



11 September 2017

Private and Confidential

Dr Kumar Aniket
Flat 3
27 Grange Road
Cambridge
CB3 9AU

Please quote on all
correspondence your
employee number:
2064983

For enquiries contact Emilie
Avisse on 0203 108 (5) 8848
or e.avisse@ucl.ac.uk

Private and Confidential

Dear Dr Aniket

STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

Research Associate

This statement sets out the principal terms and conditions on which you are employed and should be read in conjunction with your letter of appointment and any amendments that are notified to you.

The Employer: University College London (UCL)

The Employee: Kumar Aniket

Appointment

- 1.1 Your appointment is to the position of Research Associate: Economics and Finance of the Built Environment in the UCL Bartlett School of Construction and Project Management in the service of University College London 'UCL'.
- 1.2 Your appointment will date from 11 September 2017.
- 1.3 Your period of continuous employment for certain statutory purposes will date from 11 September 2017. No employment with a previous employer counts towards your period of continuous employment with UCL.

- 1.4 Your appointment is subject to the Statutes and Regulations for Management of UCL (as amended from time to time) and you are required to comply with the Financial Regulations, Information Security Regulations, Anti-Corruption and Bribery policy and Health and Safety Regulations of UCL, including such additions or amendments thereto as may be made by UCL from time to time, insofar as these are applicable to your appointment. Copies of the Statutes and Regulations for Management, Financial, Information Security Regulations, Anti-Corruption and Bribery policy and Health and Safety Regulations are available on UCL's website or for inspection in your Department. Further information on UCL's policies and procedures can be found here: [Finance](#) and [HR](#).

2. Place of Work

- 2.1 Your usual place of work will be 1-19 Torrington Place, London, WC1E 6BT, but you may be required to work (temporarily or permanently) at any other UCL location.
- 2.2 You may be required to travel from time to time, both within and outside the UK, for the performance of your duties.

3. Remuneration

- 3.1 The current salary attached to your appointment is £35,550 per annum plus £3,031 per annum London Allowance on Grade 7.
- 3.2 You will be paid monthly in arrears, by bank transfer, subject to deduction in respect of Income Tax and National Insurance. Your payslip will be available online via [MyView Self Service](#). Full details of [UCL Salary Scales](#) and [Pay Dates](#) can be found on the [UCL HR](#) website.
- 3.3 Where applicable, you will progress by one increment, within your current grade until the contribution threshold is reached. Your first increment will be on the 1st August following completion of nine calendar month's service. Thereafter your incremental date will be 1st August each year. If you are already at the top of the grade or in the contribution points then you will not have automatic incremental progression. Although there is a normal expectation of annual progression, this will be subject to established procedures for dealing with performance or disciplinary matters. UCL reserves the right to withhold incremental progression in such instances.
- 3.4 It is UCL's policy to recover any overpayments from your salary (including payments relating to sickness, maternity, paternity, adoption, shared parental leave, etc.) or from any other payment to be made to you by UCL. UCL will act reasonably and within the law as regards recovery of any overpayments.
- 3.5 For the purposes of calculating a day's pay, for entitlements, deductions or recoveries a rate of 1/260 will be used.

4. Pensions

- 4.1 You will be entered automatically into the Universities Superannuation Scheme (USS) from the date of commencement of your employment with UCL. An Auto Enrolment Pension Factsheet including information on Fixed Protection and Opting-Out of the scheme is enclosed. Further information on pensions at UCL can be found on [UCL Pensions website](#). These details do not form part of your contract of employment.
- 4.2 Participation in a UCL pension scheme (SAUL and USS) operates under PensionsExchange (a Salary Sacrifice Scheme) for all eligible employees.
- 4.3 If you have contributed to the NHS Pension Scheme within 365 days of the commencement of your employment at UCL and are employed in a medical school or clinical department, you could be eligible for continued membership of the NHS Pension Scheme. If this option applies to you, then please contact UCL Pension Services at pensions@ucl.ac.uk within three months of the commencement of your employment.
- 4.4 Membership of any pension scheme (USS, SAUL or the NHS Pension Scheme), and contributions, benefits and other entitlements under any such scheme, are subject to the rules of the scheme.

5. Duties and Responsibilities

- 5.1 You will be expected to undertake original investigations and studies as part of the duties of this post. These and any other duties will be carried out under the general direction of your Head of Department.
- 5.2 During your employment you must:
- (i) carry out your duties diligently and to the best of your ability;
 - (ii) comply with all lawful and reasonable instructions of UCL;
 - (iii) promote the interests and reputation of UCL;
 - (iv) act in good faith towards UCL; and
 - (v) take all possible care not to damage any of UCL's property or equipment.

6. Probation, Notice Period and Termination of Employment

- 6.1 A probationary period applies to your appointment, in line with UCL's induction and probation policy <http://www.ucl.ac.uk/hr/docs/induction-probation.pdf>.

- 6.2 If during your probationary period, UCL is dissatisfied with your performance your employment may be terminated giving four weeks' notice.
- 6.3 You may terminate this appointment by giving not less than three months' notice in writing to your Head of Department. Staff with teaching responsibilities, or other responsibilities for students, are required to give notice such that they leave at the end of term. During your probationary period your notice period is four weeks.
- 6.4 After successful completion of your probationary period, UCL may terminate your employment at any time by giving you three months' notice of termination of employment, except in cases of gross misconduct where UCL reserves the right to terminate your employment without notice, in accordance with the UCL's Disciplinary policy and procedure.
- 6.5 UCL may, in its sole discretion, make a payment in lieu of notice for all or any part of your notice period on termination of your employment. This provision applies whether notice to terminate the contract is given by you or by UCL.
- 6.6 On termination of your employment for any reason (or during your employment if requested) you must immediately deliver to UCL all UCL property in your possession or control which belongs to, or relates in any way to, the business, activities and affairs of UCL (including without limitation all keys, security and computer passes, documents (including electronically stored documents), tapes, computer equipment, electronic storage devices and software.

7. Hours of Work

- 7.1 Your normal hours of work will be 36.5 per week, excluding lunch hours. Your actual working pattern will be determined by your manager.

8. Annual Leave and Time Off

- 8.1 For each full leave year 1 October – 30 September, the paid annual leave entitlement for full time staff in your role is 27 working days. Part-time staff are entitled to a pro rata equivalent of this annual leave entitlement. In the leave year in which your employment commences or ends, your annual leave entitlement will be calculated on a pro-rata basis for the proportion of the leave year for which you are employed.
- 8.2 In addition, full time staff are entitled to eight public and statutory holidays and those additional days (normally up to six a year) on which UCL is closed. Part-time staff are entitled to a pro rata equivalent of this entitlement.
- 8.3 All leave (other than for public and statutory holidays and closure days) must be taken in agreement with your manager and is normally taken in university vacations. Any other planned absences from the workplace must be agreed with your manager in advance. You cannot carry forward untaken annual leave from

one year to the following leave year, except as laid out in [UCL's Annual Leave policy](#).

- 8.4 If either you or UCL have given notice of termination of employment, UCL may require you to take any accrued but untaken annual leave entitlement during the notice period.
- 8.5 If, on termination of your employment, you have taken less annual leave than the pro-rata equivalent for that leave year, you will be paid in lieu of the accrued but untaken leave at the rate of 1/260ths of your salary for each day of untaken leave.
- 8.6 If, on termination of your employment, you have taken more annual leave than the pro rata equivalent for that leave year, you will be required to repay UCL the amount of leave taken in excess of your pro-rata entitlement at the rate of 1/260ths of your salary for each day of excess leave.
- 8.7 Any unplanned absences must be notified to your manager at the earliest opportunity in line with UCL policies.

9. Sickness

- 9.1 Subject to compliance with UCL's [Sickness Absence Policy](#), as may be amended from time to time, you will be eligible for sick pay and leave.
- 9.2 In accordance with UCL policy and procedure, you may be reasonably required to undergo a medical assessment by [UCL Occupational Health and Wellbeing](#) or a medical examiner of UCL's choice.
- 9.3 UCL is entitled to withhold occupational sick pay benefits where you fail to comply with 9.1 or 9.2 above.

10. Grievance and Disciplinary Policies

- 10.1 Details of UCL's [Grievance policy and procedure](#) and [Disciplinary policy and procedure](#), as may be amended from time to time, are available on UCL's HR website.
- 10.2 If you wish to appeal against a disciplinary decision you may apply in writing to the Director, HR Advisory Services in accordance with UCL's Disciplinary policy and procedure.
- 10.3 If you wish to raise a formal grievance you may apply in writing to your Head of Department in accordance with UCL's Grievance policy and procedure.

11. Dignity at Work

- 11.1 UCL will not tolerate instances of bullying or harassment and sets out its expectations of staff behaviour in [UCL's Dignity at Work Statement](#). Concerns relating to any breaches of this statement should be raised using the Grievance procedure.

12. Research

- 12.1 All UCL staff undertaking research must comply with UCL's [Research Governance Framework](#) as amended from time to time.

13. Family Friendly Policies

- 13.1 UCL's policies relating to maternity, paternity, adoption and shared parental leave and pay, as amended from time to time, are available on UCL's HR website [UCL's Parental Leave Policy](#).

14. Intellectual Property

- 14.1 You are bound by [Declaration of Interest](#), as amended from time to time.
- 14.2 Further information on IP, inventions and Material Transfer Agreements is available on the [UCL Business \(UCLB\) website](#).

15. Confidentiality

- 15.1 You must not use for your own benefit or gain or disclose to any third party any Confidential Information relating to UCL or any of its students, whether during or after your employment except in the proper course of your employment or as required by English law.
- 15.2 "Confidential information" shall include all information which has been specifically designated as confidential by UCL and any information which relates to UCL's current and future business activities, or to any student or donor, the unauthorised disclosure of which would embarrass, harm or prejudice UCL.
- 15.3 Nothing in this Agreement shall be taken to prevent you from making a protected disclosure as defined by the Public Interest Disclosure Act, 1998.

16. Notification of Change in Circumstances

- 16.1 All staff are required to disclose criminal convictions acquired during employment at UCL which may be relevant to their position or that relate to violence, assault or damage to property. Subject to the provisions of the Rehabilitation of Offenders Act 1974, you will comply with any request for a Disclosure and Barring Service (DBS) check made by UCL during the course of your employment.
- 16.2 If your role or job classification requires registration with a Registered Body you are required to inform UCL if that registration status changes at any time. Your

employment may be terminated with immediate effect by UCL if you cease to satisfy the requirement to hold such registration.

- 16.3 All staff are required to satisfy Home Office rules regarding the right to work in the UK. If at any stage your right to work status changes or is revoked you must inform UCL immediately.
- 16.4 You must ensure that you comply with any specific restrictions including type and hours of work outlined on any visa or permission to work documents.
- 16.5 If UCL cannot continue to employ you without UCL being in breach of any statutory obligation on UCL, your employment will end with immediate effect.
- 16.6 You are required to keep your contact and emergency contact details up to date through the [MyView Self Service](#) system.

17. Variation

- 17.1 This statement of terms and conditions may be varied at any time with the agreement of both parties.
- 17.2 UCL reserves the general right to make reasonable changes to these and any other terms and conditions of employment on giving you reasonable notice of any such change.
- 17.3 Your terms and conditions of employment may also be varied by any collective agreements reached between UCL and UCL's recognised trade union for staff in your grade or category of appointment.

By accepting this appointment, you consent to UCL processing your personal data and sensitive personal data (see attached).

Yours sincerely



pp
Jodie Trumper
Acting Head of Employment Contracts Administration Team

cc: Rebecca Klossick

Declaration:

I accept the terms and conditions of my employment as set out above, including the provisions referred to which are either available on UCL's website or in documents available for reference from the Human Resources Division.

Signed:

Date: 21 September 2017

Please sign the duplicate copy of this statement and return it within ten working days to:

Postal Address:	HR Reception, Human Resources, University College London, Gower Street, London WC1E 6BT
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You can also return your signed copy electronically, please sign, scan and return the complete contract by email to hr.eca@ucl.ac.uk.

Under the Data Protection Act (1998), you consent to UCL holding and using personal information about you, including information that could be considered sensitive. This information will be used for any purpose related to the proper management of staff and students, including, but not limited to, the following categories:

- Administering sick pay and sick leave schemes
- Recording and managing training, personal development and performance
- Recording and managing access to UCL's services and premises
- Recording entitlement to leave
- Checking suitability and fitness to work at UCL
- Administration of pay and payroll functions
- Administration of pension and pension functions
- Administering the UCL and statutory maternity, etc. leave and pay schemes
- Managing and maintaining a safe working environment at UCL
- Managing duties and obligations under the Equality Act 2010
- Development and testing of computer systems, including testing for legislative changes
- Criminal Records, (unspent convictions, as designated by the Criminal Justice Act, 1974)
- Purposes of compiling statutory statistical and personal returns which UCL is obliged to make to Government bodies and Agencies such as the HMRC, HESA, HEFCE, and Research Councils
- Where applicable, administering joint appointments or honorary appointments with another organisation

UCL may disclose information about you to government bodies including HMRC, UK Visas and Immigration, the Department for Work and Pensions, Higher Education Funding Council for England, Research Councils and employers groups such as the Universities and Colleges Employers Association, pension providers and annually to the Higher Education Statistics Agency to fulfil our statutory obligations.