Dear

You have agreed to provide your services as a **(*please specify as appropriate e.g. Student Helper*)** with the School/Institute/Department of **(*please specify as appropriate*)** within the College of/XX Service **(*please specify as appropriate*)**, with effect from **(*please specify anticipated start date*)** until **(*please specify anticipated end date*)**.

There are no fixed hours for this role but you have agreed to provide your services for approximately **(*please specify no. of hours as appropriate*)** per week/semester/ **(*please specify as appropriate*)**

**OR**

Due to the unpredictable nature of this work, no fixed hours have been agreed but you will be offered work from time to time as and when it becomes available.

You are regarded as a worker and not an employee of the University. You will be paid for hours worked at a rate of £ **(*please specify as appropriate*)** per hour [gross]. Payment for any work carried out will be paid monthly in arrears into your bank account, subject to the submission of a timesheet on a monthly basis, duly authorised by the Head of School/Institute/Department or Insert name/position of individual responsible. The University will make all necessary deductions from payments as required by law. [and shall be entitled to deduct any money which you owe to the University.]

You are eligible to accrue statutory holiday entitlement on a pro-rata basis to actual hours worked in accordance with the Working Time Regulations 1998. Statutory holiday entitlement for a full time worker is currently 28 days per year. An additional payment will be made over and above your normal hourly rate by way of payment in lieu of your accrued holiday entitlement. This additional payment will amount to 12% of your normal hourly rate. Payment will be processed automatically and will appear as a separate amount on your payslip.

As a worker you have a statutory entitlement under UK law to join a workplace pension scheme and will be receiving a separate letter later with further information about this. If you would like further information about this entitlement in the meantime then please contact the University’s pension section.

Pursuant to this relationship, there is no mutuality of obligation. You will not be required to accept any work offered nor will the University be required to offer or provide any future work to you, if and when it is available. This letter does not constitute a contract of employment between you and the University.

If you are unable to provide your services at the agreed times, you will not be eligible to receive payment in respect of this period nor to receive any sick pay.

This is a temporary arrangement and will automatically terminate once the available work has ceased or after any period of six months where no work is undertaken.

**(*please delete if not applicable*)** You are required to complete the enclosed PVG Form which should be delivered to along with proof of identity i.e. passport, birth certificate, drivers licence and/or utility bill (with your name and current address) as soon as possible. This is a legal requirement for all workers, whose normal duties include caring for, training, supervising or being in sole charge of young adults under 18 years of age.

You consent to the University holding and processing, both electronically and manually, the data that it collects about you, in the course of your working relationship with the University, for the purposes of the administration and management of its staff and for compliance with applicable laws, procedures and regulations.

You must not at any time during or after your period of service (except so far as may be necessary for the proper performance of your duties), use for any purpose other than the University's business or disclose to any person or body any Confidential Information obtained during your work. For the purposes of this letter "Confidential Information" means any information of a confidential nature relating to the University its employees and students or its business transactions or affairs which belongs to and is of value to the University or in respect of which the University owes an obligation of confidence to any third party.

All workers are required to evidence their right to work as per the requirements of the Immigration, Asylum and Nationality Act 2006. You will be asked to evidence your Right to Work by providing identification as outlined within the [Right to Work – Procedure and Guidance](http://www.gla.ac.uk/media/media_409114_en.docx). No work can be carried out by you until such time as your right to work has been fully evidenced.

Please do not hesitate to contact **(*please specify as appropriate*)** should you have any queries regarding this letter.