

## SCHOOL OF ARCHAEOLOGY

1 South Parks Road, Oxford, OX1 3TG

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www.arch.ox.ac.uk



### PERSONNEL/CONFIDENTIAL

Dr Thomas Huet  
C/ La Volta Dels Jueus, 4,  
Barcelona, 08003  
Spain

Ref. 2391325  
260059/1  
11 October 2021

Dear Dr. Huet,

I am pleased to offer you an appointment on the terms and conditions set out in the enclosed contract of employment and accompanying statement of terms and conditions.

Where this offer of employment is subject to the fulfilment of any outstanding conditions, details of these will be specified in the enclosed contract.

Please note that this contract is fixed term for the following reason(s):

- you have been appointed to provide specialist experience which is required for a specific time for the EAMENA project.
- you have been appointed to work on a research project which is dependent on an external research grant and for which there is no expectation that the work will continue beyond the availability of that external funding. *The EAMENA project is funded by Arcadia.*
- the appointment is limited to the fixed period for which you have been granted a valid visa or work permit.

Your current appointment will therefore expire on the date given in your contract of employment.

Please indicate your acceptance of this offer by signing and dating one copy of the contract and returning it to the HR Team at [hr@arch.ox.ac.uk](mailto:hr@arch.ox.ac.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Perriton'.

Claire Perriton  
Head of Administration

Encs: Contract of employment and relevant enclosures  
Statement of terms and conditions of employment



11 October 2021

## CONTRACT OF EMPLOYMENT

This document, together with the enclosed Statement of Terms and Conditions of Employment for University Academic-related Staff, sets out the terms and conditions that govern your employment with the University of Oxford.

Your appointment is subject to the following conditions:

- Presentation of original documentation to establish your right to work and remain in the UK.
- The return of a completed New Starter Health Declaration (and, where appropriate, Health Questionnaire) and, if necessary, confirmation from the University's Occupational Health Service that you are medically fit for the post concerned (allowing for any reasonable adjustments that may be required).
- Completing to the University's satisfaction an initial probationary period.

**Name:** Thomas Huet

**Role:** Researcher and Database Manager

**Employer:** Chancellor, Masters and Scholars of the University of Oxford

**Department:** School Of Archaeology

**Place of work:** your normal place of work will be 1-2 South Parks Road, Oxford.

You will not be required to work outside the UK during your employment.

**Start date:** this appointment dates from 1 November 2021.

**Start date for continuous employment:** your continuous employment starts from 1 November 2021.

**Probation period:** your appointment is subject to completion to the University's satisfaction of an initial probationary period of 6 months. During your probation period the appointment may be terminated by one month's notice on either side. The University has a discretion to extend the probationary period where it considers it necessary to assess your suitability for the job role. Procedures for dealing with work or conduct issues in respect of academic-related staff on probation are available from the Handbook for Academic-related Staff at: <https://hr.admin.ox.ac.uk/section-8-academic-related-staff-handbook>

**Grade and salary:** This appointment is at grade 7 point 3. Your salary is payable at the rate of £35,326 a year.

**Service increment:** The annual incremental date is 1 October each year and your next increment is due on 1 October 2022.

**Hours of work:** this appointment is full-time.

Your normal hours and days of work will be by agreement with the Head of Department or equivalent.

**Annual leave:** the leave year runs from 1 October to 30 September each year.

Full-time staff are entitled to 38 days' paid leave in each complete leave year (inclusive of all public holidays and any locally agreed closure days), to be taken by agreement with the department.

**Contract type:** this appointment is fixed term.

**Expiry date and notice period:** this is a fixed-term appointment. Should it be confirmed on completion of the probationary period (if applicable) and not be terminated earlier by notice, or under the provisions of Statute XII, Part C or Statute XII, Part B, D, or E of the University's Statutes, it will expire, therefore, on **31 October 2023** and carries with it no commitment to a subsequent career appointment within the University. Vacancies for such appointments are open to competition from within and outside the University.


Your appointment may be terminated prior to this date by either party giving to the other three months' notice, except that if the termination of this appointment is sought on grounds which fall within the jurisdiction of the Visitation Board then your appointment may be terminated only by the Vice-Chancellor or his or her delegate on that Board's recommendation in accordance with the provisions of Statute XII, Parts C and D of the University's Statutes and Regulations and the notice (if any) to be given by the University to terminate this appointment in those circumstances will be determined solely by the Visitation Board or the Vice-Chancellor.

For all academic and academic-related staff in grades 8 and above the University has adopted an Employer Justified Retirement Age of 30 September before the 69th birthday. There is a procedure for requesting an extension of employment beyond that date. The Employer Justified Retirement Age does not apply to academic-related staff in grades 6 and 7.

**External funding agreement:** the funding supporting your post is provided by an external grantor or grantors, and you agree that it is your responsibility to familiarise yourself with the terms of any funding agreement associated with your post (copies of which may be obtained from the Departmental Administrator) and to do everything required to give effect to it.

**Departmental policies and guidance:** The School of Archaeology Statement of Safety can be found at: <https://www.arch.ox.ac.uk/health-and-safety>

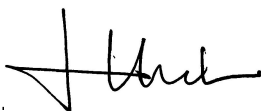
Your attention is specifically drawn to the attached Statement of Terms and Conditions of Employment for Academic-related staff (non-clinical appointments)

SIGNED .....  .... (for and on behalf of the University of Oxford)

DATE.....11 October 2021..... NAME (please print).....CLAIRE PERRITON.....

You should indicate your acceptance of this offer of employment and the terms and conditions that govern your employment, by signing, dating and returning the attached copy contract.

*I accept the appointment on the terms and conditions set out in this contract of employment, together with the attached statement, and confirm that I have read and understood the policies referred to therein. I understand that by signing this acceptance I am certifying that all the information given by me in the context of my application for this post is, to the best of my knowledge and belief, correct and complete. I acknowledge that if it is subsequently discovered that I have failed to disclose any significant information relating to my ability to carry out my duties and responsibilities in a satisfactory manner, or that I have provided false or misleading information about my qualifications, my previous experience, or any other matter relevant to my appointment, this may lead to disciplinary action and/or termination of my appointment. I understand that it is my responsibility to advise the University immediately of any change to my circumstances which may affect my employment.*

SIGNED .....  ..

DATE.....15 October 2021..... NAME (please print).....THOMAS HUET.....

### Enclosures

- (i) Copy of this contract of employment
  - (ii) Statement of terms and conditions of employment for academic-related staff in non-clinical departments
  - (iii) Information about auto-enrolment for pensions
  - (iv) Job description
- Letter confirming reason for fixed-term contract

## **Statement of Terms and Conditions of Employment for Academic-related staff (non-clinical appointments)**

### **Proof of right to work**

1. At all times your employment is subject to the presentation of original documentation to establish your right to work and remain in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you.

### **Terms of employment**

2.1. Your employment is at all times subject to the statutes of the University, as amended from time to time, and to such regulations, rules, policies, and agreements as may be made under the authority of those statutes to govern the employment of staff in your category. Details of certain of these agreements are specified in the Handbook for Academic-related Staff, which is published and regularly updated on the University's website at <https://hr.admin.ox.ac.uk/>. In the case of any conflict between the online version and any printed version, the online version will prevail. The statutes, and relevant regulations, rules, policies, and agreements will be published on the University's website and may also be consulted on application to the Departmental Administrator, or equivalent.

2.2. The University undertakes to ensure that any future change in the terms of employment will be recorded, be notified as appropriate, and be available for reference, within one month of the change.

2.3. No undertaking to confirm, renew or extend your appointment will be valid unless notified to you in writing with the specific approval of the appropriate authority of the University so authorised by the relevant statutes and regulations.

### **Duties and place of work**

3.1. You are employed by the Chancellor, Masters, and Scholars of the University of Oxford. You are responsible for the performance of your duties to the Head of Department, or to such other member of staff as may be authorised by that person. The person or officer to whom you are responsible may specify your normal place of work within any University occupied premises or associated facilities. Your normal place of work, until further notice and following appropriate consultation with you is detailed in your contract. You may be required to undertake travel on University business away from your normal place of work and/or to work away from Oxford. Appropriate and approved expenses will be paid for such travel and work.

## **4. Remuneration**

4.1. Your remuneration is payable at monthly intervals in arrears by credit transfer, payment being 1/12<sup>th</sup> of annual salary for each calendar month. Where a part-month payment is due the University will divide the monthly salary by the number of calendar days in that month to calculate the daily rate to be paid for each calendar day in the period worked.

4.2. The salary quoted is subject to any general increases applied to all salaries of that grade.

4.3. The University is legally entitled to make deductions from your pay to recover overpaid wages or expenses or any other sums due and owing from you to the University. If this occurs, you will be consulted over the amount to be recovered and the timescales for any repayment before action is taken.

## **5. Hours and days of work**

5.1. Your hours and days of work are such as are reasonably required to carry out your duties to the satisfaction of your Head of Department (where applicable your normal distribution of hours and days of work are specified in the contract). Should it be necessary for longer hours to be worked than those specified no additional remuneration will be payable.

## **6. Retirement**

6.1. For all academic and academic-related staff in grades 8 and above the University has adopted an Employer Justified Retirement Age of 30 September before the 69<sup>th</sup> birthday. There is a procedure for requesting an extension of employment beyond that date.

6.2. The Employer Justified Retirement Age does not apply to academic-related staff in grades 6 and 7.

6.3. The Employer Justified Retirement Age and pension schemes' Normal Pension Age are not linked.

## **7. Annual leave**

7.1. Normal entitlement to paid annual leave for full-time academic-related staff is 38 days in each complete year, inclusive of bank holidays and any locally agreed fixed closure days. Holidays for part-time staff are calculated on a pro rata basis.

7.2. Information about the University's long service leave scheme is detailed in the Handbook for Academic-related Staff.

7.3. If you leave the employment of the University any untaken holiday or lieu time should normally be taken prior to your last day of employment. It will be at the Head of Department's discretion to require that any period of outstanding leave is taken during the notice period. Exceptionally, if you have not taken your full holiday entitlement at the time you leave, you will be paid accrued holiday pay calculated in proportion to the period already worked during the leave year less the value of any days of holiday already taken – bank holidays being ignored both in terms of entitlement and days of holiday taken. If you have taken more than your full holiday entitlement at the time you leave, calculated in proportion to the period already worked during the leave year, then the University may deduct an appropriate sum from your final payment, or alternatively, by mutual agreement, may arrange for you to work some or all of these additional days without further pay at a later date. The amount of any holiday pay paid in lieu on termination of employment shall be for full-time staff 1/260<sup>th</sup> of your full-time equivalent salary for each untaken day of entitlement, or for part-time staff the number of outstanding hours multiplied against your final hourly rate.

## **8. Sick pay**

8.1. Your entitlement to payment, and the conditions that are applicable, in the event of incapacity for work due to sickness or injury, may be established in accordance with the reference documents mentioned in para. 2 above, and the entitlement and conditions explained in the relevant section of the Handbook for Academic-related Staff in force at that time.

8.2. Please note that in the event of sickness absence occurring as the result of an accident or injury caused by a third party, and when damages are recoverable from the third party, the University is entitled to ask you to refund the cost of your sick pay insofar as it is covered by any damages that you receive for loss of earnings. Further details are specified in the Handbook for Academic-related Staff at: [https://hr.admin.ox.ac.uk/section-4-academic-related-staff-handbook\\_](https://hr.admin.ox.ac.uk/section-4-academic-related-staff-handbook_)

## **9. Other paid leave / benefits**

9.1. Details of other leave (some of which may be paid) to which you may be entitled may be accessed via the Handbook for Academic-related Staff at: <https://hr.admin.ox.ac.uk/staff-handbook-academic-related-staff>.

9.2. A list of other benefits provided by the University can be accessed via the Staff Benefits Handbook accessible at <https://hr.admin.ox.ac.uk/staff-benefits>. The benefits listed in the Staff Benefits Handbook are non-contractual (unless expressly stated otherwise) and may be amended from time-to-time at the absolute discretion of the University.

## **10. Pension**

10.1. Subject to the University's Statement of Pensions Policy and to the applicable pension scheme rules, both of which may be amended from time to time, you will be deemed to be in membership of the appropriate pension scheme<sup>1</sup> until such time as you give notice in writing that you wish to exercise your right not to be a member of the scheme.

10.2. If you contribute to the Universities Superannuation Scheme (USS) you will also be automatically enrolled in the University's Salary Exchange scheme for pension contributions from three months after you joined the pension scheme, unless you give notice in writing to the Payroll Manager, Finance Division, University of Oxford, 23-38 Hythe Bridge Street, Oxford, OX1 2ET that you elect **not** to take advantage of this facility at least one month before automatic enrolment.

## **11. Disciplinary and grievance procedures**

11.1. Details of the procedures for dealing with disciplinary matters may be seen in Statute XII Part D of the University's Statutes and Regulations and in the Handbook for Academic-related Staff. Appeals against disciplinary decisions (including any decision to dismiss) can be made in writing to the Registrar.

11.2. Dual appointments: should you hold more than one appointment with the University, the outcome of any action taken by the University under its disciplinary or capability procedures (including but not limited to warnings, dismissal or removal from office) may apply equally to both/all posts that you hold (following a review of the situation, and subject to the circumstances of the misconduct or capability).

11.3. Your attention is drawn to the grievance procedures applicable to your employment which can be found at: <https://hr.admin.ox.ac.uk/grievance-procedures> and <https://governance.admin.ox.ac.uk/legislation/statute-xii-academic-staff-and-the-visitorial-board#collapse1383091>.

Grievances should normally be raised in the first instance with your line manager. This can be done orally or in writing.

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<sup>1</sup> The appropriate University pension scheme is the Universities Superannuation Scheme (USS). The University may support membership of certain other pension schemes, including the National Health Service Pension Scheme, if you are already in membership and eligible to remain therein.

## **12. Intellectual property**

12.1. Incorporated by reference into your contract of employment are the policy on Intellectual Property, and the procedures for implementing that policy, which are promulgated from time to time by the University in its statutes and regulations. Details of the current policy and procedures are available at:

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and

<https://governance.admin.ox.ac.uk/legislation/statute-xvi-property-contracts-and-trusts>.

12.2. You will sign any necessary documents in order to give effect to the claims made by the University in its statutes on intellectual property; and you will waive any rights in respect of the subject-matter of the claim which may be conferred on you by Chapter IV of Part 1 of the Copyright, Designs and Patents Act 1988.

12.3. Whenever you participate or are engaged in research work within the University being research work which is funded in whole or in part by an outside body on terms that any intellectual property devised, made or created in the course of such work shall be patented, dealt with or otherwise used or exploited in such manner as the outside body may direct, any such intellectual property shall be subject to the terms of the agreement with the outside body and you undertake to comply with all obligations (including those of confidentiality) imposed by that agreement.

## **13. Data privacy**

13.1. In order to comply with its contractual, statutory, and management obligations and responsibilities, the University is required to process personal data relating to you, including 'special category' personal data, as defined in the General Data Protection Regulation ('GDPR') which includes information relating to health and racial or ethnic origin, and criminal conviction data. All such data will be processed in accordance with the provisions of the Regulation and related UK data protection legislation and the University Policy on Data Protection as amended from time to time. The term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction. We process your personal data for a number of purposes arising from your employment, including because we have a contract with you, to comply with a legal obligation, where necessary to meet our legitimate interests and with your consent. Further information on what data is collected and the purposes for which it is processed is available at <https://compliance.admin.ox.ac.uk/staff-privacy-policy>.

13.2. You should inform the University if any personal data you have supplied changes during the course of your employment. The University is required to take reasonable steps to ensure that any personal data it processes is accurate and up-to-date.

13.3. Your attention is also drawn to the statement in the University Policy on Data Protection that all staff who have access to, or use, personal data, have a responsibility to exercise care in the treatment of that data, to use it only in accordance with / following the advice and guidance issued by the University, and to ensure that such information is not disclosed to any unauthorised person. Any breach of this policy may constitute a disciplinary offence. The current University Policy on Data Protection is available at <https://compliance.admin.ox.ac.uk/data-protection-policy> and further guidance is available at <https://compliance.admin.ox.ac.uk/staff-guidance>.



## **14. Policy statements and other documents**

### **14.1. Your attention is drawn to:**

- (a) the University's statutes, regulations and policies, which may be accessed through the University's legal services office website at <https://legal.admin.ox.ac.uk/statutes> or by application to the appropriate Departmental Administrator;
- (b) the Handbook for Academic-related Staff at <https://hr.admin.ox.ac.uk/introduction-academic-related-staff-handbook> . Your attention is specifically drawn to the codes of practice and procedures outlined in Section 5; and
- (c) the University's recognition of the University and College Union as the trade union for University Academic-related staff. Further information is available at <https://hr.admin.ox.ac.uk/joint-committees-and-staff-representation>.

## **15. Confidential information**

15.1. Any matter of a confidential nature, including,, but not limited to, information relating to the diagnosis and treatment of patients, individual staff records, and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Disciplinary action will be taken for any breach of confidentiality.

## **16. Training entitlements / requirements**

Any training entitlement provided by the University and any training which the University requires you to complete is specified in your contract of employment. The University will bear the cost of any training which you are required to complete unless stated otherwise in your contract of employment.

## **17. Governing Law**

This agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

**Please note:** If you require assistance with accessing any of the information referenced in your contract of employment or Statement of Terms and Conditions, or require it to be made available in alternative formats, please contact your Departmental Administrator, or equivalent, in the first instance.

## ENROLMENT INTO UNIVERSITY PENSION SCHEME

As an academic or academic-related employee of the University, you are automatically deemed to be a member of the Universities Superannuation Scheme (USS) from the day you join the University. The only exception is if you are entitled to continue membership of another pension schemes recognised by the University<sup>1</sup>. USS is a national scheme for academic and academic-related staff.

The University is, therefore, enrolling you into USS, with effect from the date you start your employment. You can choose to opt out if you wish (see below).

### **If you want to stay in the pension scheme**

You do not need to do anything. You may wish to make a decision about salary sacrifice.

#### *Contributions*

All employees who join USS pay personal contributions to the scheme in accordance with the rules, as amended from time to time, of the pension scheme. The current employee and employer contribution rates can be found on the USS website at <https://www.uss.co.uk/members/members-home/the-uss-scheme>. Your personal contributions will usually be collected by the University by way of deductions from your salary and paid over to USS, together with the University's contribution. You will get tax relief on your contributions.

#### *Salary sacrifice*

All employees who join USS, save for those who are earning close to the National Insurance contributions lower earnings limit, are automatically enrolled into Salary Exchange from three months after the date of joining the pension scheme, unless they give notice in writing to the Payroll Manager that they do not wish to be enrolled. In this case, the appropriate opt-out form should be completed and returned to the Payroll Manager at least one month before automatic enrolment. The opt-out form can be obtained from Departmental Administrators, or is available to download from the Salary Exchange website (see below). Eligible employees may change their decision annually on 1 April or if they experience a 'life change' event.

Under Salary Exchange, the deduction for an employee's personal pension contributions is reduced to nil. At the same time the employee's pensionable salary is reduced by an amount equal to the employee's pension contributions and the University increases its contributions to the pension scheme by an equivalent amount. Pensionable salary and pension scheme benefits for the employee are not reduced. Salary Exchange enables participating employees to achieve a reduction in their National Insurance contributions. Salary Exchange may not be of benefit to employees whose initial contract is for less than two years and who are expecting a refund of pension contributions at the end of the contract.

Employees who do not participate in Salary Exchange will continue to pay to USS the personal contributions as described above.

If you are under 75, work or usually work in the UK, and earn over the National Insurance Lower Earnings Limit<sup>2</sup>, we must by law continue to maintain your membership of a scheme that meets

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<sup>1</sup> In certain circumstances new employees may continue membership of other schemes including the National Health Service Pension Scheme (NHSPS).

<sup>2</sup> For the current year's thresholds see: [www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions/rates-and-allowances-national-insurance-contributions](https://www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions/rates-and-allowances-national-insurance-contributions)

certain government standards and, if your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

### **If you want to leave the scheme**

You need to take action.

#### *Leaving USS*

If you leave USS within three months from the date of joining the University, you will receive a refund of any contributions and will be considered not to have been an active member of the scheme. You may do this by completing and returning the form which is available at [www.uss.co.uk](http://www.uss.co.uk).

If you want to cease active membership of USS after the end of this three month period, you can do so in accordance with the rules of USS. Any refund of payments will be determined by those rules.

#### *Re-joining*

You can opt in to or re-join USS at a later date. To do so, contact [uss@admin.ox.ac.uk](mailto:uss@admin.ox.ac.uk). You may only re-join once in any 12 month period. Any written notice from you must either be signed by you or, if you send it by email, it must include the phrase: "I confirm I personally submitted this notice to join a workplace pension scheme".

### **The University's automatic enrolment duties**

The law requires the University to assess its workers and automatically enrol those who are eligible into a workplace pension scheme. This applies to employees and other workers who are not already in a qualifying pension scheme and who

- earn more than £10,000 a year
- are aged between 22 and the State Pension Age
- work in the UK

This requirement does not affect you because, on your automatic enrolment date (your first day at the University) you were enrolled in one of the University's pension schemes, which have been confirmed as qualifying pension schemes in that they meet or exceed the government's new standards.

You should be aware, however, that the University has continuing duties that might affect you if you cease membership of USS or another University pension scheme. In particular, any eligible employee who has ceased active membership of USS will be automatically re-enrolled into USS, or another appropriate scheme, at a later date (usually every three years). We will write to you with further information if that happens.

### **Further information**

USS may be contacted at:

Universities Superannuation Scheme Limited  
2nd Floor, Royal Liver Building  
Liverpool  
L3 1PY

Tel: (0151) 227 4711  
Local rate number: 0845 068 1110 (local rate call charge number)  
Fax: (0151) 236 3173  
Website: [www.uss.co.uk](http://www.uss.co.uk)

Further information on USS may be obtained from:

- University Pensions Office: tel. 01865 616067, email [uss@admin.ox.ac.uk](mailto:uss@admin.ox.ac.uk)

More general information on pensions and saving for later life is available through:

- Government pensions website: [www.gov.uk/workplace-pensions](http://www.gov.uk/workplace-pensions)
- University pensions website: <https://finance.admin.ox.ac.uk/pensions>

Further information on Salary Exchange is available from:

- University Payroll Team, tel. 01865 616301, email [payroll@admin.ox.ac.uk](mailto:payroll@admin.ox.ac.uk)
- <https://finance.admin.ox.ac.uk/salary-exchange>

Financial advice on pensions and other matters must be obtained from an Independent Financial Adviser.