

GUIDE TO P/T-STAFF TERMS & CONDITIONS

The information below is intended as a guide to give you a flavour of the terms and conditions that apply to part time-staff. If successful you will receive a Staff Handbook which contains your full terms and conditions along with other relevant information.

RATE & METHOD OF PAY

The rates of pay are (from 1st Oct 16) £7.20 per hour for Assistants and £7.60 for Supervisors. You are also paid an hourly allowance in lieu of holiday. This works out as an additional 84p per hour for assistants and 88p per hour for supervisors. Staff are paid each month by direct transfer into a nominated bank account. In accordance with European Working Legislation, pro-rata holiday time will be paid in lieu at the end of each academic term.

HOURS OF WORK

Each department requires different hours of work and operates different systems for allocating and informing you of your hours. These will be explained to you when you commence work. As a general guide:

Bar	<p>You will be expected to work 2 shifts per week at least one of which will be a Friday or Wednesday evening.</p> <p>You will normally have 1 in 4 Wednesday and Friday nights off.</p> <p>A shift normally constitutes a 6 hour period during the operational hours of 10.30am-1.30am.</p> <p>The bars are open 7 days a week during term time.</p> <p>A small amount of Easter and Summer vacation work is available.</p> <p>Shifts will be arranged on a week by week basis.</p>
Retail	<p>You will be expected to work 2 shift per week at least one of which will be a weekend or evening.</p> <p>Working hours at the two shops vary:</p> <ul style="list-style-type: none">• Main Campus Shop is between 7.45am – 9.30pm Monday to Friday. 11.30am-6.30pm weekends.• West Downs Shop is between 8.30am – 10.30pm 7 days a week. <p>You may be expected to work at either of the shops.</p> <p>Shifts will be arranged and set at the beginning of each term.</p>
Front of House/Steward	<p>FOH/Steward work is available most weekdays & evenings.</p> <p>The main evenings of work are Wednesday and Friday.</p> <p>You will be expected to work at least 2 shifts per week.</p> <p>You will be expected to work at least 3 in every 4 Wednesday & Friday nights.</p> <p>An evening shift is normally 7pm – 12, 1 or 2 am.</p> <p>A day shift is 11am-3pm.</p>
Publicity	<p>Working hours are approx. 10 per week.</p> <p>Work is available for 30 weeks of the year i.e. 28 term weeks (including Freshers) plus 1 week prior to the start of each semester.</p> <p>Hours are flexible within the parameters of production/distribution deadlines 7 social media posting requirements.</p>
Office/Engagement/Activities/Welfare	<p>Working hours are approx. 10 hours per week.</p> <p>Precise days/hours of work are to be arranged with the relevant Administrator.</p> <p>Work is predominantly available 28 weeks of the year between the hours of 10am and 4pm Mon-Friday.</p> <p>There may be some vacation work available.</p>

PLACE OF WORK

Your main places of work will be the University Centre Sparkford Road, and/or the West Downs Student Village on Romsey Road. Occasional off-site work may also be required.

UNIFORM

The wearing of uniform is compulsory in most departments. The Student Union will provide you with relevant uniform; this will be at a cost of £3.50 per garment. These garments will then become your property.

INDUCTION & TRAINING

All new recruits are required to attend a 2 hour induction session. This session is compulsory and unpaid. Staff will also be expected to attend other training as and when it is provided. This training will be paid.

REVIEW PERIOD

There will be a review period of 8 weeks during which the Student Union will assess staff member's suitability to the post. Equally during this period, staff can decide whether or not the role is what they want to be doing! Any performance issues that arise during this period will be resolved via additional training and coaching wherever possible.

AVAILABILITY

You are expected to be available from the first day through to the final day of each term at the very least. Changes in academic timetables will be accommodated as far as possible.

STAFF PROTOCOL & LINE MANAGEMENT

Winchester Student Union has a staff protocol that exists to avoid any contradiction between you being a member of the Student Union and being an employee.

Any issues relating to your employment must be dealt with through the Student Union's line management structure. If you have a suggestion, query or complaint you should raise it with the relevant line manager. Any attempt to raise grievance with student officers or committee members, outside of the policy as established in your staff handbook, will be considered a disciplinary offence.

SMOKING & ALCOHOL

No alcohol is to be consumed on or immediately prior to commencing your shift. Smoking can only be undertaken during designated breaks, in the designated area.

OTHER AREAS

Other areas covered by the Student-Staff Handbook include:

- Timekeeping
- Communication
- Equal opportunities
- Insurance
- Health and Safety
- Sickness Absence
- Discipline and Grievance
- Notice period