

# **St Cuthbert's Society Junior Common Room (1168134)**

## **Paying Staff Policy**

**POL010**

<b>Approved/issue</b>	October 2018	<b>Locations</b>	Website Trustee Share Drive
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<b>Review Cycle</b>	Annual		
<b>Next review due</b>	October 2019	<b>Circulation details</b>	Board of Trustees JCR President Stock Managers
<b>Review by</b>	Trustee Legal Committee		

## **1. Introduction**

1.1. St Cuthbert's Society Junior Common Room ("JCR") is committed to ensuring our staff are treated as effectively, efficiently and equitably as possible.

## **2. Relationship with Durham University**

2.1. The payment of JCR staff is administered by Durham University through their own systems in accordance with their own policies and procedures (details of which can be found on the Durham University website).

2.2. The University then invoices the JCR as appropriate to the sum of salaries paid out on behalf of the JCR.

2.3. In accordance with our Memorandum of Agreement with the University of Durham:

2.3.1. The JCR Board of Trustees are the employer of JCR staff for the purposes of compliance with employment legislation.

2.3.2. The JCR maintains adequate insurance cover for the JCR's employee liabilities.

2.3.3. The JCR will normally make its own arrangements for obtaining professional advice on HR matters. However, subject to the prior approval of the University Secretary and the Director of HR, and without prejudice the JCR may seek advice from the University's HR Department.

2.3.4. JCR employees on formal contracts of employment administered through the University are eligible for certain benefits available to university employees such as membership of the university's pension scheme.

2.3.5. Durham University carries out the appropriate 'Right to Work' checks as part of enrolment on its systems.

## **3. Formal Employees**

3.1. The JCR at present maintains two full time members of staff – the JCR President and the JCR FCO.

3.2. The JCR Board of Trustees reviews the salary and terms and conditions of the JCR President and FCO's employment annually prior to the drafting of the incoming JCR President and FCO's contract of employment.

3.3. At present, the JCR President and FCO are paid in accordance with the national minimum wage.

#### **4. Informal employees**

- 4.1. The JCR utilises casual worker contracts. At present, the use of these are limited to 'Stock Managers' who work in the College Library.
- 4.2. Stock Managers request and complete a 'Casual New Starter Form' from the University along with copies of their passports. A record of how many hours have been worked are collected by the JCR Librarian and submitted to the university on a regular basis.
- 4.3. At present, Stock Managers are paid in accordance with the national minimum wage.

**This Paying Staff Policy has been approved by the JCR President and Trustee Board.**

Signed Tim Chapman

Signed Amy Kuner

Dated June 29<sup>th</sup> 2019

Dated June 29<sup>th</sup> 2019

**Chair, JCR Trust 2018-2019**

**JCR President 2018-19**