**Appendix 1**

**Agency Worker Placement Details – Form AWR1 (2020)**

**Section 1 – Subject to approval by the Head of School/Director/DoFO (below) to be completed by the Hiring Manager with the Agency to confirm details of the booking**

|  |  |
| --- | --- |
| Agency Worker’s Name |  |
| School / Department |  |
| Location |  |
| Job title / brief description of work |  |
| Hours |  |
| Start date of placement |  |
| Agency Worker hourly pay rate (from Day 1) |  |
| Agency hourly charge rate(from Day 1) |  |
|  |  |
| Has this worker previously worked at the University? |  |
| Will this count towards the qualifying period? |  |
| If yes above, has the worker left under a VS scheme in the last three years? (if yes, managers must refer to People & OD Partner before any engagement is confirmed) |  |
| Date qualifies for equal treatment(i.e. end of 12 weeks) |  |
|  |  |
| Agency Worker hourly pay rate (after 12 weeks)(University comparator grade & pay spine point agreed with Manager) |  |
| Agency hourly charge rate(after 12 weeks) |  |
| Annual leave allowance (after 12 weeks) |  |

**Section 2 - to be completed by the Hiring Manager where applicable.**

Intermediaries legislation - off-payroll working in the public sector -where an agency worker is employed through a personal services company (e.g. a limited company).

**The University has assessed that “the intermediaries’ legislation applies” –therefore** **deductions of income tax and national insurance should be made prior to payment**

|  |
| --- |
| In exceptional cases, if the statement above does not apply, provide details here and attach a copy of the HMRC Employment Status Service Tool outcome |

**Details above agreed / acknowledged by**

|  |  |  |  |
| --- | --- | --- | --- |
| Hiring Manager name |  | Agency contact name |  |
| Signature |  | Signature |  |
| Date |  | Date |  |

**Section 3 – Approval by the Head of School/Director/DoFO or delegated representative**

|  |  |
| --- | --- |
| **Head of School/ Director/DoFO**Name |  |
| Signature |  |
| Date |  |

**Appendix 2**

**Rights to which agency workers are entitled from the first day at the University**

From the first day of any assignment, as an agency worker you have the following rights:

1. The right to be told of any vacancies in the University;

This means you can apply for internal vacancies unless they are ring-fenced for existing University staff, for example, as part of a restructure or marked for redeployees /red-circled staff only. However, to be considered for a post you must still be working here when the selection interviews take place.

2. The right to be treated no less favourably than a comparable employee in relation to canteen or other similar on-site facilities, childcare facilities or the provision of transport services. To use these facilities you must show your University temporary ID card.

This entitles you to the following:

|  |  |  |
| --- | --- | --- |
| **On site facility**  | **Includes** | **Entitlement**  |
| Catering | All catering outlets operated by and on University premises  | To be charged at staff rates |
| 147 bus | Travel between Sackville St and Oxford Road | Free travel, must show ID card |
| Sport | SPORT run fitness classes on campus, Sugden Sport Centre, Aquatics Centre | To be charged at staff rates, must show ID card |
| Manchester Museum and Whitworth Art Gallery  |  | Free entry |
| Martin Harris Centre | Performance events at lunchtimes and after work | To be charged at staff rates, some of which are free to staff |
| Prayer and religious observance | All dedicated places on campus | Free to use |
| Car parks | Campus car parks | To apply for a space at discounted rates – there is a waiting list for spaces |
| Day nurseries for childcare | Echos and Dryden St nurseries operating on campus | To apply for a place to be charged at staff rates whilst working at the University- there is a waiting list for places. |
| Libraries  | All libraries on campus | Access to use the facilities – must show ID card |
| Peer Support Network groups |  | To participate in peer support network groups |

Details of all of the above are available on the University intranet.

Note the Agency Worker Regulations do **not** make you eligible for other University staff benefits or discounts.