed against pre-determined criteria including your Job Description and performance standards. The University reserves the right to extend your probationary period, if circumstances so require.

The University retains the discretion not to follow the standard Disciplinary, Attendance or Performance Management/Competency Procedures whilst an employee is within their probationary period.

NOTICE REQUIREMENTS & TERMINATION

Your employment will come to its natural end on the Contract End Date, without either party needing to take action, unless both parties mutually agree to an extension of the contract. The University will communicate with you prior to your end date with the view to supporting you in seeking alternative opportunities within the organisation. Your employment may be terminated early by either party by providing notice in writing.

The minimum period of notice, to be given in writing by either party to terminate your employment is detailed below:

PhD Students (Tutors)	1 Month notice
Demonstrators	1 Month notice
Tutors	3 Month notice

For employees at Grades 1 to 5, notice to be given by the University will increase to provide for a minimum of one week for each year in employment up to a maximum of 12 weeks after 12 years' service or more.

Resignations should be made in writing to your line manager copying the College/University Services HR Team. The University reserves the right to make a payment in lieu for all or part of your notice period. Such payment in lieu is based on basic salary only.

During your probationary period, your employment may be terminated by either party by giving written notice of one week (grades 1-5) or one month (grades 6 and above).

Your eligibility to carry out this work is conditional upon you continuing as a registered student at the University of Glasgow. In this way we are able to fulfil our commitment to offer employment experience to our students as part of their early career development. Once you complete your studies or leave for some other reason an extension beyond the current contract or offer of additional work would not typically be made. Should you cease to be a registered student for any reason during the term of this contract, the University shall be entitled to terminate the contract with immediate effect and without payment of any compensation.

Please note that on this basis if your contract is terminated on its expected end date you will also not be entitled to a redundancy payment.

Obligations on Termination

On termination of your employment (howsoever arising), you shall:

immediately deliver up to the University all University property which is in your possession or under your control including, without limitation, all documents, books, materials, records, lab-books, correspondence, papers and information (on whatever media and wherever located) relating to the business or affairs of the University, and any keys, smart cards and other security passes, purchasing cards, IT hardware and software, and all other University materials and equipment;

on request, provide the University with full details of any current passwords used by you in respect of any University computer equipment;

unless expressly permitted otherwise by the University in writing, irretrievably delete any confidential information relating to the business of the University stored on any magnetic or optical disk or memory (other than such confidential information stored on equipment required to be returned to the University) and all matter derived from such sources which is in your possession or under your control outside the University's premises.

On request by the University, you shall provide a signed statement that you have complied fully with your obligations under this clause.

HOLIDAYS

a) Annual Leave

You will be entitled to the equivalent of 32 days annual leave for a full year's service which can be taken according to operational needs, by arrangement with and approval by your line manager. This includes 4 days designated as 'Other days' fixed by the University. These are typically Christmas Eve and the three days following the Boxing Day Public Holiday.

This entitlement will be pro-rated for part-time staff and for staff who commence or end their employment part way through the holiday year to reflect completed service within the leave year.

The leave year operates from 1 January to 31 December each year.

b) Public Holidays

In addition to your entitlement to annual leave detailed above, you will be entitled to nine Public Holidays per annum, to be taken as specified below :-

New Year's Day

2nd January

Good Friday

Easter Monday

May Day

Spring Bank holiday (in May)

Glasgow Fair Monday (in July)

Christmas Day

Boxing Day

Should Christmas Day, Boxing Day, 1 or 2 January fall on a weekend, the following Monday and/or Tuesday will be designated as the Public Holiday(s).

Due to the irregular nature of your work-pattern, your pro-rata holiday entitlement will be added to the contractual hours that you work. Accrued Holiday will be deemed to be scheduled (**and hence paid**) in the month it is accrued and will show as a separate payment on your payslip.

This entitlement will be pro-rated for part-time staff and is added to the hourly calculation of annual leave entitlement outlined above.

SICKNESS ENTITLEMENT

Statutory Sick Pay

The University is responsible for paying Statutory Sick Pay (SSP) to members of staff who qualify, in accordance with Statutory Regulations. Statutory Sick Pay is currently payable to eligible employees after four or more days of incapacity.

University Sickness Absence Scheme

You may be eligible to receive payments under the University Sickness Absence Scheme depending upon your length of service. The University Sickness Absence Scheme provides for a sum equivalent to your full salary for a period of up to one sixth of your service, up to a maximum of six months, followed by an equivalent period of half salary.

The calculation of your entitlement to sick pay is based on an aggregate of periods of paid absence in the 12 months immediately preceding the first day of absence.

Sickness Absence – Managing Attendance Policy

Where you are prevented by sickness or accident from reporting for duty, you should notify your line manager, or other person as directed in the procedures agreed locally, as soon as possible and certainly within half an hour of your normal starting time.

Further information on Sickness Absence and ongoing reporting requirements is detailed in the Managing Attendance Policy available on the HR pages of the University Website. This policy may change from time to time following consultation with the Trade Unions.

You may be required during the course of employment to attend an occupational health assessment/medical examination if it is deemed necessary by the University.

PENSION PROVISIONS

You are eligible to be a member of a pension scheme and, depending on your grade, will automatically become a member upon starting employment of either:

Grades 1-5 - National Employment Savings Trust (NEST)

Further information on NEST is available in the NEST factsheet. If you wish to opt out, please contact the Pensions section of the University Finance Office.

Membership of NEST is subject to the tax reliefs and exemptions from HM Revenue & Customs and to the terms of the NEST governing documentation (including its Trust Deed and Rules), in both cases as amended from time to time.

Or:

Grade 6 and above – Universities' Superannuation Scheme (USS) A guide to the Universities Superannuation Scheme has been included in this pack.

Membership of the USS is subject to the tax reliefs and exemptions from HM Revenue & Customs and the terms of the USS governing documentation (including its Trust Deed and Rules), in both cases as amended from time to time.

On commencement of employment you will automatically be included in the University's 'Pensions Plus' arrangement (the terms of which can be found at:

<http://www.gla.ac.uk/services/humanresources/benefitsplus/>.

If after reading these terms you do not wish to participate in the Pension Plus arrangement but wish to remain in the USS you should complete a Pensions Plus opt-out form available on request from the University's Pension Section.

If your earnings fall below the Pensions Plus' pay protection limit or if your earnings fall below the national living wage at any time during your employment you will automatically be opted out of Pensions Plus. This will not affect your membership of the USS.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect

your membership of the USS. For more information on the USS or Pensions Plus you should contact the University's Pension Section.

Further information on USS is available on the finance pages of the University website. If you wish to opt out, please contact the Pensions section of the University Finance Office.

The University shall be entitled to deduct from your salary any amounts payable by you as member contributions to such pension scheme as the University is using from time to time.

RETIREMENT

The University does not currently operate a set retirement age. Normal resignation and notice requirements would therefore apply

COLLECTIVE AGREEMENTS

The University of Glasgow currently recognises the following trade unions for collective bargaining purposes; University and College Union (UCU), UNISON, Unite and GMB.

Details of the Unions, the staff groups for which they are recognised and the University's Partnership Working Arrangements are available via the HR pages of the University Website.

From time to time, variations in your terms and conditions of employment will result from negotiations with the recognised trade unions, nationally and/or locally. These will be notified to you within one month of the change and will be automatically incorporated into your written particulars of terms and conditions of employment and the conditions of service documents referred to herein.

EMPLOYMENT POLICIES AND PROCEDURES

The University maintains a number of policies and procedures to support a positive working environment for all. You will at all times conduct yourself in accordance with University Policies and Procedures, including but not limited to those listed below, and must not act in any manner which in the opinion of the University brings or is likely to bring you or the University into disrepute or is materially adverse to the interests of the University. This extends to your use of social media.

You have a responsibility to comply with University Policies and Regulations including, but not limited to, Health and Safety Procedures, the Dignity at Work and Study Policy, the Code of Practice on Unacceptable Behaviour, the Anti-Bribery and Corruption policy and the Code of Conduct for the Use of Information Technology.

In the event that you are charged with or convicted of a criminal offence (including a road traffic offence if your role involves driving) whilst employed by the University or if your driving licence is withdrawn, or becomes subject to any restrictions that may impact on your ability to fulfil your normal duties, you must inform your line manager of this without delay. A failure to report may result in disciplinary action up to and including dismissal.

The University's Grievance, Managing and Supporting Performance, Managing Attendance, and Disciplinary Policies and Procedures can be found on the HR pages of the University Website. These policies are non-contractual and do not form part of the terms and conditions of your employment, but you are expected to comply with them at all times.

Full details of these and other relevant documents are available on the University Website. Policies and Procedures do not form part of your contract and may change from time to time following consultation with the trade unions as appropriate.

HEALTH & SAFETY

You are required to comply with the University's Health and Safety Policy Statement, and to take such steps as reasonably practicable for your own health and safety, that of your colleagues at work and of others affected by your work. You are also required to undertake the responsibilities for Health and Safety, which are applicable to your post. All staff must complete training relevant to their job as required and review the relevant policies and procedures on the University Website including those relating to management arrangements and responsibilities. You must make use of all personal protective clothing and equipment (PPE) as appropriate and must co-operate with management in all respects for the full implementation of the University's Health and Safety Policy Statement.

PERFORMANCE DEVELOPMENT REVIEW

The University is committed to effectively managing and developing all members of staff and you are required to participate in the University Performance and Development Review scheme applicable to your job family and to undertake any staff development and training necessary for the full performance of your duties.

PROVISIONS FOR NEW PARENTS

The University has developed a range of policies and procedures to support new parents. Full details and eligibility criteria for the Adoption, Maternity, Paternity and Shared Parental Leave and Pay Policies are available on the HR pages of the University website. For the avoidance of doubt, these do not form part of your contract of employment.

EXCLUSIVITY OF SERVICE

It is recognised that you may have additional employment with other employers. By entering this contract you are committing to delivering the hours for which you are contracted at a time commensurate with your duties. Members of staff are required to seek the prior consent of the University if planning to engage in other paid employment that may adversely affect or conflict with their University duties. Members of staff must inform their manager prior to undertaking other paid employment and permission will not unreasonably be withheld, subject to such other regular paid work not adversely affecting or conflicting with their University duties. When considering such requests the University will also consider the potential for a negative impact in terms of health, safety and general wellbeing and refer to the provisions of the Working Time Regulations.

CONFIDENTIALITY

You must not at any time during your employment (except so far as may be necessary for the proper performance of your duties) or at any time after the termination of your employment (howsoever arising), use for any purpose other than the University's business, or disclose to any person, company or other organisation whatsoever, any Confidential Information. This shall not apply to:

any use or disclosure authorised by the University or required by law;

any information which is already in, or comes into, the public domain other than through your unauthorised disclosure; or

any protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

For the purposes of this clause "Confidential Information" means any information (in whatever form) relating to the University, its employees and students, its business transactions, finances, or affairs (whether in respect of the University's teaching, research, commercial, or other activities) and including, without limitation, its unpublished data, know-how and intellectual

property rights, in each case which is confidential to the University or in respect of which the University owes an obligation of confidence to any third party.

The unauthorised use or disclosure of Confidential Information, or the use of such information to obtain personal advantage, may be regarded as gross misconduct and will be investigated under the Disciplinary Procedure.

INTELLECTUAL PROPERTY

Unless otherwise agreed in writing between the University and its employees, all Intellectual Property generated by University employees in the course of their employment will be owned by the University.

You may be required, both during and following termination of your employment, (howsoever arising) to execute documents and give such other assistance as may be necessary to give effect to, and to enable the University to receive the full benefit of, this clause including, without limitation, registration by the University of the Intellectual Property in the name of the University anywhere in the world and enforcement of rights in such Intellectual Property against third parties. Such documents may include waivers of all and any statutory moral rights relating to any relevant copyright works.

You must keep details of all University Intellectual Property confidential in accordance with the clause entitled “Confidentiality” above and provide full written details of Intellectual Property created by you to the University on request. You may not use such Intellectual Property except where necessary in the course of your employment, or attempt to register, or otherwise disclose details of such Intellectual Property to any third party without the University's prior written consent.

For further details of the University's policy on Intellectual Property, please refer to the University's Intellectual Property & Commercialisation Policy as may be amended from time to time, the current version of which is available on the University Website.

For the purposes of this clause:

“Intellectual Property” means patents, rights to Inventions, copyright and related rights, trademarks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

“Invention” means any invention, idea, discovery, development, improvement or innovation, whether or not patentable or capable of registration, and whether or not recorded in any medium.

COPYRIGHT AND DATA PROTECTION

All members of staff are required to comply with copyright regulations when carrying out their duties. Further information and guidance may be found on the Library pages of the University Website.

All members of staff are required to comply with relevant Data Protection legislation and relevant University Policies governing the processing of personal data. Further information and guidance may be found on the Data Protection and Freedom of Information pages of the University Website.

Personal Data

The University holds, collects and processes information about its staff (prospective, current and former). The information (which includes personal and sensitive personal data) may include images and personal, academic, employment, financial, health, ethnicity and disability information. This information is used for various administrative, management, health and safety and statutory and regulatory reasons. The information provided by, and relating to, applicants and staff is processed in accordance with relevant current Data Protection Legislation.

WORKING OUTSIDE THE UNITED KINGDOM

You will not be required to work outside the United Kingdom for an extended period of more than 6 weeks and we will provide further information should this position change.

Signed:- _____ Jacqueline Swan _____

Print Name:- _____ Jacqueline Swan _____

Date:- _____ 13 February 2025 _____

for and on behalf of the University Court.

The employee acknowledges receipt of this statement of particulars of terms and conditions of employment, has read in conjunction with the University's Staff Policies, which contains further information applicable to their employment with the University.

Signed :- _____  _____

Print Name:- _____ Calum Young _____

Date :- _____ 17-02-2025 _____

Member of Staff

Either a typewritten or scanned signature is valid. There is no need to print and sign the form by hand.