

Imperial College Union
Casual Staff Wages
A paper by the Deputy President (Finance & Services)

Background

1. Imperial College Union employs over 300 casual members of staff.
2. Casual staff at Imperial College Union are not contracted permanent hours, as such they are entitled to work only the hours they want to. They can leave employment at any time and do not receive sick pay.
3. On average 120 casual staff work each week across 8 departments (Retail, Ents, Bar, Catering, Membership Services, Finance, Stewards and Vans).
4. Casual members of staff range from first year undergraduate students to final postgraduate students.
5. At present, each Union department pays their casual staff at different rates.
6. Each year on October 1st the casual staff rates are increased based on the national minimum wage increase.

Executive Believes:

7. The Union should introduce standardised pay rates, which can be consistent across the whole Union depending on experience/knowledge needed for each position.

Executive Resolves:

8. The Executive committee should approve each level for casual staff wages on an annual basis after October 1st.
9. The following pay scale will be adopted:

LEVEL	HOURLY RATE	STANDARD & HOLIDAY RATE	DESCRIPTION
Level 1	£5.80	£6.44	Supervised basic staff (Retail, Ents, Stewards, Bar, Catering, Membership Services)
Level 2	£6.40	£7.11	Supervised senior staff (Retail, Ents, Stewards, Bar, Membership Services)
Level 3	£6.80	£7.55	Unsupervised senior staff (Retail, Ents, Stewards, Bar, Membership Services)
Level 4	£7.40	£8.21	Supervised full time staff (Bar, Catering), Supervised finance staff
Level 5	£8.00	£8.88	Unsupervised skilled senior staff (Catering - Chef)
Level 6	£10.00	£11.10	Unsupervised skilled senior staff (Ents - DJ)

10. In addition to the above levels, a separate pay scale will be used for the vans department. These are not hourly rates; they are the rates per minibus test supervised or minibus cleaned.

VANS LEVEL	RATE*	STANDARD & HOLIDAY RATE	DESCRIPTION
Level 1	£6.00	£6.66	Vans – Introductions
Level 2	£9.00	£9.99	Vans – Introductions
Level 3	£25.00*	£27.75	Vans – Cleaning

11. Certain casual staff rates need to exist for roles within the Membership Services department. These rates will be known as 'Trouble Shooting Pay' rates. These rates reflect casual workers fulfilling the role of full time positions. These rates will not always exist.

MS LEVEL	HOURLY RATE	STANDARD & HOLIDAY RATE	DESCRIPTION
Level 1	£7.35	£8.16	SAC – Tech Support
Level 2	£10.00	£11.10	SAC – MS Support,
Level 3	£12.00	£13.32	SAC – GSA Support