

Campus Jobs – Terms and Conditions

1. PARTIES

- 1.1 This Agreement is between the University of Reading, an independent corporation with charitable status, established by Royal Charter with number RC000665 and whose registered office is at Whiteknights, PO BOX 217, Reading, RG6 6HA ('the University') and you.

2. EFFECTIVE DATE AND TERM

- 2.1 This Agreement shall become effective once the University has received a signed version of this Agreement from you and shall continue until 31 July 2024.

3. DEFINITIONS

- 3.1 The following definitions apply in this Agreement:
- (a) **Agreement** means these terms which apply to your Assignments at the University.
 - (b) **Assignment** means the specific tasks that you agree from time to time to carry out at the University as set out in your Assignment Offer Email.
 - (c) **Assignment Offer Email** means the email that you will receive on each occasion that you are selected for and accept an Assignment. The letter will set out the details of each Assignment, including the nature of the work, the location, the hours of work, the hours of pay and further information that you will need in order to carry out the Assignment.
 - (d) **Campus Jobs** means the University's department which manages the allocation of Assignments.
 - (e) **Confidential Information** has the meaning set out in Clause 17 of this Agreement.
 - (f) **Intellectual Property** means patents, rights to inventions, copyright and related rights, performers' property rights, trademarks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.

4. STATUS OF THIS AGREEMENT

- 4.1 This contract governs your engagement from time to time by the University as a casual worker. This is **not** an employment contract and does not confer any employment rights on you (other than those to which workers are entitled). In particular, it does not create any obligation on the University to provide work to you. By entering into this contract you confirm your understanding that the University makes no promise or guarantee of a minimum level of work to you and you will work on a flexible "as required" basis. It is the intention of both you and the University that there be no mutuality of obligation between the parties at any time when you are not performing an Assignment.

5. UNIVERSITY'S DISCRETION AS TO WORK OFFERED

- 5.1 It is entirely at the University's discretion whether to offer you work and it is under no obligation to provide work to you at any time.
- 5.2 The University reserves the right to give or not give work to any person at any time and is under no obligation to give any reasons for such decisions.

6. NO PRESUMPTION OF CONTINUITY

- 6.1 Each offer of work by the University which you accept shall be treated as an entirely separate and severable engagement (an Assignment). The terms of this contract shall apply to each Assignment but there shall be no relationship between the parties after the end of one Assignment and before the start of any subsequent Assignment even where there is no gap between each Assignment.
- 6.2 The fact that the University has offered you work, or offers you work more than once, shall not confer any legal rights on you and, in particular, should not be regarded as establishing an entitlement to regular work or conferring continuity of employment.

7. ARRANGEMENTS FOR WORK

- 7.1 Once you have signed up to Campus Jobs via the website, the University may contact you via email about any suitable vacancies and you will have the option of applying online for suitable positions. You agree that the University may send you emails about suitable vacancies or otherwise in accordance with this agreement.
- 7.2 You are under no obligation to accept any work offered by the University at any time. If you accept an Assignment, you must inform the University immediately if you will be unable to complete it for any reason.

- 7.3 If you accept work from the University, the details of it will be set out in an Assignment Offer Email.
- 7.4 The University reserves the right to terminate an Assignment at any time for operational reasons. You will be paid for all work done during the Assignment up to the time it is terminated.
- 7.5 It is your responsibility to inform the University of any changes to your personal information provided to it via the Campus Jobs portal or RISIS, as appropriate.

8. WORK

- 8.1 The University may offer you work from time to time in accordance with the preferences you have indicated on Campus Jobs. The precise description and nature of your work may be varied with each Assignment and you may be required to carry out other duties as necessary to meet business needs. You will be informed of the requirements at the start of each Assignment in your Assignment Offer Email.
- 8.2 Before offering you an Assignment the University will require certain documents from you in order to satisfy itself that you are legally entitled to work in the UK.
- 8.3 You confirm that you are legally entitled to work in the UK without any additional immigration approvals and agree to notify the University immediately if you cease to be so entitled at any time.

9. PLACE OF WORK

- 9.1 The University may offer you work at various locations. You will be informed of the relevant place of work for each Assignment in your Assignment Offer Email.

10. HOURS OF WORK

- 10.1 Your hours of work will vary depending on the operational requirements of the University and your Assignment. You will be informed of the required hours for each Assignment in your Assignment Offer Email.
- 10.2 You will be entitled to an unpaid lunch break of 30 minutes where your Assignment requires you to work more than six hours in any one day.
- 10.3 Some visas restrict the number of hours that an individual can work per week. The University must ensure that it does not offer more hours of work to these individuals

than is permitted on their visa. Equally the University must ensure that it does not offer anyone work which would result in them working for more than 48 hours per week. You must keep the University informed of the hours that you work for any third parties so that it can comply with these obligations. It is your responsibility to ensure that you do not exceed the permitted hours of work.

11. PAY

- 11.1 You will only be paid for the hours that you work in line with the Temporary Worker Pay Bands contained in Schedule 1. You will be paid monthly in arrears on or about the last working day of each month directly into your UK bank account for the hours confirmed on any approved timesheets received by the deadlines required. For the avoidance of doubt, the University will only pay into UK bank accounts.

12. PENSIONS

- 12.1 You are eligible for membership of the University of Reading Pension Scheme (URPS). Membership is automatic if you meet the auto-enrolment criteria (see attached URPS document for further information).
- 12.2 The University will comply with its relevant pension duties in relation to Part I of the Pensions Act 2008.

13. HOLIDAYS

- 13.1 Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year (including the usual eight public holidays in England and Wales).
- 13.2 The University will pay you in lieu of any accrued holiday monthly in arrears. You will be paid 12.07% of the total number of hours worked for each Assignment each month in lieu of accrued holiday.

14. SICKNESS

- 14.1 If you have accepted an offer of work but are subsequently unable to work the hours agreed, you must notify the University of the reason for your absence as set out in your Assignment Offer Email.
- 14.2 If you satisfy the qualifying conditions laid down by law, you will be entitled to receive statutory sick pay (SSP) at the prevailing rate in respect of any period of sickness or

injury during an Assignment, but you will not be entitled to any other payments from the University during such period. For SSP purposes your qualifying days will be Sunday to Saturday. The University will inform you if you are entitled to SSP at the relevant time.

15. DATA PROTECTION

- 15.1 The University shall collect and process your personal data (which may also include sensitive personal data (defined as special category personal data in the General Data Protection Regulation)) for legal, administrative and management purposes and, in particular, as may be required in relation to the Assignments, in accordance with the privacy notice which can be found at:

<https://www.reading.ac.uk/imps/-/media/project/functions/information-management-and-policy-services/documents/staff-fair-processing-notice-may-2018.pdf?la=en&hash=6A349BE3B562FCE98EC542363AB99365>

- 15.2 You confirm you have read and understood the University's Data Protection Policy, the Regulations for the Use of University IT and Systems and the Information Security Policy, copies of which are available on the University's website. You shall comply with these policies and any other relevant information Compliance Policies available on the University's website when handling University information and personal data in the course of any Assignment, particularly personal data relating to any employee, student, client, supplier or agent of the University.

16. COMPANY RULES AND PROCEDURES

- 16.1 During each Assignment you are required at all times to comply with the following University rules, policies and procedures in force from time to time, which can be found on the University website:
- Data Protection Policy
 - Equal Opportunities Policy
 - Freedom of Information and Environmental Information Regulations Policy
 - Intellectual Property Code of Practice
 - Prevent Policy Statement
 - Regulations for the Use of the University of Reading's IT Facilities and Systems
 - University Health and Safety Policy
 - Information Security Policy
 - Anti-Bribery and Corruption Policy

- 16.2 Any Intellectual Property created by you during an Assignment will be owned by the University. You agree to assign to the University, with full title guarantee and free from all third party rights, all Intellectual Property Rights created as part of an Assignment. You also agree to waive any moral rights in any Intellectual Property created as part of the Assignment (including any performers' non-property rights), including without limitation the right to be identified as the author, and/or the right to object to derogatory treatment of the materials.

17. CONFIDENTIAL INFORMATION

- 17.1 You shall not use or disclose to any person, either during or at any time after your engagement by the University, any confidential information about the business or affairs of the University or any of its business contacts, or about any other matters which may come to your knowledge as a result of carrying out Assignments. For the purposes of this clause, **confidential information** means any information or matter which is not in the public domain and which relates to the affairs of the University or any of its business contacts.
- 17.2 The restriction in this clause does not apply to:
- (a) prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or
 - (b) use or disclosure that has been authorised by the University or is required by law or in the course of your duties; or
 - (c) any information which is already in, or comes into the public domain other than through your unauthorised disclosure.

18. COMPANY PROPERTY

- 18.1 All documents, manuals, hardware and software provided for your use by the University, and any data or documents (including copies) produced, maintained or stored on the University's computer systems or other electronic equipment (including mobile phones), remain the property of the University.
- 18.2 Any University property in your possession and any original or copy documents obtained by you in the course of your work for the University shall be returned to the University at any time on request and in any event at the end of each Assignment.

19. CHANGES TO TERMS AND CONDITIONS AND TERMINATION

- 19.1 If you no longer wish to be considered for Assignments with the University you should inform the Campus Jobs team, in writing, as soon as possible.

- 19.2 The University may reduce its requirement for casual workers from time to time and/or may update the terms on which it offers such work. In the event of any such changes the University may terminate this contract with immediate effect by giving notice in writing to you. In the event of any changes to the terms on which it is prepared to engage casual workers, you may, at the University's absolute discretion, be offered a new contract for casual work.
- 19.3 The University may terminate this contract immediately by giving notice in writing to you if it reasonably considers that you have committed any serious breach of its terms or committed any act of gross misconduct. Non-exhaustive examples of gross misconduct include dishonesty, theft, fighting, misuse of drugs or alcohol, breaches of University Policies and Procedures or any other acts or omissions which might bring the University into disrepute.
- 19.4 For the avoidance of doubt, on the termination of this contract (howsoever caused) you will not be entitled to any further payments from the University other than any outstanding pay for work already carried out and holidays accrued.

20. TOTALITY OF TERMS

- 20.1 This contract is intended to fully reflect the intentions and expectations of both parties as to our future dealings and in the event of any dispute regarding your engagement as a casual worker by the University it shall be regarded as a true, accurate and exhaustive record of the terms on which we have agreed to enter into a casual work relationship. Any variation to this contract will only be valid where it is recorded in writing and signed by both. You confirm that you have read and understood the contents of this document.

21. GOVERNING LAW

- 21.1 This contract will be governed by the law of England and Wales.

Schedule 1: Campus Jobs Temporary Worker Pay Bands

- Within some bands there are multiple hourly rates to reflect additional skills, experience or responsibility required of the role.
- Please see the Temporary Worker Framework for information on particular roles that fall under each pay band.

Campus Jobs Pay Band	General overview of role type and level of responsibility and supervision	Pay Rate per hour	Example job titles
A	Providing a customer service to students, staff and wider university community. Following specific procedures and processes under direct supervision. Training can be provided in short space of time before starting the role, or whilst on the job.	NMW (age dependent)	Bars & Dining Assistant; Leaflet Distributor; Retail Catering Assistant
B	Responsible for basic tasks including customer service, administration and exhibition supervision. May also require some manual handling and work outdoors. Often based in a team setting with a designated area of responsibility. Follows guidelines with supervision from team leaders or staff members.	£10.69	Cleaner; Calling Campaign Ambassador; Driver; Farmworker; Focus Group Participant; Front Desk Customer Service Representative; Gardener; ICMA Student Helper; Library Helper; Open Day Ambassador; Porter; Relief Gallery Assistant; Residential Assistant; Postal Assistant; Proof Reader; Student Ambassador; SportsPark Assistant; Reading Scholars Mentor
C	Provides support to the wider university community, may include administration and marketing tasks. Particular systems knowledge or some previous experience may be required for positions. Will work from guidelines or be given specific tasks to	£11.02	Administration Support; AV Operator; Commis Chef; Community Assistant; Data Collector & Input Assistant; DTS Service Desk/AV Assistant; Photographer/Videographer; Invigilator; Transcriber/Translator; Online Course Mentor

	complete, may not always be directly supervised.		
D	Works in a supervisory capacity for teams of workers on or off campus as part of events or particular departmental activities. Administration/mentoring activities require significant self-direction and knowledge. Previous experience is required for the roles and own initiative is required. Environments may be busy with health and safety requirements in place.	£11.29	Excavator
		£11.50	Administrator; Deputy Team Leader; Fundraiser; Film Editor; Technical Support Administrator; Website Administrator; Bars & Dining Supervisor; Retail Catering Venue Operator; Invigilator (Special Venues); Peer Support Academic Mentor
		£11.66	Assistant Venue Lead; Invigilator (Complex Arrangements)
		£12.18	Excavation Supervisor; Fundraising Supervisor; Team Leader
E	Often works independently or provides support for Academic/Professional. Particular subject knowledge and experience required. Role is at a level where supervision will not always be immediately available and worker will be required to manage their own and other's workloads.	£13.86	Project Support; Website Developer
		£15.50	ASK Advisor; Clinical Exam Participant; Fieldwork Assistant; Hall Mentor; Marker; Research Officer; Specialist AV Operator; Student Demonstrator; Writer
F	Work is often to cover a role for a member of University staff for a short period of time which involves managing a service and /or team of people or to take on a specific task of responsibility and is not generally covered by student	£17.42	Team Manager
		£21.39	Graduation Macebearer
		£23.37	Specialist Professional

	workers. Workers will have significant experience in management and the area required. May provide professional advice or service to the University.		
G	Workers act in a specialist capacity and will have high level of previous experience and proficiency in the desired area.	£26.30	ISLI Specialist Translator
		£27.08	OSCE Patient Actor

UNIVERSITY OF READING PENSION SCHEME (URPS)

As a worker at the University of Reading, you are eligible for membership of the University of Reading Pension Scheme (URPS) and this leaflet gives you an overview of the Scheme and how to find more information.

It explains:

- in what circumstances you will become a member
- the basic provisions of the Scheme (including contribution rates)
- where to find more information.

When will I join?

If you meet the criteria for legislative automatic enrolment, you will automatically be entered into membership of the Scheme. These criteria (figures are for tax year 2018/19) are that you:

- are 22 years of age or more but less than State Pension Age, and
- your qualifying earnings in any given month are £833 or more, and
- you are working or ordinarily working in the UK.

The administrator of the Pension Scheme (Aviva) will write to you to explain that you have been auto-enrolled into the Scheme and what steps you have to take if you do not want to remain a member of the Scheme.

Alternatively, you have the right to join the Scheme if you want to. If you ask the University to do so, it will enrol you into URPS and the University will contribute to the pension. Simply contact the Pensions Manager. If you request to join in writing, your letter must be signed by you or, if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice".

How much is it going to cost?

The member contribution rate is 4% of your pensionable pay but you would receive tax relief on your contributions which means membership is not as expensive as you might think. The University pays 5% of your pay into the Scheme on your behalf and also pays the insurance premiums for the life cover lump sum benefit.

Tell me about the Scheme

The University of Reading Pension Scheme is a Defined Contribution Scheme (sometimes known as a Money Purchase Scheme) whereby contributions are invested in a Retirement Account made up of a range of investment funds. There is a default investment route so you do not need to make any investment decisions, the contributions will be invested automatically. However, there is the opportunity for you to choose a different investment route or simply to "Self Select" the funds in which your contributions are invested. Further information on all the investment programmes and funds available is given in the **URPS Investment Fund Aims & Risk Guide** while the **URPS Investment Guide** covers the default arrangement.

When you want to retire, your benefits are determined by the value of your Retirement Account at that time and so will depend on (a) how much has been paid into the Account and (b) how well the different investment

funds have performed during your membership of the Scheme. Information regarding what options are available on retirement can be found on page 13 of **A Guide to the University of Reading Pension Scheme**.

What happens when I stop working for Campus Jobs?

When you stop working for Campus Jobs, we will notify Aviva who will then write to you regarding your pension account. Please make sure the Pensions Team has an up to date address for you so that you receive the letter from Aviva. You won't be entitled to a refund of your contributions and so your pension pot will stay with URPS until you reach retirement age (you can draw benefits anytime from age 55 onwards). Alternatively, you can transfer your URPS pension account to another recognised pension arrangement – you just need to get in touch with Aviva with details of your new pension scheme.

What if I don't want to be a member?

Firstly, please read the information above along with the **Guide to the Scheme** to make sure you understand what benefits you would miss by not joining the Scheme – for example, you would miss out on life cover which would provide a tax free lump sum to your beneficiaries of 6 x salary on your death. Then if you are sure you don't want to continue in membership, please read on.

If your membership of the Scheme has been triggered by an auto-enrolment assessment, then you have a statutory period of 30 days in which to opt out from membership and have your contributions refunded (less tax and NI as appropriate).

This statutory opt out period starts from when you are advised that you have been auto-enrolled. The pension scheme administrator (Aviva) will write to you to explain you have been auto-enrolled into membership and will explain how to opt out. Opting out cannot be done in advance of this notice, so you will have pension deductions for at least one month – but these will be refunded once you have followed the statutory opt out process. If you have had contributions deducted from your pay but haven't receive the enrolment letter, you should check that Aviva has the correct postal address for you. You can ask the University's pensions team to check this for you by emailing pensions@reading.ac.uk.

What do I do next?

This leaflet is intended to give you a brief overview only so you should look at the **A Guide to the University of Reading Pension Scheme** for full details. You should also read the **URPS Investment Guide** as this gives you important information about how your pension will be invested and what investment funds are available should you wish to go down the Self Select route. These documents are all available on the URPS pension page which can be accessed: <http://www.reading.ac.uk/internal/humanresources/WorkingatReading/Pensions/humres-URPS.aspx>.

To find out more information about pensions and saving for retirement, you could take a look at **The Pensions Advisory Service** (<https://www.pensionsadvisoryservice.org.uk/>) which is an independent, not for profit organization that provides free information and guidance and can help with problems, complaints or disputes about pension. [Gov.UK](http://www.gov.uk) is also a good resource for pension information including information on pensions auto-enrolment.

And if I have any questions?

If you have any questions on URPS or your membership of the Scheme, please get in touch with the **University's Pensions Team** in the first instance. You can contact us via email on pensions@reading.ac.uk or by phone on 0118 378 7121. Once the Statutory Opt Out period has finished, Aviva will write to you with joining information and how to access your Retirement Account online.