



THE UNIVERSITY *of* EDINBURGH

Summary of Conditions of Service Casual Worker

The conditions of service summarised below apply to all casual workers engaged on a short-term basis with the University.

Ongoing right to work in the United Kingdom (UK)

Your engagement is subject to your right to work in the UK. If you are unable to evidence this right or lose it for any reason, you will be unable to continue in your role and your engagement with the University will come to an end immediately.

Place of work

You will be required to work from any of the University's Edinburgh based campuses and/or offices. You may also be required to travel across and outside Edinburgh on University business.

Off Campus location

If you work from an off-campus location, the below conditions apply, along with the relevant University policies referred to below:

- a. **Expenses:** The University is not responsible for the associated costs of you working from home. For the avoidance of doubt, the University will not reimburse travel expenses from your off-campus workplace to any of the University's Edinburgh based campuses. Further information on this is in the [Expenses Policy](#)
- b. **Equipment and insurance:** You will be provided with appropriate equipment and technology to enable you to perform your role effectively. Any equipment provided shall remain University property and you shall not permit use of it by any person other than yourself and our authorised representatives. You are responsible for the University property in your possession. You are advised to discuss any implications of working at home with your mortgage provider or landlord and house insurer.
- c. **Access to Off-Campus Working Locations:** On occasion, the University may need to access your off-campus workplace. You consent to University representatives, at reasonable times and on reasonable advance notice, and where there is no suitable alternative method of performing the required task, to entering your home address to:
 - i. install, inspect, replace, repair, maintain or service University property where it is not possible or appropriate to do so on campus, or
 - ii. retrieve University property, or

iii. advise on or investigate significant health and safety concerns.

- d. **Confidential information and data protection:** You are responsible for ensuring the security of confidential information in your home or off-campus location. When working off-campus you must ensure that you continue to comply with the [University's Computing Regulations](#) and records management protocols. All appropriate data sharing agreements must be followed and you must ensure that no sensitive data is taken off-campus. The Information Security and staying safe online guidelines provide useful information. Further Information is in available [Data Protection policy](#)

Probation

Your engagement is for a limited period so is not subject to a probationary review period.

Hours of work

The standard working week for full time staff is 35 hours. Your specific hours of work and duration of work will be agreed by you and your manager before you start work. The University is under no obligation to offer you additional hours and you are under no obligation to accept any hours which may be offered. If you are offered and accept more hours you will be entitled to be paid for all hours worked.

Job details

Your duties will be as agreed with your manager and you will report directly to them.

Pay

You will be informed of your rate of pay before you start work. You will be paid monthly, in arrears on the 28th of each month. Should the 28th fall on a non-banking day e.g. at the weekend or on a Scottish bank holiday, you will be paid on the preceding working day.

Deduction from wages

If an overpayment is made to you, the University is entitled to deduct this from your wages and/or any other payments due to you. This can be deducted at any time, including from your final wage payment. Where the overpayment is significant, a repayment plan will be considered.

Holiday pay

Each time you are paid for the hours that you have worked, you will receive an additional sum which ensures you receive the right amount of statutory holiday pay. This holiday pay will equal 12.07% of your pay for the hours paid.

Notice

If you do not wish to be considered for further casual work you should let your line manager know at the earliest opportunity.

We may terminate your engagement with immediate effect in the event that you are found to have committed an offence considered to be serious misconduct.

Training

Your manager will let you know what training the University will provide and you must complete to fulfil your role. This may include compulsory on-line learning modules as well as face-to-face training courses and workshops.

You should also take time to familiarise yourself with the training you need to undertake to comply with the University's policies. More information can be found on the University's HR webpages.

Sick leave and pay

You must let your line manager know if you are unable to attend work due to sickness or injury. You will *not* be entitled to occupational sick pay but you are entitled to statutory sick pay. You can find more information at <https://www.gov.uk/statutory-sick-pay>.

Pensions

You will not be automatically enrolled in a pension scheme due to the length of time you will be working with us. However, if you wish, you may join the relevant pension scheme at any time if you meet the eligibility criteria. If you want to join the pension scheme you should contact the Pensions Department at <https://www.ed.ac.uk/finance/pensions> to find out more.

If your situation changes and you are engaged to work continuously for three months or more with the University, the Pensions Department will assess your eligibility for automatic enrolment into a pension scheme at that time.

Confidentiality

You must not disclose any information of a confidential nature regarding the University's activities, its staff and/or students or associated third parties, during or after your engagement with us. Any disclosure of confidential information which falls outside the proper course of your assignment will be treated as a serious disciplinary offence.

Information Technology and Information Security

You are required to comply with the University's policies and guidance on the use of its computing and network facilities and information security which you can find on the University's Information Security webpages at <https://www.ed.ac.uk/infosec/information-protection-policies>. Failure to comply may lead to the termination of your engagement with us.

Disciplinary and Grievance rules

You are expected to behave and interact appropriately with all colleagues, students and contacts. You should also be treated with dignity and respect by those you work with at the University.

Should your behaviour not meet the required standards while you are working with us we will manage your conduct in line with the ACAS code of practice on disciplinary and grievance procedures.

Should you have a concern or complaint about your treatment at work you should raise this with your line manager and it will be dealt with in line with the ACAS code of practice on disciplinary and grievance procedures.