

Terms and Conditions

Campus Jobs is the University's student recruitment service for opportunities on campus. These are the terms and conditions that govern your casual work with Southampton Solent University.

ELIGIBILITY

You are eligible to work via Campus Jobs if you are a current student of Southampton Solent University. It is your responsibility to ensure that you do not continue working for the University if your student status changes. You are required to notify your manager and Payroll on payroll@solent.ac.uk that you are no longer a student of Southampton Solent University.

EUROPEAN UNION (EEA) STUDENTS

A number of restrictions apply to some EEA students who wish to take part-time and vacation work. Please speak to a member of the Campus Jobs team for more details.

Croatian nationals: You will need to apply for an accession worker card unless you are exempt. If applicable, please contact Student 1st Service to discuss this further. Call: 023 8201 3427, Email: students.1st@solent.ac.uk.

INTERNATIONAL/ OVERSEAS STUDENTS

You must have 'permission to work' in the UK before commencing any form of employment. If you do not have a valid National Insurance number you must apply for one. To apply for National Insurance Number please refer to www.gov.uk/applynational-insurance-number.

HOURS OF WORK

Southampton Solent University recommends that full time students work no more than 20 hours per week during the official academic year and non-EEA students are limited to the working restrictions outlined on your visa. Your relevant supervisor will determine your exact hours of work and the working period is 24 hours a day, seven days a week.

WORKING RESTRICTIONS:

- Students on a Tier 4 (General) Visa working toward an undergraduate or postgraduate degree are usually permitted to work up to 20 hours in any rolling 7 day period during term time.
- Students on a Tier 4 (General) Visa working toward qualifications lower than undergraduate level (for example, HNC or HND) are usually permitted to work up to 10 hours in any rolling 7 day period during term time.
- Tier 4 (General) Visa students may work full time hours whilst on a recognised work placement which is a compulsory part of their course.
- If you are on a Tier 4 Visa and undertake work through Campus Jobs, you must inform us immediately if you take up any other work either within the university or externally. Please do this by contacting campus.jobs@solent.ac.uk.
- A Tier 4 (General) Visa student is not allowed to work once their visa has expired.
- United Kingdom Visa and Immigration (UKRI) restrict the number of hours that Tier 4 students are allowed to work. Any Tier 4 student that exceeds their agreed allowance as defined on their Confirmation of Acceptance for Studies (CAS) number may not be paid for any of the work they have undertaken and will not be allowed to do any further work for the university.
- It is a criminal offence for students to breach their visa conditions, and anyone found doing so by UK Visas and Immigration is likely to have their permission to stay in the UK curtailed.

PAYMENT

The basic rate of pay has been set at £7.20 per hour by Southampton Solent University however employing departments are recommended to link the pay to the nature of the job responsibilities. Below are examples of roles and the rates of pay related to the responsibilities associated with the job.

Student hourly rate	Comment and rationale
£7.50	Typically roles require no experience and are limited to routine duties requiring limited or no training: <ul style="list-style-type: none"> • Routine IT skills. E.g. word or email • Practical activities like flyering, moving boxes, photocopying, putting packs together. • Tasks are directed, supervised and likely to be one off • Assisting with mailings (filling envelopes, photocopying) • Making routine arrangements and bookings • Preparing of straightforward materials
£7.90	Some independent work with a range of duties, processing of information and likely to require customer service skills <ul style="list-style-type: none"> • Administration duties, IT/ database skills • Cash handling, distributing information, stock rotation • Reception work like signposting visitors or customers • Representing SSU • Arrange refreshments • Making and receiving telephone calls, dealing with queries as they arise • Creating documents from a clear brief
£8.40	Work to cover specific short term projects, which may include basic research and reports: <ul style="list-style-type: none"> • Health and safety understanding may be part of role • May require shift work, be over several weeks or months and/or be on a rota system • Conducting straightforward experiments, recording test results and reporting findings • Analysing basic data and producing summaries and reports • Composing routine letters and documents from a general brief • Conducting literature and database searches • Communication with range of stakeholders to ascertain and meet needs, overseeing rotas • Supporting others
£9.20	Independent work to cover specific pieces of short term work, which may include research and progressing reports: <ul style="list-style-type: none"> • Extensive customer service activities, speaking and representing SSU at events, dealing with problems • Maybe required to carry-out limited supervisory activities and make straightforward decisions • Assisting with the activities of a particular research project, such as conducting experiments and fieldwork • Producing statistical and financial analysis • Maintaining departmental information and documentation • Maintaining website
£10.40	Independent work requiring skills and experience: <ul style="list-style-type: none"> • Session planning, delivery and evaluation • Operating specialist equipment • Providing and disseminating specialist knowledge and advice • Facilitation work requiring occupationally required skills, qualifications and training

There is no entitlement to extra payment for unsocial hours or overtime, however under certain circumstances overtime pay can be agreed with your supervisor. You will be paid by either BACS directly into your UK bank account, or open cheque in pounds sterling on the last working day of the month. You must submit your claim form to the Payroll Office by the payroll deadline in order to be paid that month. Details of the payroll deadlines are online on our Campus Jobs pages and the Payroll Portal. Christmas pay arrangements are different and details of these are publicised by the Payroll Office each year. Cheques are collected from the Payroll Office. Cheques may be cashed at Barclays Bank, Below Bar. Proof of ID will be requested e.g. Campus Card. You will receive an electronic payslip which will be

sent to the e-mail address you provide on your Registration Form. Paper copies of payslips are available if required from the Payroll Office.

Claim forms must be signed by you and authorised by the relevant faculty/service by the payroll deadline. Any personal bank charges incurred due to delayed payment are your responsibility.

PLACE(S) OF WORK

Your place(s) of work will be determined by the relevant supervisor and will normally be within the University. Conditions, at all times, will conform to Health and Safety regulations as laid down by Southampton Solent University.

ABSENCE FROM WORK

If, having agreed to work, and for any reason, you become unable to, you *must* ensure that you contact the relevant supervisor as soon as possible. Under the terms of this appointment you may be entitled to Statutory Sick Pay.

PENSION SCHEME

You will be eligible to join the Hampshire Pension Fund, part of the Local Government Pension Scheme (LGPS) and, under new pension laws, the University must automatically put you in the scheme as soon as you start working for any Campus Jobs opportunity. You can 'opt-out' of the pension scheme, though under the new laws, you cannot do this before you start working as a student casual worker. You can find out more information about the pension scheme at www.hants.gov.uk/pensions. If you want to 'opt-out' of the scheme, you will need to download an 'Opt out form' from that web-site, complete it and send it to the Payroll Team, Finance Service, Southampton Solent University, East Park Terrace, Southampton, SO14 0YN, on or after the date you start working for Campus Jobs.

HOLIDAYS

The annual holiday entitlement is 5.6 weeks, inclusive of statutory bank holidays and local discretionary holidays. Your entitlement to paid holiday is calculated on an equivalent basis, proportionate to the number of hours worked. If your employment terminates during the holiday year, holiday not taken at the date of termination will be replaced by payment in lieu.

Holiday may only be taken during periods when you are not scheduled to work, normally in the Christmas, Easter and summer vacation periods, and the University will decide which of these days will be treated as paid holidays.

HOLIDAY PAY

Your holiday pay is calculated at a rate of 12.17% of your basic rate of pay for each hour worked. Your accrued holiday pay will normally be paid in the December payroll for the Christmas vacation, the April payroll for the Easter vacation and the July payroll for the summer vacation. Where you have received more paid holiday than is properly due to you, you authorise the University to deduct the excess paid holiday from any pay still due to you. Where this is not possible, you must repay the required amount before the date of termination of employment.

DEDUCTIONS

For the purpose of the Employment Rights Act 1996, by accepting these terms and conditions, you hereby authorise Southampton Solent University to deduct from your salary any sums due from you to Southampton Solent University, including overpayments, loans or advances made to you by Southampton Solent University.

TERMINATION

If you discontinue working for Campus Jobs and require a P45 please email payroll@solent.ac.uk for one. The relevant supervisor or Campus Jobs personnel, without any notice, may terminate your employment. Your appointment may also be terminated in relation to disciplinary matters or inadequate performance.

COMPLAINTS PROCEDURE

Any problem or complaint must be discussed with your relevant manager as soon as possible. Issues are best dealt with in an informal discussion where any misunderstanding or questions may be answered and resolved quickly and confidentially. If this cannot be resolved at this level it should be dealt with in accordance with the Student Complaints Procedure. Please see:

<http://portal.solent.ac.uk/support/official-documents/information-for-students/complaints-conduct/student-complaints.aspx>.

DISCIPLINARY PROCEDURE

Cases of minor misconduct or unsatisfactory performance are usually best dealt with informally. An informal meeting or discussion with your supervisor will agree action required and aim to resolve issues quickly and confidentially. If informal action does not bring about an improvement and for more serious issues, misconduct on your part during the course of your Campus Jobs duties will be dealt with in accordance with the University's Student Disciplinary Procedure. The Student Disciplinary Procedure allows a student facing an allegation of misconduct to be accompanied by a friend or fellow student. In addition, as a Campus Jobs casual worker you will be entitled to be accompanied to any hearing by your Trade Union Representative or work colleague. Please see: <http://portal.solent.ac.uk/support/official-documents/information-for-students/complaints-conduct/student-complaints.aspx>.

DUTY OF SERVICE

While on assignment, you accept the obligation to carry out the duties to the best of your ability and to conform to any requirements in the relevant area. In some assignments it may be necessary to wear uniform or protective clothing. This will be provided and should only be worn during working hours. It is your responsibility to keep the uniform or clothing clean and in good repair unless otherwise informed. Any items provided must be returned at the end of the assignment. Failure to do so may incur the full cost being deducted from your final payment.

IDENTIFICATION

In the course of your work at Southampton Solent University, you may have access to personal information and/or confidential documentation held by the University. The presence and content of all such items are not to be divulged to any individual, unless prior written authorisation has been obtained from a member of your senior management team.

CONFIDENTIALITY

In the course of your work, you may have access to documents or information that belongs to Southampton Solent University. You must not divulge any such information without written authorisation and you have an obligation to work in accordance with the **Data Protection Act 1998**. For further information on this Act visit the University website, through:

<http://www.solent.ac.uk/about/governance/policies/data-protection-foi.aspx>.

TAX LIABILITY

If you hold a current P45, please take this to the Payroll Office when you register online for payment through the Campus Jobs Opportunities: <https://recruitment.solent.ac.uk/WebRecruitment/>.

If you do not hold a current P45, you must complete a P46 and pass this to the Payroll Office. You must indicate your status by either ticking box A, B or C, or if you are working elsewhere, by leaving all the boxes blank. Please ensure that you sign this form and complete using your home address, and not your term time address if different. Once the form has been sent to Her Majesty's Revenue and Customs they should be able to inform the Payroll Office of your tax code within a couple of weeks.

DATA PROTECTION ACT 1998

As an employee of Southampton Solent University, you have an obligation to comply with the University's Data Protection Policy and Procedures, as well as the requirements of the Data Protection Act 1998. The University's Data Protection Policy and Procedures are available on the University's website at: <http://www.solent.ac.uk/about/governance/policies/data-protection-foi.aspx>.