

SCHOOL OF GEOGRAPHY AND THE ENVIRONMENT

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PERSONNEL/CONFIDENTIAL
Dr Juan Pablo Orjuela Mendoza
Carrera 14c # 157-41
Apto 309
110131
Colombia

Ref. 2379256
245061/1
16 May 2019

Dear Dr Orjuela Mendoza

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 reasons:

you have been appointed to work on/provide specialist expertise or experience to 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 (RCUK GCRF 'Peak Urban' grant)

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. If you have been appointed to cover the post of an absent employee (on family, sabbatical, or other leave), in the event that the substantive post no longer requires cover, for example due to the resignation or early return of the postholder, then your post may be ended by notice, as specified in your contract.

Please indicate your acceptance of this offer by signing and dating one copy of the contract and returning it to me at the above address.

Yours sincerely

Professor Heather Viles
Head of School

Dr Tim Schwanen
Director of the TSU

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



16 May 2019

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 in person 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: Dr Juan Pablo Orjuela Mendoza

Role: Research Associate in Urban Mobility

Department: School of Geography and the Environment

Place of work: your normal place of work will be Carrera 14c # 157-41, Apto 309, 110131, Columbia from 20 May to 9 June 2019. From 10 June 2019, it will be the Transport Studies Unit, School of Geography and the Environment, South Parks Road, Oxford OX1 3QY

Start date: this appointment dates from 20 May 2019.

Probation period: your appointment is subject to completion to the University's satisfaction of an initial probationary period of one year. During your probation period the appointment may be terminated by one month's notice on either side. 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 (www.admin.ox.ac.uk/personnel/staffinfo/handbook_acrel/section8/)

Grade and salary: this appointment is at grade 7, point 1. Your salary is payable at the rate of £32,236 a year, pro rata for part-time appointments.

The annual incremental date is 1 October and your next increment is due on 1 October 2019.

Hours of work: this appointment is full-time.

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

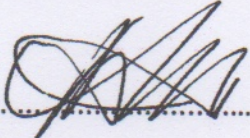
Full time staff are entitled to 38 days of paid leave (pro rata for part-time staff) in each complete leave year (inclusive of all public holidays and any locally agreed closure days) to be taken by arrangement with the department.

Contract type: this appointment is fixed term.

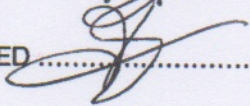
Expiry date and notice period: this is a fixed-term appointment. Should it be confirmed on completion of the probationary period and not be terminated earlier by notice, or under the provisions of Statute XII, Part C or Statute XII, Part B, D, or E of the University's Statutes, it will expire, therefore, on **19 May 2021** 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 Visitorial 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 Visitorial Board or the Vice-Chancellor.

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.

SIGNED  Professor Heather Viles, Head of School

DATE 16/5/19 NAME (please print) Professor Heather Viles

SIGNED  Dr Tim Schwanen, Director of the TSU

DATE 17/5/19 NAME (please print) Dr Tim Schwanen

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 20/05/2019 NAME (please print) JUAN PABLO ORTUELA

Encs.

Copy of this contract of employment

Statement of terms and conditions of employment for academic-related staff in non-clinical departments

Job description

Information about auto-enrolment for pensions

PERSONNEL/CONFIDENTIAL

Dr Juan Pablo Orjuela Mendoza
Transport Studies Unit

Ref 2379256 -
245061/3

09 June 2021

Dear Juan Pablo,

Contract Extension

I am writing to confirm the following changes to your contract.

Your contract of employment has been extended and will now expire on to 19 November 2021.

The reason that this contract is fixed-term is that:

- you have been appointed to work on/provide specialist expertise or experience to 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 (RCUK GCRF 'Peak Urban' grant)
- the appointment is limited to the fixed period for which you have been granted a valid visa or work permit.

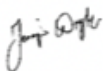
Normal retirement date: For all academic and academic-related staff in grades 8 and above the University has adopted an Employer Justified Retirement Age of 30 September before the 69th birthday. There is a procedure for requesting an extension of employment beyond that date. The Employer Justified Retirement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

All other terms and conditions included in your contract of employment and any subsequent contractual change letters remain unchanged.

At all times your employment is subject to the presentation of original documentation to establish your right to work 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 present such documentation as and when requested from you.

To confirm your acceptance of this extension to your contract, please sign and date the enclosed copy of this letter and return it to the HR Team as soon as possible.

Yours sincerely,

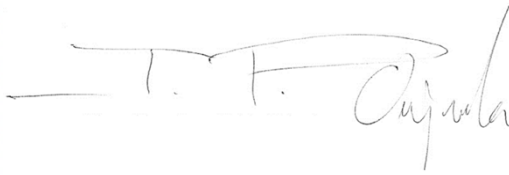


Jennifer Wright
HR Manager

Enclosure: copy of this letter

I accept the extension to my contract as stated above.

Signed

A handwritten signature in black ink, appearing to read "T. F. Chyrala". The signature is written in a cursive style with a large, sweeping initial "T" and a long, trailing flourish at the end.

Date 9th June 2021