**WORKER REQUEST FORM – FOR PROTOCOL APPROVAL**

For completion by the line manager to seek approval for the engagement. To be approved by local management team before submission to Divisional panel.

**SECTION 1**

**Type of Engagement:** (Please indicate as relevant)

1 New/ extension Temporary Agency Worker (hourly rate)

2 New/ extension Personal Services Company Contractor / Consultant (day rate)

3 New/ extension Freelancer (statement of work)

4 Extension Casual Worker/ Casual teacher

5 Extension TSS Worker

Division: Department:

Requestor's Name:

Cost Centre: Worker job title:

Name, (if known):

Projected length / Dates of engagement:

**COSTS/FUNDING**

Projected Grade / Pay: Total projected cost:

How will this engagement be funded?

Please describe, e.g. department budget, or attach details of any relevant research award. If to be funded by an SRF, please attach the SRF costing and prior year and YTD activity, where available. If recovered from another source of income e.g. course income, please attach prior year and YTD activity, where available.

**SECTION 2**

1. **Why can the work in question not be halted, delayed or absorbed within the existing staff complement across the division?**

Please provide a clear statement of the full range of potential **mitigations** that have been considered and an analysis of why they were rejected. Potential measures could include: sharing work among existing employees; redeploying existing staff and training existing employees.

Where appropriate, strategic context is important.

* Please attach an organisation chart for the relevant team or, if not available, a staff list/ list of posts with grades, FTE and contract type etc.

**APPROVAL**

Signed (name and role in department):

Date:

Signed (name and role in division):

Date: