New Contract – Non Clinical, Professorial, or Executive

The full procedure can be viewed at:
Not applicable
The policy to which this process is linked, can be viewed at:
http://www.ucl.ac.uk/hr/services/oec/guidance_ucl_coe.php
http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php

This service standard is owned by Mike Sainsbury,
Employment Contract Manager. If you have any
complaint relating to this procedure, please contact him
at: m.sainsbury@ucl.ac.uk, or on extension 53016

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| Issuing of contract to new employee | ECA will, subject to the completion and receipt of the dependencies set out in this process, send to the prospective new UCL employee the following:  
  - Contract of employment, plus a copy for signing and returning by the employee;  
  - Contract employment pack containing:  
    - Pension booklet & factsheet  
    - Support staff Terms & Conditions  
    - UCL Safety Policy  
    - Academic staff room application  
    - Staff registration pack | **Timeliness**  
All documents to be sent to the employees advised home address within **5 days** of the day following receipt of all dependencies and processed according to the published payroll deadlines [http://www.ucl.ac.uk/hr/docs/payroll_deadline.php](http://www.ucl.ac.uk/hr/docs/payroll_deadline.php) | **Employment Contract Officer** | 1. **Finance** – have:  
  - approved SIP contract request form  
  - created correct post details in hierarchy  
2. **Departmental SiP Submitter** have provided all of the following:  
  - PDF of advert  
  - Advert reference number  
  - Certified & dated Right to Work evidence  
  - Certificate of Sponsorship*  
  - Job description  
  - Person specification  
  - Application form  
  - References |  
| | | | 3. **Reward Manager** – HR Policy:  
  - Remuneration Committee approval where salary is in excess of £150,000  
  - Approval for any Market Factor Rate Supplement payable |  
| | | | 4. **ECA** Disclosure and Barring certificate *  
*Where applicable |