

## Terms of Engagement for Casual Staff

Thank you for agreeing to be included on the University's Register of Casual Staff on a zero hours basis. This means you may be offered work on an 'as required' basis at Loughborough University from the issue date of this engagement letter until the expiry of your Right to Work documentation or a gap of six months between periods of work, whichever date comes first. By joining the Register, you have accepted the engagement terms in this letter.

During the period of your casual contract the University is not obliged to offer work to you and you are not obliged to accept any work offered to you. If your Right to Work in the UK documentation expires, and you do not attend an appointment to renew it, or you do not complete or claim for any work in a rolling six-month period, your registration will cease. Afterwards, you will receive a P45 if you have no other substantive appointment at the University.

**Right to Work in the UK: Please note that you must bring your original documents to HR as per Section 9 as part of your registration. Failure to produce your original documents will result in you being unable to commence work or be paid. A list of the acceptable documents is available in Section 9.**

You will be contacted shortly in a separate email from HR to provide your Right to Work documentation in person, if you have not already provided these at a registration event. When we have confirmation of your Right to Work in the UK we will activate your staff record on the Dashboard Technology system where you will be able to view and accept casual work

### 1. Schedule of Work

These terms apply at all times when you are working for the University. Each shift shall be determined as a period of work. Each period of work shall be deemed to be mutually exclusive. Between periods of work, these terms cease to apply. Exact details of work will be confirmed for each piece of work, and this document contains the terms under which the work will be governed.

There are no regular set hours of work. When the need for work is identified, you may be contacted through Dashboard Technology and advised of the hours or shifts available. You may accept or decline all or part of the hours offered, in accordance with your availability.

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Your log-in details for Dashboard will be the same as your Loughborough Single Sign On details; if you are an existing employee or you are a student at the University.

Under the terms of a Tier 4 student visa, you are restricted to working a maximum of 20 hours per week during term time in all UK employment. For the purposes of monitoring, a working "week" is defined as a period of 7 days beginning with a Monday. In line with University policy, this restriction will also apply during all vacation periods if you are studying for a PhD.

## **2. Rate of Pay**

When working for the University on a casual basis, your pay rate will be determined with each piece of work, in line with the University's pay scale and appropriate to the type of work being offered; the rates of pay will be expressed as an hourly rate and can be seen by [clicking here](#). You will also receive an allowance for holiday pay (please see section 3).

Payment will normally be made following timesheets submitted promptly by you through the Dashboard Technology system. Each timesheet will be checked and approved by the department which issued you with the work. You must submit your timesheet within 4 weeks of the last date worked. Timesheets are processed by the 5<sup>th</sup> of each month and will be paid on the last working day of the month. More information can be found [here](#).

Payslips will be accessible through the staff self-serve system called **my.HR** at the end of each month. Please ensure you download a copy of your payslip each month.

## **3. Annual Leave**

You have an entitlement to paid holiday arising from any periods that you undertake work, in accordance with the Working Time Regulations. However, as it is not possible for you to take holiday on days when you are working at the University, you must effectively take your holiday on days when you are not working here. Therefore, you will receive holiday pay appropriate to your hourly rate of pay, along with with your normal pay. This means that no further pay will be due at times when holiday is taken.

When submitting your claim forms, please note that holiday pay will be added on your payslip automatically. The holiday pay rates per hour for the different grades can be found [here](#).

Your holiday pay does not form part of your remuneration in respect of any period of work.

## **4. Sickness Benefit**

There is no contractual entitlement to paid sick leave. Normal eligibility rules for Statutory Sick Pay will apply and you should contact your department administrator who will in turn contact Payroll if there is a claim for entitlement to Statutory Sick Pay.

## **5. Termination of Membership on the Casual Register**

Each period of work will automatically terminate on its completion. As each period of work is mutually exclusive, there are no notice provisions attached to the working relationship. However, if you no longer wish to remain on the Register for casual work then you should advise your

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manager so that you are no longer contacted. Should there be no work completed or paid in a rolling six-month period, your registration will cease.

## **6. Disciplinary Procedure**

If there are minor concerns with your performance, these will be discussed with you by the manager offering you the work. More serious concerns may result in you not being offered any future shifts and your removal from the Register.

## **7. Grievance Procedure**

Should you have any complaint relating to your work with the University, you should raise the matter with your line manager in the first instance.

## **8. Pension and National Insurance**

You will be assessed against the criteria for automatic enrolment into the relevant University pension scheme. Once assessed you will be contacted again to confirm your status. If you meet the criteria of automatic enrolment you will be entered into a scheme. You can contact us to elect to join [pensions@lboro.ac.uk](mailto:pensions@lboro.ac.uk).

Please refer to [here](#) for how automatic enrolment will affect you.

If you do not have a National Insurance Number you should apply for one as soon as possible by contacting Jobcentre Plus, tel: 0845 6000643, <https://www.gov.uk/apply-national-insurance-number>

## **9. Immigration**

To comply with the Immigration, Asylum and Nationality Act 2006, you must have produced the following documents before commencing any work. Please provide;

a) original valid passport and, where appropriate, a visa OR b) For UK Nationals, a UK passport OR a full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents together with an official document containing your National Insurance Number and your name issued by a Government agency or previous employer.

You may produce alternative documents as per the [Immigration checklist](#)

While working for Loughborough University, you are required to comply with the following University policies and any other relevant policies that may be agreed by University Council:

- Policy on [Equal Opportunities](#) including [Code of Practice on Harassment and Bullying](#).
- [IT Acceptable User Policy](#)
- [Data Protection Policy](#)

**Yours sincerely**

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**Anne Lamb**

Director of Human Resources

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For more information, email [HRimmigration@lboro.ac.uk](mailto:HRimmigration@lboro.ac.uk).

