**Casual Workers - Letter of Understanding - APPENDIX**

***Electrical and Electronic Engineering – 2023-24***

**Upon completion, please email this form to** [**eeecasualworkersupport@imperial.ac.uk**](mailto:eeecasualworkersupport@imperial.ac.uk) **for each assignment/module you are hired for before starting work.**

**1. This appendix is in addition to the letter of understanding between*:***

Imperial College London (“the College”) of Department of Electrical and Electronic Engineering, Electrical Engineering Building, Imperial College London, South Kensington Campus, SW7 2AZ

and Worker name:

CID:

**2. The services to be carried out**

Module Code:

Module Title:

Type of work:

* £19.03- Ambassador work; General administration; Panopto; PG Campus Tour;
* £23.29- Marking (incl. second marking); Lab demonstration; Tutorial support and Tutorial delivery
* £30.96- Development of teaching materials (e.g: creating new questions and/or new tasks for tutorials)

**3. Start Date**

Your engagement will commence on dd/mm/yyyy and will end on dd/mm/yyyy.(duration of up to 26 weeks max is allowed per engagement)

**4. Hours**

The approximate total number of hours for this module in 2023-24 academic year will be. This should include any prep work associated with the role.

**Number of hours**

**5. Pay**

Your rate of pay will be £19.03; £23.29; or £30.96 – delete as appropriate per hour.

Please submit your timesheets on a weekly basis. You will be paid monthly on the [College Payroll pay dates](https://www.imperial.ac.uk/human-resources/pay-and-pensions/payroll-deadlines/), In order for the Department’s Casual Worker Support Team to be able to process your timesheet claims in time for pay day, please have all claims submitted and approved at Level 1 (hiring manager) by the 5th of each month. If timesheets are submitted after the 5th, the Department cannot guarantee payment within that month.

**6. Training** (if appropriate)

As a GTA you are required to take **two** [**Core** training courses](https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/gta-programme/). Please check below as appropriate:

|  |  |
| --- | --- |
| Introduction to Learning and Teaching | Yes  No  I have booked the course. Date of course: |
| Introduction to Assessment and Feedback for Learning | Yes  No  I have booked the course. Date of course: |

|  |  |  |
| --- | --- | --- |
| I have read, understood and accept the terms set out above. | Signed | Date |
| **Worker name**  Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Hiring Manager**  Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Supervisor name** (if appropriate)  Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |