



Standard Conditions of Appointment - Grades 1-5 – Permanent/Fixed Term

The following conditions will govern the appointment:

1. The appointment is subject to the provisions for the time being in force of the Charter and Statutes of the University of Wales.
2. The incremental salary scale for this post is £..... to £..... It is University policy that appointments are normally made on the first incremental point of the incremental salary scale.
3. The contract is a permanent/fixed term contract. The appointment is to the University of Wales and will be based at the University Registry, King Edward VII Avenue, Cathays Park, Cardiff.
4. The contracted hours of work will be 35 hours per week. However, the person appointed will be required to work such hours as are necessary to carry out the duties and responsibilities of the post. The normal daily hours of work are 8.45 a.m. to 4.45 p.m. Monday to Friday, with a one hour lunch break per day.
5. The annual leave entitlement will be 25 days plus 8 bank holidays and 7 customary days of holiday. The leave year is 1 January to 31 December inclusive and annual leave is calculated on a pro-rata basis, as appropriate. Annual leave must be taken at times agreed by the line manager.
6. Subject always to the Rules of the Scheme, the post holder will be eligible to join the University of Wales Superannuation Scheme. Details of the Scheme will be made available on appointment.
7. The person appointed may not undertake any other employment appointment or consultancy arrangement during the contract irrespective of whether it is paid or unpaid without the express written permission of the Vice-Chancellor.
8. The University's occupational sick pay scheme is on an increasing scale dependent on length of service, up to a maximum of 6 months' full pay and six months' half pay.
9. The appointment will be made subject to the receipt of satisfactory references, proof of educational, professional, vocational, etc. qualifications specified by candidates on the application form, and proof of eligibility to work in the UK.
10. Only where there is an intention to appoint, the University will require the prospective appointee to complete a pre-employment health questionnaire and submit it to the

University for onward transmission to the Occupational Health Service (OHS). The questionnaire will form the basis of a report to the University from the OHS confirming if the prospective appointee is considered fit for the post in question.

11. Confirmation of the appointment will be subject to the satisfactory completion of a six month probationary period.
12. The appointment may be terminated by not less than one month's notice in writing by either side.
13. It is not a condition of employment in the University that staff should be members of a Trade Union. However, the University recognises UNISON as the appropriate Trade Union to negotiate on behalf of clerical and secretarial staff.