

Human Resources

University of Leeds
Leeds
LS2 9JT



UNIVERSITY OF LEEDS

8 March 2021

Sent by email Addressee only

Dr Panteleimon Eleftheriou
Oceanidon Road 6
Thessaloniki
Greece
52450

Dear Dr Eleftheriou,

It is a pleasure to welcome you to the University of Leeds. I am writing, on behalf of the University, to formally offer you an appointment as University Academic Fellow in Pure Mathematics in the School of Mathematics, Faculty of Engineering and Physical Sciences.

As part of this offer of employment, you will be appointed at grade 8 on our pay spine (<http://hr.leeds.ac.uk/salaryscale>) and we will support you with your plan to progress to Associate Professor, on grade 9, within five years. Your Head of School will discuss this with you in more detail once you start work.

Your start date will be 1 May 2021 and this will also be your continuous service date. Your appointment is ongoing.

You will be working on a full time basis in this role and your basic salary will be £41,526 a year, within grade 8 on our pay spine (<http://hr.leeds.ac.uk/salaryscale>).

The start date quoted in this letter is dependent on you being able to provide proof that you have the right to work in the United Kingdom. A Certificate of Sponsorship (CoS) has been granted to you (reference number C2G4Q77360C) and you will now need to apply for permission to enter the UK, known as 'entry clearance', as a skilled worker. Details on how to apply are currently available at <https://www.gov.uk/skilled-worker-visa>. You may be eligible to reclaim the cost of your visa application through the University's immigration reimbursement scheme (see http://hr.leeds.ac.uk/reimbursement_scheme), and apply for financial help for other immigration-related costs through our interest free loan scheme (see <https://hr.leeds.ac.uk/loanscheme>).

Once entry clearance has been granted, and before you start work, please email your online share code to Harinder Cheema at H.Cheema@leeds.ac.uk so that we can arrange a short right to work video call with you.

Your employment in this post is conditional on:

- receipt of appropriate proof that you have the legal right to work in the UK. Regardless of the start date quoted in this letter (or agreed in due course) you will not be able to start work – and you will not receive payment for work – until we see documentation showing that you have the right to work in the UK. Please, therefore, provide your documentation/'share code' as indicated above before your first day of work (or, if on your first day, before you do anything else).

- being in the UK to start working on 01 May 2021.

You will appreciate that these are fundamental to your offer of employment.

Due to Government legislation, we may have to automatically enrol you into the Universities Superannuation Scheme (USS), even if you have previously opted out. If this applies to you, we will write to you and you will be able to opt out if you wish. **If you do not wish to join the Scheme, please contact the Pensions Department immediately (pensions@adm.leeds.ac.uk)**

If you do decide to stay in USS, you can opt out at any time in the future. Membership of USS is not a condition of your appointment but, if you decide to remain a member, we will deduct contributions each month from your salary. The University also makes a significant contribution to the Scheme on your behalf. More information about USS can be found in the enclosed schedule, from the USS website (www.uss.co.uk) and from the Pensions Department.

You will receive a local induction from your School when you join us. We also run a UAF Development Programme, which includes an Introduction to the University session hosted by the Vice-Chancellor and senior colleagues. Further details of the programme will be provided separately.

We are committed to equality and inclusion. If you need any adjustments to support you at work, please speak to your Faculty Human Resources Manager.

You will find further details of your employment in the enclosed schedule, and copies of our employment policies and procedures which may be relevant to you can be found at <http://hr.leeds.ac.uk/policies>.

Further information for new members of staff joining us can be found on the Human Resources website at http://hr.leeds.ac.uk/staff_information.

If you are relocating internationally or moving within the UK, you can find information and resources to help with your move and to settle into your new life in Leeds from our Relocate@Leeds website at <http://relocate.leeds.ac.uk>.

You may be entitled to reclaim removal expenses (moving household effects, including storage and insurance for up to six months) up to £5,000, as well as economy class flights for you and your immediate family (your spouse/partner and children). Please read our Removals Policy (<http://hr.leeds.ac.uk/removals>) and speak to your Faculty/Service contact to make sure you're eligible.

To confirm your employment with us, please sign and return the enclosed copy of your contract within 7 days to Victoria Williams at hrops-foeps@leeds.ac.uk.

To ensure that your first salary payment can be made promptly, please also complete and return the enclosed bank account details form to payro@adm.leeds.ac.uk. Please also provide your P45 directly to Payroll as soon as possible after taking up your appointment.

This letter and the enclosed schedule form your contract of employment, so please do read everything carefully. If you have any queries, please contact Victoria Williams at hrops-foeps@leeds.ac.uk. If you have a query about pensions, please contact the Pensions Department on pensions@adm.leeds.ac.uk.

You will appreciate the need for this letter to be formal. We are however delighted that you have chosen to join us, and we hope that you will enjoy working here.


Yours sincerely

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Keiron Broadhead
for Director of Human Resources

I confirm that I have read this offer of appointment and the enclosed schedule, and accept the terms referred to therein.

Signed  Date March 8, 2021
Dr Panteleimon Eleftheriou

Please retain this original letter once you have signed it, and sign and return the enclosed copy to Victoria Williams at hrops-foeps@leeds.ac.uk.

Dr Panteleimon Eleftheriou
School of Mathematics

Schedule

UNIVERSITY OF LEEDS

This statement fulfils our statutory obligation to notify each employee of certain particulars of their employment and includes the principal terms and conditions on which you will be employed.

Your employer is the University of Leeds.

1 Location of work

Your post is based at the University campus but you might be required to work, if appropriate, at any of the University's other premises, or elsewhere as may be required for the proper discharge of your duties.

If you are required in the course of your duties to travel and work overseas to fulfil your duties, it is not anticipated that you will be required to work overseas for more than one month at a time. Your terms and conditions of employment during any such periods will be unchanged. In the event that it is anticipated that you may be required to travel and work overseas for more than one month at a time, any changes to your terms and conditions will be discussed with you.

2 Salary information

Your salary will be paid monthly in arrears on the last working day of each calendar month. If any payment is made to which you are not entitled or in any case where monies are owed by you to, the University reserves the right to recover such overpayment or other monies by automatic deduction from your salary or from any other payments which are due to you from the University.

Assuming that you provide, to our satisfaction, your right to work documentation on or before your first day of work, your first salary payment will be made on the last working day of May 2021.

A copy of the current salary scales can be found at http://hr.leeds.ac.uk/salary_scale. Increments are awarded in line with our incremental pay policy which can be found at http://hr.leeds.ac.uk/incremental_dates.

3 Hours of work

You are required to devote the whole of your working time to the duties of the post and your hours of work will be as required by your Head of School and the needs of your role. Academic and academic related (Professional and Managerial) staff at the University of Leeds have "no fixed hours"¹ of work, and therefore staff employed on this basis are expected to work such hours as are required in order to undertake their duties.

For the avoidance of doubt, the University does not require any member of staff's working time at the University (as defined in the Working Time Regulations 1998 ('the Regulations')) to

¹ For calculation purposes, the full-time notional hours are 37.5 per week.

exceed any applicable maximum weekly working time limit laid down by the Regulations. If you wish to work hours in excess of any such limit you may need to complete an “opt-out” agreement and should raise the matter with your Faculty HR Manager.

In order to ensure compliance with the Regulations you are specifically required to advise your manager of any paid employment in addition to this post.

4 Duties

Your job title is outlined in the covering letter and a relevant job description has been provided for your guidance. This should not be construed as definitive or exhaustive. You may be required to carry out other duties not specified in your job description in order to fulfil your role or undertake duties in another faculty, school, service or institute following any reorganisation, redeployment or as otherwise appropriate.

You are required to undertake such duties falling within the normal expectations of your role and grade. This will include customary duties incidental to your role, assisting in the general activities of the School as appropriate, attending meetings that are relevant to your role, and the management and operation of the School. Your Head of School may require that some duties are prioritised.

As noted above, you may also be required to work elsewhere or undertake alternative duties, which may include in another faculty, school, service or institute within the University where it is reasonable for the University to require you to do so. This would be following consultation with you.

You should perform your duties diligently and to the best of your ability and act at all times in good faith and in the interests of the University, and in line with lawful instructions and University values and standards.

5 Terms and conditions

The University may amend these terms and conditions of employment from time to time. Such amendments other than those agreed with individuals or which are the outcome of national negotiations are normally made after appropriate consultation with the trade unions recognised by the University.

Your appointment is conditional throughout upon the following:

- You agree to the University completing to its satisfaction a review of your criminal record and if applicable, your barring list status, through the appropriate authorities, at any relevant time. If such a review reveals that you have a criminal record, then this will be considered in accordance with our policy, a copy of which is available at http://hr.leeds.ac.uk/criminal_records; you may be contacted for further information so that full consideration can be given to the circumstances. The University may also require you to subscribe to the DBS Update Service and to give permission to carry out an online Status Check on your DBS certificate at any relevant time. Pending receipt of a satisfactory review you may be prevented from undertaking certain activities in relation to vulnerable adults and children, or otherwise as appropriate.
- You already having/being granted, and retaining, permission to enter, live and work in the United Kingdom.

- You presenting appropriate immigration documentation/information (including your passport) to Human Resources when requested to do so. This is to enable the University to undertake appropriate immigration checks for staff who do not have permanent leave to remain in the UK.
- Any other conditions agreed between the external sponsor/funding body for your appointment and the University.

If any of the above conditions are not met, the University may withdraw this offer of employment; if your employment has already started, this may be terminated with immediate effect.

Your appointment is conditional during any period of probation upon satisfactory achievement of the objectives outlined at the outset of your appointment for each stage of your probation.

6 Lines of responsibility

You will report to and be responsible on a day to day basis to your specified line manager. You are ultimately responsible to your Head of School (and the Dean of the relevant Faculty) and to the Council of the University.

7 Holiday entitlement and pay

The following reflects the holiday entitlement and pay policy currently in force, but this may be amended from time to time. The holiday year runs from 1 October to 30 September. Paid leave entitlement is made up of:

- 25 working days annual leave (pro-rata where applicable), plus
- an average of 15½ days (pro-rata where applicable) fixed UK public holidays/additional days when the University is closed.

Taken together, the University holiday provision exceeds the statutory entitlement under the Working Time Regulations 1998 which provides for a minimum of 28 days or 5.6 weeks' leave (inclusive of UK public/closure days) per year, depending on hours of work. Therefore, in any holiday year you will be deemed to have used your statutory entitlement first.

All annual leave must be approved in advance in accordance with the University policy on leave in place at any time.

If you leave the University, payment may be made by the University for any unused holiday entitlement within the current holiday year. If, however, you have taken more holiday than your entitlement at the time your employment ends, the University reserves the right to deduct from your final salary (and/or any other payments due to you) an amount equal to the overtaken leave and/or seek repayment from you.

For the holiday year in which your employment commences or ends your entitlement to annual leave will accrue on a pro-rata basis proportional to the fraction of the leave year worked. If payment is due for any unused holiday entitlement on leaving, this will be calculated at the rate of your annual salary divided by 260 days. However, if you leave as a result of dismissal for gross misconduct/negligence your entitlement to any pay in lieu of untaken holiday will be limited to statutory holiday only.

8 Sickness and sick pay

You should refer to the University's sickness policy applicable to Academic and academic related (Professional and Managerial) staff which is currently available at http://hr.leeds.ac.uk/acad_pm_sickness.

9 Probation

Your appointment is subject to a 5 year, 2 stage probationary period. Specific objectives for each stage will be outlined at the outset of your appointment, the first stage to be achieved by the end of 3 years ('the mid-point') and the second stage to be achieved by the end of the full 5 year period. At the mid-point your performance will be reviewed against the specified objectives. Provided you have met these objectives you will progress to stage 2.

Full details of the probation process are available at <http://hr.leeds.ac.uk/probation> and you should familiarise yourself with these as early as possible. Whilst following probationary procedures you are not required to participate in the Staff Review and Development Scheme.

10 Training

The University runs a number of training courses for staff through Organisational Development and Professional Learning, and it is recommended that you participate in any training that you, your Head of School or appropriate line manager identifies as appropriate to your role. Details of courses can currently be found at <https://peopledevelopment.leeds.ac.uk/>. You can also find support if your role involves leadership and management at <https://peopledevelopment.leeds.ac.uk/services/leadership/>.

11 Pensions, pension schemes and retirement

Your appointment gives you the right to membership of the Universities Superannuation Scheme (USS) subject to its terms as amended at any time. If you become a member of the Scheme, you pay contributions at the appropriate percentage each month from your salary. The University also makes a significant contribution to the Scheme on your behalf.

A guide to the benefits offered by the Scheme can be found on the USS website currently available at www.uss.co.uk. Once you become a member a booklet will be sent to you by the Pensions Department. Your membership of USS and entitlements are governed by the rules of the USS Scheme, as amended by USS at any time. The University also reserves the right to adjust contributions deducted from your salary in line with any changes to the Scheme.

You get tax relief at your highest rate on your contributions.

Pensions - Automatic Enrolment

Please be aware that Government legislation requires all employers to automatically enrol eligible employees into a pension scheme, to encourage greater long term saving for retirement.

If you meet the eligibility criteria and have not already joined any of the University's pension arrangements the legislation may require that you are automatically enrolled into a suitable pension scheme appropriate to your grade. The relevant level of pension scheme contributions will be deducted from your salary each month. If this applies you will be sent a letter to confirm that this has taken place. However, you will be able to opt out of the scheme if you follow the guidance given. Please be aware that the University may, at a later date, be

obliged by law to auto-enrol you again. If you decide to opt-out you may apply to re-join at any time.

More information about auto enrolment can be obtained from the Pensions Department.

Pensions+

Contributions are made through a salary sacrifice arrangement, called Pensions+, this is a cost-effective way of paying your pension contributions. By participating, you pay lower national insurance contributions, as the pension contribution is deducted from your salary before your national insurance contribution is calculated. Full details of the Scheme are set out in the Pensions+ booklet, which will be issued to you by the Pensions Department when you become a member of the Scheme. Unless you are notified otherwise, you will automatically be entered into Pensions+.

Participation in Pensions+ is a change to your contractual terms and conditions of employment which you will accept unless you choose to opt out. You can still remain in the pension scheme but not participate in Pensions+.

Participation will not affect your pension scheme benefits or your basic state pension, but there are employees for whom it might not be beneficial. Examples are set out in the booklet. More information is available on the Human Resources website at http://hr.leeds.ac.uk/staff_information and from the Pensions Department.

The University reserves the right to vary or withdraw Pensions+ in the event of changes to the relevant pension schemes, National Insurance contributions or other pension or tax law or practice.

Retirement

If you want to retire you should inform your Head of School in writing giving as much notice as possible, and at least the notice as required in accordance your terms and conditions of employment.

12 Disciplinary and grievance procedures

The University's disciplinary, dismissal and grievance procedures are set out in the University Statute and Ordinances, which may be updated from time to time. Copies can currently be found at <http://hr.leeds.ac.uk/statutevii>. In particular:

Ordinance XXI. Conduct procedure sets out the procedure to be followed if there are allegations of misconduct or gross misconduct, and your right of appeal against any disciplinary warning or dismissal for conduct reasons

Ordinance XXII. Capability procedure sets out the procedure to be followed where capability issues arise, and your right of appeal against any capability caution or dismissal on capability grounds.

Appeals against warnings or cautions should be directed to the Director of Human Resources. Appeals against dismissal are set out in the relevant Ordinance and in each case should be directed to the University Secretary.

Ordinance XX. Grievance procedure sets out the procedure to be followed if you have any grievance related to your employment and your right of appeal if your grievance remains unresolved.

If you have a grievance, a senior colleague can provide advice and support to help you try to resolve the issue locally and informally in the first instance. If this is not appropriate or has failed, a formal grievance should be raised with the Director of Human Resources. If the grievance remains unresolved, an appeal may be directed to the University Secretary.

13 Termination of contract

Whilst you are employed on an open-ended contract, your employment may be terminated by you or by the University by giving six months' notice in writing.

Your contract may however be terminated by the University by giving:

- one month's notice² in writing if the conditions upon which your appointment is dependent or conditional throughout are not satisfied at any time, or
- three months' notice in writing at any time during the probationary period applicable to your employment.

During any probationary period you may terminate your employment by giving three months' notice in writing.

Nothing in this clause removes the University's right to dismiss summarily (i.e. without notice) in an appropriate case, including failure to satisfy conditions upon which this employment is conditional.

If notice to terminate employment has been given by you or by the University, the University will not be obliged to provide you with any work and may require you to stop performing your normal duties and/or require you to perform other duties or projects. In addition, the University may also require you to not enter University premises and/or work from home and may also require you not to have contact with University staff and/or students. For the avoidance of doubt however you shall remain employed during any such period and thus subject to your obligations as an employee and in particular you shall continue to cooperate and provide such assistance and information as the University shall reasonably require in connection with your employment.

On termination of your employment for whatever reason you are required to return to the University all property in your possession, custody or control which belongs to the University or to any other organisation with which you have been involved as a result of your employment by the University. This includes, but is not limited to, any security passes, keys, IT or other hardware, software or equipment and all documents or records (in whatever form, including all copies) where such documents or records were made or compiled by you during your employment and/or concern the University or any such organisation. You must also relinquish any passwords or encryption keys to any University data if requested. The University reserves the right to restrict access to your University e-mail account and IT services.

14 Personal property

² In any case where the employee has continuous service in excess of four years, the notice required from the University shall be in accordance with minimum notice periods laid down by law, currently one week per year of service up to a maximum of 12 weeks.

You are required to take personal responsibility for all personal possessions or other property, including vehicles, which you may bring onto University premises. The University takes no responsibility for any personal items which may be lost, stolen or damaged whilst on University premises.

15 Conflicts of interest

You are specifically required to promptly disclose to the University in writing any interest, occupation or engagement at or with any other institution, organisation or business other than the University (or any of its subsidiary companies). For the avoidance of any doubt this obligation shall include study, public duty or other interests of a non-commercial nature but will not include investments in shares which are listed or dealt on any recognised investment exchange. In the event that any potential conflict of interest with your University obligations (including time commitment) is identified the University may require that you end or limit your interest or engagement.

16 Conduct

You are required to comply with all regulations, policies, rules, codes and procedures put in place by the University at any time. Further details are currently available at <http://www.leeds.ac.uk/forstaff/>.

You are specifically required to immediately notify the University³ in writing in the event that you are convicted of any criminal offence or otherwise issued with a caution, reprimand or warning by the police, including any pending criminal prosecutions, during your employment. However, you do not need to disclose motoring offences **unless** you receive a custodial sentence **or** your role requires you to drive. Such notification should be sent to your Faculty Human Resources Manager or the Director of Human Resources.

17 Health and safety

You are specifically required to familiarise yourself with and abide by the University's Health and Safety Policy, a copy of which is currently accessible at <http://www.leeds.ac.uk/safety/policy.htm>. In particular you have specific duties:

- to take reasonable care to avoid injury to yourself or to others
- not to interfere with or misuse any clothing or equipment provided to protect your health and safety
- to report any accident or injury immediately and record the details in the departmental accident/incident book.

Training is made available on matters of health and safety and it is compulsory that you participate in any training appropriate to your role.

18 Financial regulations

You are specifically required to familiarise yourself with and comply with the University's financial procedures currently available at <http://www.leeds.ac.uk/finance/> and the Anti-Bribery policy currently available at http://www.leeds.ac.uk/secretariat/documents/anti_bribery_policy,

³ In line with the University's policy on criminal records

as they relate to the responsibilities of your post. Advice may also be sought from the University's Finance Department.

19 Confidentiality, General Data Protection Regulations, and Intellectual Property Rights

You should not (other than in the proper course of your employment or as required by law), whether during your employment or at any time after its termination, disclose to anyone any information of a confidential nature which belongs or relates to the University, its students or staff or any other aspect of its business or operations. The University may also require you to commit to more specific obligations if your role requires it.

You are specifically required to familiarise yourself with and abide by the University's Intellectual Property Rights Policy, a copy of which is currently available at: http://www.leeds.ac.uk/secretariat/documents/ipr_policy.pdf . You hereby agree that the terms of that policy shall apply in relation to any intellectual property rights which arise.

You should familiarise yourself with the Staff Privacy Notice http://www.leeds.ac.uk/secretariat/documents/staff_privacy_notice.pdf and the Student Privacy Notice http://www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf which outline how we collect and use personal data, how we share it, how long we keep it for and what your rights are in relation to it.

A GDPR Data Protection Information Sheet is available at: https://www.leeds.ac.uk/forstaff/downloads/file/1489/gdpr_data_protection_information_sheet_may_2018

20 University IT/information security

You are specifically required to familiarise yourself with and abide by the University's policies on the use of IT and Information Security which are currently available at http://it.leeds.ac.uk/info/113/policies_and_information_security. The University may also require you to commit to more specific obligations (for example relating to information security or records management) if your role requires it. You should be aware that the University expressly reserves the right to monitor users' computing and telephone activities to:

- record evidence of official transactions
- ensure compliance with regulatory or self-regulatory guidelines
- maintain effective operations of systems (e.g. preventing viruses)
- prevent or detect criminal activity
- prevent the unauthorised use of computer and telephone systems, ensuring that the users do not breach University policies.

These rights are provided by The Telecommunications (Lawful Business Practice [LBP]) (Interception of Communications) Regulations 2000 (Statutory Instrument 2000 No.2699) which also places an obligation on the University to inform you of this right to monitor.

In accordance with this regulation, the University reserves the right to deploy software and systems that monitor, block or record any internet access. These systems are capable of recording (for each and every user) exactly how much internet usage is being conducted for each World Wide Web site visited (the date and time visited and how long was spent on the site), each e-mail message, and each file transfer into and out of our internal networks. This right is reserved at all times. Instances of such monitoring will be minimal and proportionate to needs.

You should be specifically aware that using University IT facilities to access or download pornography or to engage in any activity which could be construed as bullying or harassment is a serious disciplinary offence, and could potentially lead to dismissal.

For reasons of security and to prevent and/or investigate crime the University operates Closed Circuit Television. In appropriate circumstances this may include the use of covert cameras.

21 Equality and Inclusion

The University is committed to making sure that, wherever possible, disabled people who work at the University are supported and provided with any reasonable adjustments they might need to allow them to carry out their role. Information on the support available to disabled staff is available on the Equality Policy Unit's website at <http://www.equality.leeds.ac.uk/for-staff/support-and-facilities-for-staff/support/>

You are specifically required to familiarise yourself with and abide by the Equality and Inclusion policy statement, which forms part of the University's Equality and Inclusion Framework, available at <http://www.equality.leeds.ac.uk/university-policies/>. You should read the policy as early as possible to ensure that you are fully aware of your rights and responsibilities.

The University will not tolerate acts of harassment, bullying or victimisation by any member of staff. This includes such behaviour either against colleagues or any other individual with whom you interact in the course of your duties, including students.

As a member of staff you are required to comply with the University's policy on Dignity and Mutual Respect, which can currently be found at <https://equality.leeds.ac.uk/wp-content/uploads/sites/64/2014/03/Dignity-and-respect.pdf>

22 Faculty membership

As an Academic member of staff, you will automatically become a member of the appropriate faculty⁴.

Documents: UCU information / Unison / Unite Information
Health and safety information
Proof of right to work in the UK
AUA information
Bank details form

⁴ Membership of a faculty is the basic qualification enabling a member of staff to play a part in the government of the University. It includes the rights: to elect faculty representatives to the Court, the Council, the Senate and main committees and to stand for election to the same; and to attend meetings of the relevant faculty. With the exception of the Vice-Chancellor, individuals may be a member of only one faculty.

