

# 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).

You hereby assign to the University all existing and future Intellectual Property Rights (meaning patents, rights to inventions, copyright and related rights, trademarks, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information and all other intellectual property rights, whether registered or unregistered which subsist or will subsist now or in the future in any part of the world) in the Works (meaning all records, reports, documents, papers, drawings, designs, transparencies, photos, graphics, logos, typographical arrangements, software, and all other materials in whatever form, including but not limited to hard copy and electronic form), prepared by you for the provision of the Assignment, and the Inventions (meaning any discovery, development, improvement or innovation made by you for the provision of the Assignment, whether or not patentable or capable of registration, and whether or not recorded in any medium) and all materials embodying these rights to the fullest extent permitted by law.

### 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. Your hourly rate of pay will be confirmed in the Assignment letter.

### 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 the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 38 days (grade 1-5) or 42 days (grade 6 and above) holiday during each full holiday year. The University's annual leave year is 1 October to 30 September inclusive. This entitlement is inclusive of all bank holiday entitlements, for which no additional payment is therefore due.

Payment for holidays will normally be made pro-rata in addition to your payments for your hours worked.

### 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 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 a 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 pages of the University's website. If you wish to discuss your pension please contact the Pensions Team on 0141 548 4771 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 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 Student 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>