



Bank Register: Casual Bank Worker, ad hoc assignments not an employee but always on Register if works any time during a 12 month period.

Name:

- (1) Your name is held on a register for casual bank workers of the University of St Andrews. If you wish your name to be removed from the University's workers bank or no longer wish to be considered for casual work by the University, you should inform Human Resources as soon as possible.
- (2) While on the register you will be eligible to be invited to undertake casual work to carry out prescribed duties ("Assignments") for the University. There is no guarantee that you will receive any such invitations, and the frequency and the duration of the Assignments or invitations to undertake Assignments will fluctuate according to the requirements of the University. Your placement on the register confers no employment rights whatsoever.
- (3) Each offer of work by the University which you accept shall be treated as an entirely separate and severable Assignment. The terms of this contract shall apply to each Assignment but there shall be no relationship between the University and you after the end of one Assignment and before the start of any subsequent Assignment.
- (4) The fact that the University has offered you an Assignment, or offers you work more than once, shall not confer any legal rights on you or create any obligation on you to accept any future Assignment which may be offered to you and, in particular, should not be regarded as establishing an entitlement to regular work or conferring continuity of employment.
- (5) It is entirely at the University's discretion whether to offer you any Assignment and it is under no obligation to provide Assignments to you at any time.
- (6) The University reserves the right to give you or not to give you an Assignment at any time and is under no obligation to give any reasons for such decisions.
- (7) Equally there is no obligation on you to accept any Assignment offered.
- (8) The University reserves the right to terminate an Assignment at any time for operational reasons. You will be paid for all work done during the Assignment up to the time it is terminated.
- (9) If you are working under a student visa, you are responsible for ensuring that you do not exceed the statutory limits e.g. 20 hours per week during term time and 40 hours during the vacation period.
- (10) You are entirely free to work for or provide services to any other organisation, or do work on your own behalf, during any periods/hours when you have not agreed to undertake Assignments for the University.
- (11) Your inclusion on the register of Casual Bank Workers is conditional upon:
 - Confirmation of your identity and eligibility to work in the United Kingdom in term of the Schedule.
 - A satisfactory Disclosure Scotland check, if necessary.

- (12) Payment will be made at a fixed rate per hour only for the hours/days you actually work. Pay rates will be linked to the Assignment that you undertake and you will be advised of the rate each time as part of the offer of the Assignment. Current rates of pay can be found at:
<http://www.st-andrews.ac.uk/hr/SalariesandPensions/casualStaff/hourlyrates/>
- (13) You will automatically be paid a holiday allowance calculated as 8.3333% of the hourly rate and this will be shown as a separate amount on your payslip.
- (14) You will not be an employee of the University and will therefore not be entitled to benefits offered to employees of the University including, but not limited to, sick pay, maternity pay, eligibility to join the Pension scheme, use of University policies and procedures such as Discipline and Grievance.
- (15) For all hours worked, a timesheet must be completed and submitted to the Line Manager responsible for that Assignment for processing prior to the stated cut off dates. Payment is made in arrears. The University will make all necessary deductions from the payment as required by law and shall be entitled to deduct from the payment or other payments due to you any money which you may owe to the University at any time. Timesheets and cut off dates can be viewed/downloaded at:
www.st-andrews.ac.uk/hr/SalariesandPensions .
- (16) In order to ensure our records are up to date, should you not accept an Assignment with the University for a period of 12 months, your details will be removed from our records. You are however free to re-apply to the register at any time.
- (17) You consent to the University holding and processing, both electronically and manually, the data that it collects about you, in the course of your working relationship with the University, for the purposes of the administration and management of its staff and for compliance with applicable laws, procedures and regulations.
- (18) The University may review its requirement for casual bank workers from time to time and/or may update the terms on which it offers such work. In the event of any changes to the terms on which it is prepared to engage casual bank workers the University may terminate this contract with immediate effect by giving notice in writing to you and you may, at the University's absolute discretion, be offered a new contract for casual bank work.
- (19) This agreement constitutes the entire agreement and understanding between you and the University and supersedes any previous agreement between you and the University relating to casual work (which shall be deemed to have been terminated by mutual consent).
- (20) If you accept this offer to be registered as a Casual Bank Worker on the conditions set out above, please sign below and return this letter to me as soon as possible. I enclose a copy of this letter for your own records.

Signed: **Date:**
 Head of School/Unit

I accept the offer to be registered as a Casual Bank Worker on the above terms and conditions.

Signed: **Date:**

Nationality Documentation

(A) Documents that are not time limited and are valid throughout the duration of the engagement

Any one of the original documents from list 1A or a combination of the original documents from List 2A.

List 1A – only one document required from this list

- A UK passport describing the holder as a British citizen or as a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder is a national of the European Economic Area (EEA) or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issue by the Home Office or UKBA to a national of an EEA country or Switzerland.
- A permanent residence card issued by the Home office or the UKBA to the family member of a national of an EE country or Switzerland.
- A Biometric Immigration Document issued by the UKBA to the holder which indicates that the holder can stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK; and that this endorsement allows the holder to do the type of work you are offering provided that it does not require a work permit.

List 2A – you must have item 1 plus any one from the rest

Item 1: A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government Agency.

Along with Item 1 above, you must be able to provide one of the following:

- An Immigration Status Document issued by the Home Office or the UKBA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents.
- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation as a British citizen.
- A letter issued by the Home Office or the UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay.

(B) Documents that are time limited

Any one of the original documents from list 1B or a combination of the original documents from List 2B.

List 1B – only one document required from this list

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the UKBA to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- A residence card or document issued by the Home Office or UKBA to a family member of a national of an EEA country or Switzerland.

List 2B – a combination of a least 2 of the documents listed below

- A Work Permit or other approval to approval to take employment issued by the Home Office or UKBA **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the UKBA to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office or the UKBA to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than six months old **when produced in combination with** evidence of verification by the UKBA Employer Checking Service.
- An Application Registration Card issued by the Home Office or the UKBA stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UKBA Employer Checking Service
- An Immigration Status Document issued by the Home Office or the UKBA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent NI Number and name issued by a Government Agency or a previous employer e.g. P45, P60, National Insurance card.
- A letter issued by the Home Office or the UKBA to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent NI Number and name issued by a Government Agency or a previous employer e.g. P45, P60, National Insurance card.