

# Terms & Conditions

## Assignments

### 1. GENERAL CONDITIONS

This is not a contract of employment. You are classified as a worker and not an employee of the University and, therefore, you are not entitled to the contractual terms and conditions applicable to employees.

Each offer of work by The University which you accept will be treated as an entirely separate and severable engagement (an Assignment)

If hours offered within this Assignment are accepted, you are expected to conduct that work to a reasonable and professional standard and in a manner which is consistent with the terms of relevant University policies and procedures.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. You are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at:

[www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure).

Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

During your Assignment you may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires you that you keep any such information confidential and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. PAYMENT

You will receive payment for actual hours worked and submitted. Payment for any hours worked will normally be made monthly in arrears on the second last working day of the month by credit transfer to your bank/building society account.

### 3. HOURS OF WORK

Your hours of work will be agreed with you by the Department or School which assigned you.

### 4. HOLIDAYS

Your paid holiday entitlement will depend on your equivalent grade and amount to an additional payment of 17% (grades 1-5) or 19% (grades 6 and above) for each payment made under the Assignment. This will be clearly specified on your payslip. This discharges the University's obligation to pay holiday pay during the Assignment.

### 5. ABSENCE DURING ASSIGNMENT

You should not accept an Assignment if you know you will be unable to work all or any of the hours offered because of sickness or injury.

If you have been offered and accepted an Assignment and you are unable to work the hours agreed through illness or for any other reason you must inform the Department / School which assigned you as soon as practically possible on or before your first day of absence and each day thereafter.

### 6. PENSIONS

You will not immediately become a member of the pension scheme. However, you may choose to join the pension scheme following your first payment assuming you satisfy certain eligibility criteria. Depending on your age and future earnings, you may be auto-enrolled into the pension scheme at a later date. You will be informed individually if this is the case. Further information on pension scheme membership is available on the Pensions page of the University's website. If you wish to discuss your pension please contact the Pensions Team on 0141 548 4471 or email [pensions@strath.ac.uk](mailto:pensions@strath.ac.uk).

### 7. NOTICE AND TERMINATION

The Assignment will automatically come to an end on the end date as stated in the Assignment letter without the need for further notice by either party.

If you wish to terminate the Assignment prior to the end date, you should do so in writing, giving at least one week's notice.

The University reserves the right to end this Assignment earlier than the end date without notice or payment in lieu thereof where, in the University's sole opinion, there is good reason to do so (e.g. poor performance; misconduct; unforeseen circumstances; etc.)

### 8. RIGHT TO WORK IN THE UK

Everybody employed by the University must have the right to work in the UK. If you have a Tier 4 visa or a mandatory registration certificate allowing you to work in the UK, there are strict rules governing the total number of hours you may work in any given week. Please ensure that you visit the Right to Work page on our website for full details:

<http://www.strath.ac.uk/hr/right2work/>