**<department/directorate/unit>**

**CASUAL WORKER CONTRACTUAL TERMS**

**1. a) Issued by:** Queen’s University Belfast

 **b) Name of Worker: ……………………………………………………….............**

**2. Post Title Casual Worker**

**3. Dates of Appointment: From ………………………. To ……………………………**

**4. Place of Work:** You will be initially assigned to **…………………………...**

**5. Remuneration:**

 **a) Hourly Rate £………..** per hour

**b) Method of Payment** Paid monthly into a bank account nominated by you. Please note casual workers are paid monthly in arrears.

**c) Additional Payments** No particulars to give.

**6. a) Hours of Work:** These will be as advised to you from time to time. Casual workers will be engaged to provide assistance as and when the business requirement dictates. There may be periods when no work is available and the University has no obligation to provide you with any work or to provide you with a minimum number of hours in any day or week. Arrangements will be made with you (which may be varied from time to time) in order for you to be notified when work is available and you are encouraged to make yourself available for work as often as reasonably possible when requested.

 **b) Additional Hours:** No particulars to give.

**7. Holidays:** All paid annual leave is to be taken by prior arrangement with your supervisor/line manager.

1. **Paid Annual Leave:** The Statutory entitlement as confirmed in the Working Time Regulations (Northern Ireland) 1998 will apply – the statutory annual leave entitlement is currently 5.6 weeks per leave year. The leave year is 1 January to 31 December. For casual workers, this entitlement will be calculated on a pro rata basis according to hours worked and paid at the end of each academic semester. Annual leave which has accrued but remains untaken at the end of a leave year may not be carried forward into the following leave year. If the contract is terminated, by either party at any point, prior to the year end, you will receive payment in lieu for any part of the annual leave entitlement accrued but not taken, should you not be able to use this leave prior to your leaving date. There is no statutory entitlement to paid leave for public holidays and there is no entitlement to such holidays under this contract.
2. **Calculation of Holiday Pay:** For each week of the statutory leave entitlement casual workers are entitled to be paid a week’s pay. The holiday entitlement of 5.6 weeks is equivalent to 12.07% of hours worked over a year. The 12.07% figure is 5.6 weeks’ holiday, divided by 46.4 weeks (being 52 weeks – 5.6 weeks). The 5.6 weeks are excluded from the calculation as the worker would not be at work during those 5.6 weeks in order to accrue annual leave. So if a casual worker works 10 hours, they are entitled to 72 minutes paid holiday (12.07/100 x 10 = 1.2 hours = 72 minutes).

**8. Sickness Regulations:** The University Sick Pay Provisions only apply to employees and therefore will not apply to these contractual terms.

If you are unable to attend work, due to illness or injury, on a day when you have agreed to work for the University, you should contact your supervisor/line manager at least two hours before your scheduled starting time and state the reason and anticipated duration of your absence.

**9. Superannuation:** If assessed as eligible underthe criteria contained within the legislation, you will be automatically enrolled in an appropriate qualifying pension scheme. If this is the case you will receive communication in this regard from the Pensions Office. You should note that the University reserves the right to change its chosen qualify scheme.

**10. Grievance and Discipline:** A procedure similar to that operated for employees will apply to this contract. In the event of a disciplinary matter, the supervisor/line manager will issue a written statement advising of the reason(s) the disciplinary procedure is being initiated. A meeting will be convened by the supervisor/line manager within a reasonable timeframe in order to investigate the matter and any witnesses will be interviewed. In the event of a grievance, this should be raised in the first instance in writing with your supervisor/line manager. A meeting will be convened by the supervisor/line manager within a reasonable timeframe in order to hear the grievance and an investigation will be initiated where necessary. In either disciplinary or grievance matters, there is a right of appeal.

**11. Maternity Leave:** Contractual maternity leave is not applicable, but you may be eligible for a Maternity Allowance, details of which are available from the Salaries Office or from Social Services.

**12. Other Information**

**a)** In addition to these Contractual Terms, you should become familiar with University policy documents which all workers and employees are required to follow. The following documents are available for consultation in the Personnel Department at any time:

* Statement of University Safety Policy
* Smoking in University Premises
* Health and Safety Information for Employees/Workers
* Staff Personal Accident Insurance Scheme

**b**) As a casual worker retained by the University, you will be expected to abide by the provisions of the Charter, Statutes, Regulations and Rules of the University, details of which may be consulted in the Personnel Department at any reasonable time.

**c)** Future changes to these Contractual Terms resulting from the procedures for revision will be automatically binding on you. Details of any such changes can be obtained from the Personnel Department at any reasonable time.

**13. Termination of Contract:** This Contract for Services may be terminated by either party giving one week’s notice in writing to your supervisor/line manager or by giving payment in lieu of notice.

The Contract may be terminated summarily on behalf of the Vice-Chancellor by the Director of Human Resources in the event of gross misconduct. Please refer to the Student and Casual Worker Code of Conduct.

**14. Search Procedure *(Students’ Union casual workers only):*** The University Reserves the right, in the interests of security, to search you and your personal belongings. This will only be under proper supervision and whilst on the University’s premises. Details of the Search Procedure are available from the Students’ Union.

Signature of Casual Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated 1 May 2013