**CASUAL ASSIGNMENT LETTER – SUPPORT STAFF**

**For use in schools where Oxfordshire County Council is the employer**

Private and Confidential

Name

Address

DearName

# CASUAL WORK ASSIGNMENTS

I am pleased to advise you that with effect from the date of this letter your name has been placed on the list of people available to carry out casual work assignments at School name, a maintained school which is part of Oxfordshire County Council. This letter sets out the arrangements that will apply when you carry out casual work assignments.

Your duties for each casual assignment will be as agreed with your manager at the outset of any such assignment. Any queries that you have in relation to your work should first be communicated to that manager, or to their line manager if it would be inappropriate to speak to your manager in the circumstances.

You need to be aware that although work may be offered to you if it is available, the school is under no obligation to offer you work and you are under no obligation to accept work. The school does not undertake to offer any guaranteed regularity of work or a certain number of hours in any week. The work you will carry out is on a casual basis, as and when it is available and required, and these arrangements are not regarded as having any permanency or guaranteed regularity. Additionally nothing in this letter is intended to create an employment relationship.

# Workplace

Your normal place of work is School name, Address. Travelling time and mileage for your first and last journey of the day are considered to be home to work commuting and will not be paid.

# Hours of work

Your hours of work for each assignment will be agreed between you and your manager and subject to the needs of the school. You will be consulted about any changes to your working hours during the assignment.

*Add this paragraph if relevant:* As part of your casual role you may be offered work on evenings, weekends and/or bank holidays.

# Rate of pay

You will be paid at an hourly rate of £ Hourly rate and added to this will be a supplement of 12.07% to recompense you for your entitlement to receive paid statutory annual leave. Rates of pay may be reviewed from time to time and may change as determined by Oxfordshire County Council. You will be notified of any change to the hourly rate. You will be paid only for the authorised hours that you work.

# Pay arrangements

If you have carried out a casual work assignment during the relevant period, you will be paid monthly by credit transfer one month in arrears on or around the last working day of each month, subject to submission of an authorised timesheet. You will be able to view your pay advice on or before pay day using an electronic online payslip accessed securely through any internet connection, either at work or at home. Printed payslips will be available only in exceptional circumstances or where you have an accessibility issue due to an impairment.

You must maintain a suitable bank account or building society account into which payments can be made and you must provide details of this account to the school for use by the Integrated Business Centre (IBC) who provide the payroll services on behalf of Oxfordshire County Council payroll. Tax and national insurance contributions will be deducted at the appropriate rate at source. For this purpose the IBC (on behalf of Oxfordshire County Council) will hold a P45 income tax form on your behalf. If you already hold a P45 you will be asked to submit it to the school or inform the school of which other employer holds this on your behalf.

# Annual leave

Your annual leave entitlement is included within your hourly rate of pay as set out on the previous page. You are entitled to take time off as annual leave by prior arrangement with your manager but no further payment will be made in respect of that leave.

# Notice

Your engagement as a casual worker means that you are not covered by standard notice arrangements. If the need for you to carry out casual work ceases, you will be informed of this on the basis that the school is under no obligation to offer you work and you are under no obligation to accept work.

At the end of each casual assignment you undertake for the school you shall immediately return to the workplace all items of property belonging to the school/Oxfordshire County Council or relating to the school’s business that are in your possession, including but not limited to books, documents and papers, computer hardware and software (including copies), materials, security passes, identity badges, keys, tools and vehicles.

# Terms and conditions

The terms and conditions which cover your casual work are set out in this letter, together with various national and local collective agreements currently in force.

The main collective agreements governing your work with the school and Oxfordshire County Council are the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (“the Green Book”). Copies of these agreements are available from your manager.

# Rehabilitation of Offenders Act/DBS check

The work that you do for the school is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it involves working directly with vulnerable groups. A Disclosure and Barring (DBS) check was completed on your engagement as a casual worker. It is a condition of your engagement as a casual worker that you notify your manager immediately if you are convicted, cautioned, reprimanded or warned in relation to any criminal offence. If you are convicted, cautioned, reprimanded or warned in relation to any criminal offence your casual work arrangement will be reviewed and may be ended. If you fail to notify your manager of any such convictions, cautions, reprimands or warnings, this will be treated as a disciplinary offence and may also result in your casual working arrangement being ended.

# Registration with professional bodies

If registration with a professional body is an essential requirement for the work you do, failure to maintain registration may result in you no longer being engaged for casual assignments.

# Deductions from pay

The school and IBC (on behalf of Oxfordshire County Council) reserve the right to make the following deductions from your casual worker pay as appropriate:

* repayment of pay for hours not worked;
* repayment of an advance of pay;
* any other payments or amounts owing by you to Oxfordshire County Council.

# Maternity leave, paternity leave, adoption leave, parental leave, shared parental leave, additional leave

Due to the casual nature of your work it is not anticipated that you will be eligible for these types of leave but if you wish to read the relevant policies then these are available from your manager.

# Sickness absence

As a casual worker you are only paid for the hours you actually work, so you are not normally entitled to receive sick pay during any sickness absence.

In the event of absence due to sickness or injury, you must follow the reporting procedures specified in the attached procedure and those contained in any local instructions. Failure to follow the reporting procedures could result in your working arrangement being ended.

You should not accept a casual work assignment if you know in advance that you will be unable to work all or any of the hours agreed because of sickness or injury.

# Health, safety and welfare

The school has a duty to ensure the health and safety of all workers and you as a casual worker also have a duty to work safely, not to put others at risk and to co-operate with the school to ensure compliance with health and safety legislation. You have a statutory duty to observe all health and safety rules and to take all reasonable care to promote the health and safety at work of yourself, colleagues and any third parties you come into contact with as part of your assignments. You also have a duty to follow the school’s safeguarding procedures which are available from your manager.

# Bequests and gifts

It is a condition of your casual work arrangement that you do not accept bequests and/or gifts from service users, family of service users, or friends of service users. Should a service user, a member of their family or a friend of a service user offer you a gift, or bequeath you a sum of money or a specific gift in their will, or indicate that they intend to do so, then you must report this to your manager. The school considers that accepting such gifts and failing to report the offer of such gifts is unacceptable conduct for anyone working with vulnerable groups. If you accept such a bequest or gift or fail to report such a bequest or gift, this may result in your casual working arrangement being ended.

# Political restriction

If you carry out work which is deemed to be politically sensitive, you will be covered by the restrictions placed on political activity by the Local Government and Housing Act 1989.

# Code of conduct

The governing body of the school and Oxfordshire County Council require all workers to maintain high standards of conduct. Oxfordshire County Council’s Code of Conduct applies to your casual work and a copy of the current Code is available from your manager. You will also be required to comply with any professional and/or local codes of conduct applicable to you. Failure to comply with all such codes of conduct could result in you no longer being engaged for casual assignments.

# Disciplinary policy

The school has a Disciplinary Policy which is not expected to be applicable to you as a casual worker but if you wish to read this Policy a copy is available from your manager.

# Capability policy

The school has a Capability Policy which is not expected to be applicable to you as a casual worker but if you wish to read this Policy a copy is available from your manager.

# Grievance policy

The school has a Grievance Policy which may be applicable to you as a casual worker. If you have a grievance relating to your casual work assignment, then you should discuss the matter initially with your manager in accordance with the Grievance Policy. The Policy also explains the further stage(s) available to you if you are dissatisfied with the outcome. If you require a copy prior to your start date then please inform your manager.

# Reporting concerns at work

The school and Oxfordshire County Council consider that all staff have a duty to report irregularities and bad practice within the operations and services of the school and the Council. A copy of the Whistleblowing Policy is available from your manager. If you require a copy prior to your start date then please inform your manager.

# IT policy/e-mail monitoring

If you have access to the school’s computer systems and communications network then the acceptable use policy apply to you, as well as any other local guidance. It is a condition of your engagement as a casual worker that you abide by these policies as amended from time to time, however the policies themselves do not form part of your terms and conditions. These policies and documents are available from your manager. Failure to comply with these policies may result in you no longer being engaged for casual assignments. As part of the acceptable use policy, in certain circumstances (including cases where there is evidence of some crime or other unlawful or unauthorised use of the school’s IT systems), the school and Oxfordshire County Council have the right to access personal and private communications.  This right will only be exercised with the approval of the Director of Human Resources, or designated representative, in conjunction with the Director of Digital and IT Services and relevant senior manager and after an impact assessment has been undertaken in accordance with guidance set by the Information Commissioner.

# Data protection

Personal data is held by the school and Oxfordshire County Council about people engaged by and employed by the school and Oxfordshire County Council. For the purposes of the General Data Protection Regulation 2016 and the Data Protection Act 2018 (together referred to as the Data Protection Legislation) the school and Oxfordshire County Council are together the data controller. The school and Oxfordshire County Council may collect your personal data and share it with other organisations in accordance with the Council’s policies and procedures (as amended from time to time) for the purposes of recruitment and as otherwise permitted by law. You are required to familiarise yourself with the requirements of the school’s/ Oxfordshire County Council’s data protection policies and procedures and to comply with their provisions, including undertaking mandatory learning or training requirements. Details of these requirements are available from your manager. Further information about how the school and Oxfordshire County Council may use and share your personal data, your rights in respect of your personal data and your obligations in respect of handling the personal data of others is available online or from your manager. Where you provide a personal email address, this may be used by the school and/or Oxfordshire County Council in communicating relevant information regarding your engagement and work assignments.

# Pensions

Workers engaged on a casual basis will be assessed against the pension auto-enrolment criteria, which are based on age and earnings. If you are eligible you will be automatically enrolled into the Local Government Pension Scheme and notified accordingly. If you are not eligible you will not be automatically enrolled but may join the Pension Scheme if you wish. Further information on the Local Government Pension Scheme is available from your manager or on the Oxfordshire County Council Website - [What happens when you join the pension scheme | Oxfordshire County Council](https://www.oxfordshire.gov.uk/business/oxfordshire-pension-fund/pension-scheme-members/active-members/i-have-just-joined-lgps/what-happens-when-you-join) or by email at pension.services@oxfordshire.gov.uk. More general information about pensions and saving for retirement is available at www.gov.uk/workplace-pensions

# Membership of trade unions

The school and Oxfordshire County Council support the system of collective bargaining and believe in the principle of solving industrial relations concerns by discussion and agreement where possible. The school and Oxfordshire County Council recognise that workers and employees may wish to be represented by recognised trade unions. You therefore have the right to join a trade union and take part in its activities. Details of the recognised trade unions and negotiating bodies are available online or from your manager.

# Additional work

Under the Working Time Regulations the school has a responsibility to ensure that workers’ working time is monitored. Therefore you should notify your manager if at any time during your casual work assignment you have or obtain other work either with Oxfordshire County Council or elsewhere.

# Right to work in the UK

It is a condition of your casual working arrangement that you have and continue to have the right to work and leave to remain in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006, as amended. If, for any reason, you lose the right to work and/or leave to remain in the UK, your casual work assignment will be ended with effect from the date that your right to work and/or leave to remain expired, on the grounds that it is unlawful for you to continue to work in the UK. You will not be entitled to notice of the ending of your casual work assignment or to pay in lieu of notice in these circumstances.

# Federations and collaborations

Schools may work together as part of a federation or collaboration. If the school where you will be carrying out casual work is part of a federation or collaboration, or becomes part of a federation or collaboration at any stage in the future, you may be offered some of your casual working hours at other schools or establishments within that federation or collaboration. If the school is currently part of a federation or collaboration, for administrative purposes, including payment of any travel expenses to establishments within a federation or collaboration, your workplace will be as indicated on the first page of this letter.

# Employment of juveniles

If you are under the age of 16, your casual work arrangement with the school will be covered by the Children and Young Persons Acts 1933 and 1968, the Children (Protection at Work) Regulations 1998. These statutory instruments restrict the work that you may carry out and the times when you may work. A copy of the relevant information is available from your manager.

# Character of the school

If your casual work arrangement is within a Church of England voluntary controlled or voluntary aided school, you are required to have regard to the Christian character of the school and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation. You may be required, if called upon to do so by your manager and/or the Headteacher, to give religious education in accordance with the doctrines of the Church of England and the Trust Deed of the school. You may be required to take part in and lead acts of religious worship, if required by your manager and/or the Headteacher. You may be required, if called upon to do so by your manager and/or the Headteacher, to take part in and lead acts of collective worship in accordance with the doctrines of the Church of England and the governing body’s policy.

All policies and procedures referred to in this letter are available from your manager; should you wish to see a copy of any policy or procedure before beginning your casual working assignment, please contact your manager.

Please sign the enclosed copy of this letter, which must be returned to the school within two weeks of receipt. If you fail to return a signed copy, once you have commenced this period of engagement you will have deemed to have accepted the terms contained herein.

If you have any queries on the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

Headteacher

Enc: Copy of Casual Assignment Letter for return to school

----------------------------------------------------------------------------------------------------------------

I have read and understood the information in this letter and accept my casual engagement at the school on the basis outlined in this letter.

Signed: …………………………… Date …………………….

Name: ……………………………………

 (please print)