

The Sisters of the Sacred Hearts of Jesus and Mary



SUPPLY/CASUAL WORKER STATEMENT

1 Initial Details

Name of Employer:

Address:

Full Name of Worker:

Date of registration with the organisation:

Type of Work to be Performed:

This statement sets out the conditions under which the organisation offers casual work to people registered to work on an 'as and when required' basis. The work will be genuinely ad hoc and will not build into a pattern of regular work; this is intended to protect the organisation and the worker. It will also not be temporary cover - which is work provided to meet a short term need with an identifiable start and end date lasting more than a week or two.

2 Employment Status

You are registered as a casual worker to cover the above type of duties for the employer, often at short notice, on a casual basis. There is no mutuality of obligation between you and the employer regarding the provision and acceptance of work i.e. there is no obligation on the part of the organisation to provide work or for you to accept any work so offered. The organisation will try to give you as much notice as possible when offering work and your duties and responsibilities will be advised to you on each assignment.

Should your work require professional registration you must provide evidence of such registration and date of renewal to the Principal or Line Manager.

You will be paid through the payroll, and tax & national insurance will be deducted at the normal rate. On the first assignment you will be required to provide a P46 or other evidence of your tax code.

3 Pre-employment Checks

On or before your first working day you must also provide photo evidence of your identity and evidence of your right to work in the UK. Your appointment will also be subject to a health check.

4 Hourly Rates and Method of Payment

You will be paid only for the hours you actually work at the rates of £*[insert amount] per hour. Your net pay will be paid monthly in arrears into the bank/building society of your choice on or

by the last day of each month. You will be asked to provide your bank details on the start date of your first assignment.

5 Holiday Pay

You will accrue statutory annual leave of 30 days per year calculated on a pro rata basis for the hours that you have worked for the organisation over the month. This accrued leave will be paid in the form of a lump sum each month in your wages in payment for rest time taken at the end of the period worked. This holiday pay will be detailed on your wage slip. Holiday pay is calculated using the average rate of pay that you have been paid over the previous month as detailed in Paragraph 4. The 30 days leave includes the 8 bank holidays, you may or may not be asked to work these bank holidays.

6 Other Benefits

You are entitled to the same benefits as permanent staff in all respects other than the following payments which are not covered by this contract:

- You are not entitled to statutory sick pay whilst a casual worker.
- You are not entitled to join the pension scheme

Your entitlement to these benefits may change if you become an employee because your pattern of work becomes regular with more than two year's continuous service, in which case your contract will change to a temporary one or to a contract with no anticipated end date.

7 Other Issues

On each assignment you are expected to familiarise yourself with the relevant organisation policies and procedures and to work to them, including those relating to Health & Safety, relevant safeguarding policies and the organisation's Code of Conduct. Any concerns you wish to raise formally must be in accordance with the grievance procedure, a copy of which can be obtained from the organisation office. Any changes or amendments to this statement will be notified to you in writing. The Congregation has a whistle blowing policy which is available from your manager. Any employee blowing the whistle is protected from any detriment at work and you must not subject any whistle blower to detrimental treatment, e.g. bullying or harassment, because of them blowing the whistle whether the disclosure was proven or not. Any examples of detrimental treatment of a whistle blower will be investigated and remedied using the disciplinary process.

8 Declaration

I confirm that I have read this statement and understand that it is not a contract of employment or a guarantee to provide me with work now or in the future. I agree to follow the terms and conditions set out above and acknowledge that the organisation may withdraw me from its supply list without notice.

Signature Date

Principal/Line manager Date

Attached: Code of Conduct