The London School of Hygiene & Tropical Medicine (“LSHTM") offers you a casual assignment on the terms set out below.

This agreement governs your assignment by LSHTM as a casual worker. It is not an employment contract and it does not give you any employment rights, other than those to which workers are entitled.

The terms set out in this agreement will apply to this assignment only.

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| **Casual Assignment Details** |
|  |  |
| **Casual Worker Name:** |  |
| **Start Date**  | ***Enter date*** | *(to be completed by recruiting manager)* |
| **Expected End Date:** | ***Enter date*** | *(to be completed by recruiting manager – see point 1 below)* |
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# Length of Assignment

The assignment will be for the duration indicated above. Please note that assignments will be for up to a maximum of 12 weeks’ duration may be extended for a further one or two weeks in extenuating circumstances.

# Work

LSHTM is not obliged to provide work for you to do. By entering into this agreement, you acknowledge that:

* 1. LSHTM offers no guarantee of any work at any time, or any minimum amount of work;
	2. You will work on an ‘as required’, flexible basis;
	3. The intention of you and LSHTM is that, except when you are actually working on an assignment for LSHTM, there is no obligation to provide work for you, and you are not obliged to do the work offered (known as no ‘mutuality of obligation’); and
	4. If LSHTM offers you casual work on one or more occasions, that does not give you legal employment rights and does not mean that you have entitlement to regular work from LSHTM, or continuity of employment.

# Right to Work Status

* 1. If the work is to be carried out within the United Kingdom, it is a condition of the offer of work by LSHTM that you have the right to work in the United Kingdom in line with current statutory requirements for the anticipated duration of the assignment.
	2. Documentary evidence of your right to work must be provided to Human Resources prior to starting any assignment. In person right to work checks will be required for those holding a British or Irish passport. Those with a BRP, settled status or other visa type will require an online right to work check, and will need to provide a share code via the gov.co.uk website. Please refer to the guidance notes on the RTW intranet page.
	3. If the casual work is to be conducted outside the United Kingdom, this must be flagged and approved by the Department Manager or Head of Central Services before commencing any assignment and it is important that departments follow the normal process for requests to work overseas for personal reasons.
	4. For a casual worker based overseas, LSHTM will need to conduct an identity check. Please contact hr@lshtm.ac.uk for further details.

# Hours of Work

* 1. Hours worked **cannot** exceed full-time (35 per week). The 35-hour maximum is inclusive of all hours worked across all assignments/posts you have with LSHTM in any one-week period.
	2. Where applicable, if you are on a Student visa, you can only work for up to 10/20 hours per week (dependent upon visa restriction); during vacation periods, full-time hours (35 hours maximum) can be worked.

# Remuneration

* 1. You will receive the hourly rate as agreed with the recruiting manager and this will be added on to each timesheet for those hours you work. Any payment due is subject to you and the department submitting timesheets, duly authorised, detailing the hours worked.
	2. Payment will be made monthly in arrears by direct credit transfer (BACS) to a UK bank account designated by you, on the 24th of each month (if this date falls on a weekend or bank holiday then the pay date will be the working day before).
	3. Timesheets received after each month’s cut-off date will be paid the following month. Cut-off dates can be found [here](https://lshtm.sharepoint.com/sites/intranet-finance/Shared%20Documents/Payroll%20%26%20Pensions/Payroll%20Deadlines%202022.pdf?web=1).

# Holidays

* 1. As you will be engaged on a casual basis, you will accrue holiday pay at the rate of 12.07% of your hourly rate. This will be paid on an ongoing basis throughout the casual assignment. When using the casual worker timesheet, this holiday pay will be calculated automatically. No additional payment is due in respect of public holidays or any other days when LSHTM may be closed.
	2. As annual leave is paid on an hourly basis, non-working days during the assignment will be unpaid and hours should not be recorded on the timesheet for those days. Any variations to agreed hours should be discussed and agreed with the recruiting manager.

# Superannuation

LSHTM will automatically enrol you into a pension scheme. However, you can elect to opt out. For more information, please contact: pensions@lshtm.ac.uk

# Statutory Pay Entitlement

Subject to eligibility requirements, casual workers may be entitled to certain statutory leave and/or pay in the event of absence, for example:

* 1. If you are sick for more than 3 days, you may be entitled to [Statutory Sick Pay (SSP)](https://www.gov.uk/statutory-sick-pay) on the 4th day and thereafter for 28 weeks if your AWE (average weekly earnings) are above the current rate.

When absent due to sickness the casual worker must inform the recruiting manager/supervisor in accordance with the LSHTM’s standard absence procedures: [Sickness Absence Policy](https://www.lshtm.ac.uk/sites/default/files/Sickness_Absence_Management_Policy_Procedure.pdf)

* 1. If you become pregnant you may be entitled to [Statutory Maternity Pay (SMP)](https://www.gov.uk/maternity-pay-leave/eligibility).
	2. If you are the biological father, child adopter, or intended parent of a child, you may be entitled to [Statutory Paternity Leave (SPL)](https://www.gov.uk/paternity-pay-leave/eligibility).

# Trade Union Membership

As a casual worker, you will have the right to join a Trade Union and take part in its activities. LSHTM officially recognises the following unions: Unite, UCU, and Unison.

# Training

# Any training that is required will be provided by LSHTM

# LSHTM Rules and Procedures

* 1. When you are working on an assignment, you must comply with the relevant LSHTM policies and procedures in force and ensure you uphold and promote LSHTM’s commitment to equality, diversity and inclusion. These can be found on the [LSHTM website](https://lshtm.sharepoint.com/sites/intranet-governance/SitePages/Regulatory-Information.aspx). In particular, you should read the following:

* [Equ](https://lshtm.sharepoint.com/sites/intranet-equity-diversity-and-inclusion/SitePages/EDI-Strategy%281%29.aspx)[ity, Diversity and Inclusion Strategy](https://lshtm.sharepoint.com/sites/intranet-equity-diversity-and-inclusion/SitePages/EDI-Strategy%281%29.aspx)
* [Health, Safety and Wellbeing](https://www.lshtm.ac.uk/sites/default/files/Health_Safety_Wellbeing_Policy.pdf)
* [Whistleblowing Policy](https://www.lshtm.ac.uk/sites/default/files/whistleblowing_policy.pdf)
* [Safeguarding Policy](https://lshtm.sharepoint.com/%3Ab%3A/r/sites/intranet-human-resources/Shared%20Documents/Safeguarding-And-Security-Screening-Policy.pdf?csf=1&web=1&e=N1cMzw)
* [Financial Regulations](https://www.lshtm.ac.uk/sites/default/files/Financial_Regulations2020_Final_Nov20.pdf)
* [Information Security Policy](https://www.lshtm.ac.uk/sites/default/files/information-security-policy.pdf)
	1. You are bound by GDPR regulations for the use of computing facilities and any misuse of computing facilities may result in immediate termination of this agreement.
	2. All documents, materials, hardware and software provided to you by LSHTM for use during an assignment, and all information and documents produced by you during an assignment, and produced, stored or maintained on LSHTM’s computer systems or other equipment (including mobile phones, laptops and tablets) are the property of LSHTM.
	3. Any property and any original or copy documents, software or data (however recorded and whether retained electronically or on paper or otherwise) in your possession belonging or relating to LSHTM shall be returned to the recruiting manager at any time on request and in any event on the termination of the assignment.
	4. For the duration of your assignment, you will be bound by LSHTM Regulations relating to intellectual property.

# Termination

* 1. This assignment is a temporary and time bound one and where it has run its full course, no notice shall be required.
	2. Either party may terminate the assignment before the end date by providing one week’s prior notification in writing.
	3. Notwithstanding the provisions of sub-paragraph (11.1) above, the assignment may be terminated immediately by LSHTM in the event of misconduct or any serious breach of terms by you.

# Validity

The agreement is valid for only this specific assignment and must be signed by the recruiting manager/ authorised delegate and the casual worker and returned to HR **prior** to the assignment commencing.

# Changes to Terms

LSHTM may review its requirement for casual workers from time to time and/or may update the terms on which it offers such work. In the event of any changes to the terms on which it engages casual workers LSHTM may terminate this arrangement with immediate effect by giving prior notification in writing from Human Resources.

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| **Acceptance** |
| **I accept this offer of the Casual Assignment and hereby agree to the above terms and conditions. I give my consent to LSHTM to process my personal and/or sensitive data for the purposes of payroll administration and reporting purposes.** |
|  | ***Signature*** | ***Name*** | ***Date*** |

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| --- | --- | --- | --- |
| **Casual Worker** |  |  | ***Enter date*** |

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| **Approval** |
|  | ***Signature*** | ***Name*** | ***Date*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Recruiting Manager** |  |  | ***Enter date*** |
| **Department** | ***Choose from list*** |