

# REGISTRATION AGREEMENT for Student Workers

## 1. INTRODUCTION

This agreement records the terms on which a casual work relationship is entered into between you and the University. By entering into this Agreement, you confirm that you are legally entitled to work in the UK, and agree to notify the University immediately if you cease to be so entitled at any time. You must agree to the terms of this agreement before you may carry out any casual work in the University. This is not an employment agreement and does not confer any employment rights on you (other than those to which workers are entitled).

## 2. UNIVERSITY'S DISCRETION AS TO WORK OFFERED

It is entirely at the University's discretion whether to offer you work and the University is under no obligation to provide work to you at any time. You are under no obligation to accept assignments offered by the University.

## 3. NO PRESUMPTION OF CONTINUITY

Each offer of work by the University which you accept shall be treated as a separate and severable engagement (an assignment). The fact that the University has offered you work, or offers you work more than once, should not be regarded as establishing an entitlement to regular work or conferring continuity of employment.

## 4. WORK

The University may offer you work from time to time. The precise description, hours and rate of pay may be varied with each assignment. You will be informed of the requirements at the start of each assignment.

When you accept an assignment you must undertake that assignment unless you are sick, or you provide the University with at least one week's written notice.

You will be entitled to an unpaid lunch break of 45 minutes where your assignment requires you to work more than six hours in any one day.

The University must ensure that it does not offer you work which would result in you working for more than 48 hours in any week (averaged over a rolling 17 week period). You must keep the University informed of the hours that you work for third parties so that it can comply with this obligation.

If you are a student who requires permission to work in the UK, you can work for a maximum of 20 hours per week, dependent on the restrictions placed on your employment by your visa. It is **your responsibility** not to accept a work assignment, or combination of assignments, that will exceed this weekly maximum.

## 5. PAY

You must submit properly completed timesheets for authorised work to your department. You will normally be paid monthly in arrears on or about 28<sup>th</sup> day of each month directly into your bank account for the hours worked in the previous month.

The University will make all necessary deductions from your pay as required by law including pension contributions which may be required and shall be entitled to deduct

from your pay or other payments due to you any money which you may owe to the University at any time for any reason.

## **6. PENSION**

You are eligible to join a pension scheme. However you will not be automatically enrolled into the Universities Superannuation Scheme unless you meet the criteria explained in Appendix A of the Register for Student Workers.

## **7. HOLIDAYS**

Your holiday entitlement will depend on the number of hours that you actually work, and will be pro-rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year (including all public holidays in England and Wales and University Customary Days). The University's holiday year runs between 1 October and 30 September.

## **8. SICKNESS**

If you have accepted an offer of work but are subsequently unable to work the hours agreed, you must notify the Head of Department or designate for your assignment of the reason for your absence as soon as possible but no later than 1 hour before your start time on the first day of absence.

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.

## **9. DATA PROTECTION**

You consent to us holding and processing, both electronically and manually, the data that we collect about you, in the course of your working relationship with the University, for the purposes of the administration and management of our staff and our business and for compliance with applicable laws, procedures and regulations.

## **10. UNIVERSITY RULES AND PROCEDURES**

During each assignment you are required at all times to comply with the relevant University rules, policies and procedures in force from time to time including but not limited to Equal Opportunities, Health and Safety and Smoking.

## **11. CONFIDENTIAL INFORMATION**

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 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.

## **12. TERMINATION**

The University reserves the right to terminate an assignment at any time for operational reasons (including before the assignment begins). The University may de-register you for work if you do not accept or undertake any assignment in a rolling 12 month period. Please contact [Payroll@uea.ac.uk](mailto:Payroll@uea.ac.uk) if you wish to be removed from the

Register of Student Workers at any point; or if you leave the University before the end of your studies.

The University may terminate this agreement immediately 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 or any other acts or omissions which might bring the University into disrepute.

### **13. DUAL STUDENT RELATIONSHIP**

In accordance with the University's [Policy on Students in Employment](#) Policy on Students in Employment, you will understand that the University expects students (whether full or part-time) to arrange any employment around their studies, such that they will be able to attend all scheduled teaching events and commit sufficient time to independent study. You must ensure that you only undertake work in accordance with the University Regulations. If you are a student who requires permission to work in the UK you can work for a maximum of 20 hours per week, subject to any restrictions placed on your employment by your visa. It is **your responsibility** not to accept a work assignment, or combination of assignments, that will exceed this weekly maximum.

### **14. GOVERNING LAW**

This agreement will be governed by the law of England and Wales

By signing the Registration Form you confirm that you have read and understood the contents of this document.

I have read and understood the Registration Agreement for Student Workers.

Signed.....

Name.....

Date.....

*Human Resources  
October 2015*