



University of
St Andrews

Casual Contract

Terms and Conditions

TERMS AND CONDITIONS OF SERVICE FOR CASUAL STAFF EMPLOYED BY THE UNIVERSITY COURT OF THE UNIVERSITY OF ST ANDREWS

Scope of Contract

1. This contract may be used for the employment of staff in any capacity. The contract will normally only be issued for employment up to three months duration unless a current member of staff or student of the University. Where there has been continuous employment in excess of 3 months without a break in service for a nonstudent or staff member the employee should transfer to a temporary contract appropriate to the job. If the total number of hours worked per month (either agreed in advance or recorded by time sheet) is four or less employment will continue to be regulated by this contract.

Hours of Work

2. (a) Hours worked cannot exceed full-time, 36.25 per week
(b) Where applicable, an individual on a student visa can only work for up to 20 hours per week during term-time; during vacation periods, full-time hours can be worked
(c) Timesheets received after each month's cut-off date will be paid the following month. Cut-off dates can be found at: www.st-andrews.ac.uk/staff/money/Salaries/dates/

Holidays

3. (a) The employee will currently be eligible for the *pro rata* equivalent of 28 days paid holiday per annum. Holidays must be taken at times agreed by the Head of School/Unit or delegate. Any holiday that has not been taken by the end of the contract will be reimbursed at the stated hourly rate of pay. Where by the end of the contract the employee has received more paid leave than is due, the University will deduct the excess paid leave from any pay still due. Where this is not possible, the employee will arrange to repay the required amount within fourteen days of the expiry of the contract. The calculation of holiday pay is as follows:

Minutes Worked x 12180

113100

- (b) Heads of Schools/Units must submit to Human Resources (Salaries) details on a timesheet, of any holiday pay due to the employee at the end of the contract. Such pay will only be made if authorised by the Head of School/Unit/Principal Investigator on a timesheet: www.st-andrews.ac.uk/staff/timesheet.
- (c) Please note if payment for holidays has not been made, the casual worker should raise this with their School/Unit. Any claims for payment **must** be made within a 3 month period of the contract ending; otherwise the payment will not be made. Holiday entitlement can be calculated using the following link: www.st-andrews.ac.uk/staff/holidaypay.

Sickness Absence

4. The employee will be entitled to such benefits as provided by the State and is responsible for claiming these. When absent due to sickness the employee must inform the supervisor in



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accordance with the University's standard absence procedures. Details of the Sickness absence Policy can be viewed at: www.st-andrews.ac.uk/media/hrsicknessabsencepolicy.pdf

Maternity Leave

5. All female employees are eligible for maternity leave. Full details are available from Human Resources.

Superannuation

6. From 1 July 2013, if you are over aged 22 and below State Pension Age, and currently earn over £787 per month, by law, the University must automatically enrol you into NOW: Pensions. However, you can elect to opt out. For more information, please refer to the Pensions webpage - <http://www.st-andrews.ac.uk/staff/money/pensions/>

Resignation and Termination

7. (a) The contract is a fixed term one and where it has run its full course, no notice shall be required.
(b) Either party may terminate the contract before the contract end date by providing one week's notice in writing.
(c) Notwithstanding the provisions of sub-paragraph (a) above, the appointment may be terminated summarily in the event of misconduct or serious breach of duties.

Trade Union Membership

8. The employee has the right to join a trade union and take part in its activities. The University Court recognises the University and College Union (UCU), Amicus and Unison.

Discipline and Grievance

9. The employee is subject to the discipline and grievance procedures which are currently approved by the University. Full details are available from Human Resources.

Health and Safety

10. In compliance with Section 2(3) of the Health and Safety at Work Act, 1974, the University Court has approved a statement of University policy with regard to health and safety of employees. Copies of this statement may be consulted within Schools/Units or obtained from the Safety Office.

Nationality Verification

11. (a) The University must verify that new employees are legally permitted to work in the UK. Please refer to the casual contract guidance notes or the HR website at <http://www.st-andrews.ac.uk/staff/policy/immigration/>
(b) Nationality documentation must cover the entire period of the contract
(c) Workers from the following countries must register under the Workers Registration Scheme within one month of commencing employment: Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia.
(d) Workers from Bulgaria and Romania are subject to worker authorisation, and are only able to undertake work if a valid accession worker card is held or documentation to prove



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exemption is given.

Disclosure

12. Where appropriate to the role(s), you will be required to undertake a Disclosure Scotland Criminal Records Check

Validity

13. The contract is valid only if signed by the Head of School/Unit or Authorised Delegate and the Employee.

I accept the offer of the Casual Contract and hereby agree to the above terms and conditions.

Signed _____ **Date** _____
Employee