**STUDENT WORKER CONTRACTUAL TERMS**

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

 **b) Name of Worker:**

**2. Post Title:** Student Worker

**3. Dates of Appointment:** As specified in your letter of engagement.

**4. Place of Work:** Your engagement is to the University and your location of work will be as set out in your letter of engagement or as advised to you by your line manager.

**5. Remuneration**

1. **Hourly Rate:**  As specified in your letter of engagement.
2. **Method of Payment:** Paid monthly into a bank account nominated by you.

Please note casual workers are paid monthly in arrears.

1. **Additional Payments:** No particulars to give.

**6. a) Hours of Work:** These will be as specified in your letter of engagement or
 advised to you by your line manager. Student workers may not work more
 than a maximum of 15 hours per week, except during vacations and other

times when a student does not have study or course commitments

and only when permitted to do so in line with UK Border Agency regulations and University policy related to their course of study. Please refer to the Oncampus Jobs Guidelines for Students, for the above purposes.

 **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 student workers, this entitlement will be calculated on a pro rata basis according to hours worked and paid at the end of each financial year. 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 student workers are entitled to be paid a week’s pay. Based on a 12 month contract 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 student 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 under the 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 qualifying 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 the Oncampus Jobs Code of Practice for students and 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
* Personal Accident Insurance Scheme

**b)** Future changes to these Contractual Terms resulting from the procedures for revision will be automatically binding on you.

**13. Termination of Contract:** This Student Worker contract 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 Student Worker contract may be terminated summarily on behalf of the University by the relevant manager in the event of gross misconduct.

 Oncampus Jobs are open to enrolled and registered undergraduate and postgraduate students of Queen's University, Belfast, students on a Placement Year that is a requirement for their course and students who are registered for exams only.

 Any contract will end on a student’s first available graduation date or as set out in the Oncampus Jobs Code of Practice for Postgraduate Research Students.

Signature of Student Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated 29 May 2013