**CASUALS APPOINTMENT LETTER A - HR COMPLETES ID CHECK**

Letter ref: «REF»

**Private & Confidential**

*<<NAME>>*

*<<ADDRESS>>*

*<<DATE>>*

Dear *<<NAME>>*

**Casual Staff Appointment**

I am pleased to offer you a position as a << *Role>>* in the << *School/Directorate>>* from << *Date>>*. You will be paid for any hours you work at a rate of £<<*hourly rate>>*. Your hours of work will be by arrangement with your line manager.

Please note that as this is a casual appointment the University has no obligation to provide you with work and you have no contractual obligation to make yourself available for work.

If you hold a Tier 4 visa you are permitted to work a maximum of 20 hours per week (this includes paid or unpaid work at this or any other organisation), except during vacation periods when full time hours may be worked.

You are entitled to holidays on the basis that you accrue 1 hour entitlement for every 8.3 hours you work. You are required to submit a timesheet (form CAS4) to claim payment for any hours worked. Payment will be paid monthly by credit transfer into your bank, or building society account.

Please complete and return the enclosed forms CAS2 (personal details) and CAS3 (bank details) to me as soon as possible. You must provide a P45 or P46 and a DSS certificate of reduced/no liability (if applicable).

This offer is also subject to you providing evidence of your right to work in the UK **before** you start work with the University. In most cases we will just need to see your passport, however, please read the enclosed list of ‘Identification required under the Immigration, Asylum and Nationality Act 2006’. If you are unable to provide one of these documents please contact me to discuss. **You will not be allowed to start work until you have produced these documents.** You must take these documents to HR Services, 2nd Floor, Simon Building, Brunswick Street.

Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.

You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

Data Protection

Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties.

It is important that you abide by the following rules:

• Only access data necessary to undertake the task you have been assigned;

• Never disclose personal data to a third party;

• Never use personal data for your own purposes;

• Never remove personal data from University premises without authorisation;

• Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;

• Always lock your computer if you leave it unattended.

These rules are designed to ensure that The University of Manchester complies with all relevant data protection legislation, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems.

Your line manager will be able to provide further information or guidance can be found at: [www.dataprotection.manchester.ac.uk](http://www.dataprotection.manchester.ac.uk)

Pension

In support of the Government’s initiative to help people save more for their retirement, the University will enrol you into a workplace pension scheme if you are not already a member and you are:

1. paid at least £833 in any month in the 2014/15 tax year after your first 3 months of service, and
2. aged over 22 and under your state retirement age

Therefore if/when you meet this criteria you will be enrolled into NEST in line with the Auto-enrolment regulations. For more information on how Auto-enrolment may affect you please see the attached leaflet.

There are no other conditions of employment attached to this appointment.

Please sign the declaration below and return a copy of this letter to me with the requested documents.

Yours sincerely

*( employing manager)*

I wish to accept this position as a casual on the terms set out above.

I can confirm I have read, understood and agree to abide by the terms of this agreement whilst I am contracted to work on behalf of The University of Manchester.

I also enclose the relevant completed forms and documents.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enclosures:**

1. Approved CAS1 (this form shows that your position has been authorised by management and must be given to HR Services with the rest of your documents)
2. CAS2
3. CAS3
4. ‘Identification required under the Immigration, Asylum and Nationality Act 2006’ list
5. Pension information for casual staff

**For office use only and kept on file:**

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date started: \_ \_ / \_ \_ / \_ \_ Date left: \_ \_ / \_ \_ / \_ \_

DP training needed? Y/N Date completed if necessary: \_ \_ / \_ \_ / \_ \_