

Use PLUS headed notepaper

Statement of Terms and Conditions of Employment

You must read the Employee Handbook for more detailed description of the principle rules, policies and procedures relating to your employment.

Name

Address

Your employment with Professional Linguistic & Upper Studies Limited begins on

and your period of continuous employment is from the same date.

You are employed as a for a fixed term which expires on.....

Your normal place of work is (name of campus)

Your pay will beper hour/week payable weekly by BACS.

Your hours of work are variable due to the nature of the business and you agree to work for more than an average of 48 hours a week if required.

You have a statutory entitlement to holidays, sick pay and notice.

The employee handbook contains particulars of the terms and conditions relating to

- incapacity for work due to sickness or injury, and sick pay
- pensions and pension schemes
- notice of termination of your employment that you are entitled to receive and are required to give.

The employee handbook is where you can find the details on

- the disciplinary rules which apply to you
- the disciplinary and dismissal procedure which applies to you

If you are dissatisfied with any disciplinary or dismissal decision that affects you, you should apply in the first instance to the Director of Studies at Head Office. You should make your application by email.

If you have a grievance about your employment you should apply in the first instance to your line manager. You should make your application by email.

Subsequent steps in the company's disciplinary and grievance procedures are set out in the employee handbook.

You will not be expected to work outside the UK.

There are no collective agreements which directly affect the terms and conditions of your employment.

This statement does not create any right enforceable by any person not a party to it.

Declaration

I confirm that I am entitled to work in the UK, have read this Statement, Job Offer, Job Description, Person Specification and the Employee Handbook.

Signed by the Employee

Name (Print)

Date

Signed on behalf of the Organisation



Alison Rew, Director