



#### Salary

Your starting salary will be commensurate with your qualifications, skills and experience, and will be paid monthly by direct credit transfer.

#### Staff development

**UNIVERSITY OF LONDON** has a strong commitment to organizational and staff development, so staff can perform their jobs effectively and are provided with opportunities for further development. We also ensure staff has regular appraisals and personal development plans.

#### Hours of work

Hours of work varies depending upon the role that you are employed to do. The full time working week is 35 hours. This could include evening and occasional weekend work.

#### Pension

The Universities Superannuation Scheme (USS) or Superannuation Arrangements of the University of London (SAUL) is available to all employees. In addition, **UNIVERSITY OF LONDON** has introduced a scheme called Pensions Plus, which is a more effective way to pay into your existing pension scheme, and increases your take home pay.

#### Childcare voucher scheme

**UNIVERSITY OF LONDON** provides a childcare voucher scheme that helps employees save money that is spent on childcare.

#### Maternity/paternity leave

Employees are entitled to 26 weeks ordinary maternity leave and 26 weeks additional maternity leave, and up to 2 weeks for paternity leave.

#### Health, fitness and sport

**UNIVERSITY OF LONDON** is keen to promote healthy lifestyles for its entire staff. The College operates three outdoor sports facilities. Other facilities include gyms with qualified fitness instructors, and an indoor swimming pool.

#### Catering services

**UNIVERSITY OF LONDON** provides catering services throughout its many campuses. Menus include sandwich platters, snacks, hot and cold buffets, lunches and fine dining.

#### Library Services

Our libraries, situated across all campuses, provide access to a significant range of print and electronic information resources and IT services. Our collection encompasses over 1.25 million books and thousands of scholarly journals. We also participate in a number of schemes allowing access to the collections of other libraries on a regional and national basis.

#### Staff accommodation

Although are able to offer accommodation directly to staff, there are rooms available for short term periods for those associated with the College, subject to availability. The University of London Housing Services has information about private sector lettings and does have some accommodation available to staff via their Private Housing Unit.

✚ **Email, intranet and remote IT access**

All staffs are provided with an email address and access to the College intranet. The intranet provides employees with access to a range of College policies, procedures and general information. Secure remote access from home to your email and documents is also available.

✚ **Software**

The College subscribes to a range of software for staff. Staff at College staff quarters has access to the Office suite, Project Professional, and Enterprise CAL suite, under the Microsoft Campus agreement. Staff at home is entitled to install and use the Office suite and Project Professional under the Microsoft Home Use Program.

**International film club**

The International film club provides a series of free screenings of international films approximately once a month.

✚ **JOB PROCEEDING**

You will be expected to resume your job as a **SECRETARY** at the **UNIVERSITY OF LONDON** on the 30<sup>th</sup> December 2011. Work time shall be 35hrs a week for a Four (4) years contract term. Contract renewal depends on Employee's performance and Employer's discretion. Employee shall also be entitled to over-time allowance if their work time exceeds the official working hours.

✚ **LEAVE PERIOD**

Employees are entitled to 2 months leave period, which can be taken once in a year. Employee will receive GBP 2134 take home for each leave period. You must notify the company or your immediate supervisor as soon as possible if you are unable to work for medical reasons.

✚ **FEEDING & ACCOMODATION**

Employee is expected to reside at the **UNIVERSITY OF LONDON** if they so wish. Family package status is available for employee that wishes to Re-locate with Family. Employee is entitled to take meals free of charge at the general staff canteens. Dietary options, customized cooks and dieticians are available options.

**NOTE:** The management of is going to charge you for the payment of work permit and employee will also be charged for accommodation so that they can reside at the School's staff quarters.

✚ **MEDICAL EXPENSES**

Employer will provide the employee with comprehensive health care for the term of contract, and follow-on care for injuries suffered during the term of contract for employee and family.

✚ **ADDITIONAL SERVICES**

Recreational/Sports facilities shall be made available at the disposal of all employees with no expenses to be incurred. Laundry and dry cleaning service will be made available to employee by the hotel's laundry and dry cleaning unit on request.

✚ **TRAVEL PLANS/ RE-LOCATION**

For Expatriates, Free UK flight ticket will be issued to the employee by the employer as soon as the employee sends copy of a UK work permit paper to the employer. However, for expatriate who do not have valid UK Visa and Work Permits Papers, will have to make contact with our official travel agency here in UK (**LONDON TRAVELS**) Email: [travel2london@london.com](mailto:travel2london@london.com) to help them with

the procurement of their Visa and Work Permit processing code and approval letter. It should be noted that your employer will take care of charges for your Visa, flight tickets and any other travel costs excluding the charges for a UK Work Permit Paper which should be taken care by employee. Your Employer will send hardcopies of all travel documents including your flight ticket and hardcopy of this Contract. This is in line with the expatriate statutory law of the UK in compliance with the U.N. Terrorism Act.

**NOTE:** Relocation fees will be sent to employer after all procedures of obtaining their Work permit and Visa is completed.

**✚ AGREEMENT OF CONTRACT**

This agreement supersedes and replaces all previous contracts, written and verbal, between the parties and constitutes the entire agreement between the parties. This Agreement is constructed in accordance with SECTION 6 OF BRITISH EMPLOYMENT ACT BILL 2000. A single arbitrator agreed upon by the parties shall decide any dispute between the parties arising out of this agreement.

Please confirm your acceptance of the above terms and conditions by signing and returning to us scanned copy of this Letter within five days from the date of this Letter as failure to do so in due time means you have declined our contract.

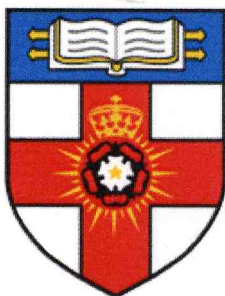
***I HEREBY ACCEPT THIS CONTRACT WITH THE TERMS AND CONDITIONS STATED THEREIN***

**EMPLOYEE'S NAME** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Kelvin Wright*

**KELVIN WRIGHT  
HUMAN RESOURCE MANAGER  
UNIVERSITY OF LONDON.**



**UNIVERSITY  
OF LONDON**