

## Casual Work Register General Terms and Conditions

### 1. Casual work register

Your placement on the Cumberland Council (“the Council’s”) casuals’ register is subject to relevant pre-engagement checks which may include a criminal records (DBS) check, satisfactory references and medical report, examination and entitlement to work in the UK, as required.

Please note that the Council may offer but is not required or obliged to offer work and you are not required or obliged to accept the offer of work from the Council. This means that there is no mutuality of obligation between the Council and yourself. This statement does not therefore, and is not intended to, constitute a Contract of Employment.

### 2. Agreement dates and termination of the agreement

The dates of this agreement are the dates within which you may be offered and may carry out work for the Council.

The agreement will terminate on the end date of the casual agreement and the Council will be unable to offer you work outside of these dates.

Should you no longer be available to undertake work, or no longer wish to undertake work, on this casual worker agreement you must advise the Council in writing and you will be removed from the casual work register.

If you decline work on 3 successive occasions you will be removed from the casual register and this agreement will terminate.

### 3. Contact details

You are required to inform the Council if any of your contact details change as this may affect the Council’s ability to offer you work on this agreement.

### 4. Place of work

Under this agreement you may be offered work at **ESTABLISHMENT NAME** to undertake assignments as a .

### 5. Conduct, grievance and disciplinary procedures

During each individual engagement, you will be subject to the Council’s standard policies, procedures and rules and you will be expected to maintain high standards of work and personal conduct. Details of the Council’s grievance and disciplinary procedures are available at any of the Council’s workplaces via the intranet. These procedures only apply when you are working. Your manager during the assignment has the authority to terminate your engagement at any time should there be a breach on your part of the relevant standards.

### 6. Hours of work

Your hours of work will be on an as and when required basis. There are no set hours of work. Attendance at work will be as agreed between yourself and the Manager. Rest breaks and limits on working time are in line with the requirements of the Working Time Regulations.

## **7. Training to ensure you are 'work ready'**

For all types of role there will be an element of induction and / or other training that you will be required to undertake before you are considered to be 'work ready' to undertake work. The type and length of this training will vary dependent on the type of role.

Before you are offered work you will be advised of the type and length of any training as well as any requirement to undertake any refresher or repeat training at a later date. You will be paid the hourly rate specified on this agreement for all training hours undertaken.

Attendance at, and completion of, training is mandatory and Cumberland Council will be unable to offer you any work until this has been satisfactorily completed and / or is in date.

## **8. Acceptance of assignments**

Once you have accepted an assignment you are expected to work that assignment as agreed. If you are unable to work an assignment you have already accepted you are expected to notify the workplace from which the work was offered as soon as you are able.

## **9. Management arrangements**

For each assignment you will be under the supervision of a manager or supervisor.

## **10. Holidays and holiday pay**

Under the Working Time Regulations all casual workers are entitled to paid holiday.

Your entitlement to paid holiday is accrued as and when assignments are worked and is based on the statutory 28 days per annum inclusive of bank holidays.

Holiday entitlement will accrue on actual hours worked and must be recorded and claimed in line with the council's ready reckoner.

Holiday can be booked via the Manager offering you assignments. Holiday hours should be claimed in the same way as casual hours are claimed for payment.

Accrued holiday may be booked and taken in full half hours. If a proportion of half an hour remains at leaving this will be rounded up to the nearest half hour and paid in final pay.

## **11. Sickness**

There is no occupational sick pay scheme to which you are entitled. As you are not

an employee, you do not qualify for occupational or statutory sick pay.

## **12. Pension**

As a casual worker you may opt to join the Local Government Pension Scheme. Details of the scheme can be found on the Council's intranet or on the 'Local Pensions Partnership' website <https://www.lppapensions.co.uk/>

## **13. Health and safety at work**

Under the Health and Safety at Work Act each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health and safety matters should be raised in the first instance with your Manager.

## **14. Equalities**

You are required to comply with the Equality Act 2010 and the Council's Single Equality Scheme "Equality For All" and to act in accordance with their objectives. A copy of the Council's Single Equality Scheme is available from the Council's Intranet site.

