

# **Green Templeton College University of Oxford**

## **Contracts of Employment**

The employer of staff is Green Templeton College or Templeton Services, and the contract of employment is produced by the HR Manager.

Within 8 weeks of commencing employment, the employee will be sent two copies of the contract of employment with attachments. One copy should be signed and returned to the HR Manager and the other copy retained by the employee. In addition the line manager will be sent a copy.

If members of staff are in doubt or have any questions about their conditions of employment, they should first of all consult their line manager.

### **Changes:**

Should there be any significant changes proposed to an employee's terms and conditions these must first be discussed and agreed with the employee, after prior consultation with the HR Manager.

The agreed changes must be notified immediately by the line manager, in writing, to the HR Manager who will issue a new contract of employment, or an amendment to the contract of employment, within 8 weeks of the change coming into force.