University of Strathclyde Glasgow

Temporary Agency Workers

Key Information Sheet

Policy Owner: Human Resources

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Here is a quick rundown of some things you might want to know while you're working with us at the University.

Pay Rates:

- We have different pay scales for each of our staff categories (Academic, Teaching, Research, Knowledge Exchange, Technical, Operational and Administrative & Professional Services)
- Each pay scale is made up of several pay points or 'increments'.
- Which pay point you're placed on will depend on your qualifications and experience.
- Every year, you'll usually move up to the next pay point on the scale until you reach the top of the scale. This will happen in either in April or August (depending on your grade) as long as you've been here for at least 6 months on the relevant date.
- Pay points are decided at a national level and any changes are normally applied in August each year.

Getting Paid

- You'll need to complete a timesheet every week recording the hours that you've worked.
- You must get this signed by your University of Strathclyde line manager.
- You'll receive your wages directly from the employment agency.

Working Hours

- The standard working week at the University is 35-hours per week, from 9 am to 5 pm, Monday to Friday, with an hour lunch break (not paid).
- In some areas working hours may vary and/or shift working arrangements are in place.

Time Off

- You'll get 31 days (217 hours) of annual leave per year.
- Annual leave accrues (builds up) at a rate of 2.58 days (18.5 hours) per calendar month.
- The University closes for four days over the Christmas and New Year period. You'll need to use some of your annual leave entitlement to cover this period.
- You'll also get 11 public holidays off each year.
- The annual leave and public holiday entitlements outlined above are what you'll get if you work full time hours and for a full leave year. If you work less than full time hours or work less than a full leave year, your holiday entitlement will be pro-rated. This means your leave will be adjusted to reflect the hours that you work.

Overtime

- If you're Grade 5 or below, you may be entitled payment at enhanced rates for any additional hours you work as follows:
    - Monday to Friday (over 35 hrs only) Hourly rate x 1.5
    - Saturdays: Hourly rate x 1.5
    - Sundays, Public Holidays and University closure days: Hourly rate x 2
- Alternatively, instead of payment, you can take time off (at the enhanced rate) at a later date.
- If you're grade 6 or above, you're not eligible for enhanced overtime payments. Instead, you can take the equivalent time off at a later date, providing this has been agreed in advance by your manager.

Job Vacancies

- You are welcome to apply for any of our advertised job vacancies.
- All job opportunities are advertised on our website (https://www.strath.ac.uk/workwithus/vacancies/) and on notice boards around campus.

Campus Facilities

- Parking – We offer several parking options, including day and annual permits.
- On-Campus Nursery – run by Childcare Scotland on behalf of the University:
- Campus Food and Drink - we have a variety of places to eat all over campus.
- Strathclyde Sport – you are welcome to use our state-of-the-art sports facility with swimming pool, fitness suite, sports halls, squash courts and dance studios. There are a range of memberships options available as well as pay-as-you-go.
- Chaplaincy – for faith, spirituality, and support