

# Zero-Hour Contracts

## A guide to how these are used in SUSU

The University of Southampton Students' Union (SUSU) employs a number of support staff on zero-hours contracts. This means that the staff member agrees to be available to work for SUSU but does not have any guaranteed hours or times of work and will therefore not be obliged to accept the work that is offered.

Zero-hours contracts, can benefit both SUSU with its fluctuating levels of business during the year and support staff who are consequently able to balance their work, life and academic commitments.

SUSU believes that the priority for student staff during their time at the University of Southampton is their continuing education and our aim is to assist by providing flexible working opportunities that provide a healthy work-life balance. Staff members employed on zero-hour contracts are given shifts wherever possible, either on a rota or ad-hoc basis depending on the service or department.

SUSU aims to restrict maximum hours worked for any student's working as support staff to 16 per week during term time, the reasons for this are:

- To ensure student staff have sufficient time to commit to their studies
- To allow as many students as possible to benefit from paid work within SUSU
- To ensure VISA restrictions for international students are met

## Safeguarding your employment

SUSU treats its staff fairly and zero-hour contracts will not be used to prevent you working where you have a reasonable expectation of receiving hours. In instances where a staff members conduct or performance does not reach an acceptable standard, this will be dealt with under our disciplinary procedures.

Where staff members feel that the zero hours contract is being used unfairly, this can be raised with their Manager, the HR Department, or formally under our grievance procedure.

## Pay and Conditions

Rates of pay are reviewed annually and communicated with staff members working for SUSU.

Staff members on zero-hour contracts will be paid an annual leave allowance of **12.07%** of their earnings, which will be listed separately in their payslip.