

PERSONAL AND CONFIDENTIAL

<Name>

<Address>

<Date>

Dear <>,

I am pleased to offer you an appointment with the London School of Economics as a Summer Analyst. You will be based in the Centre for Economic Performance within the Houghton Street site, London WC2A 2AE.

Your appointment will commence on 3 July 2010. This is a fixed term appointment with a flexible end date of up to the 26 September 2010. The period of notice required to terminate this contract on your side is one week and on the School's side, one week or as provided in employment legislation, whichever is the greater.

Your full time equivalent base salary is £303 per month (£253 plus £50 London Allowance per month¹), equivalent to £70 per week. You will also receive a performance salary of £40 per interview you run in Europe and India, and £48 per interview you run in the US which is signed off by your manager which exceeds the £70 base salary.² There will also be a bonus in for US interviews of £2, £4 and £6 for interviews conducted in Central Standard Time, Mountain Standard Time and Pacific Standard Time respectively. In addition there will be a flat rate compensation of £150 per week for anyone working Indian Survey hours (from 5am till 2pm) and US Survey hours (from 1pm till 10pm). Finally, there will also be an entire group bonus of £50, £100, £200, £400 etc. for the entire group completing 1000, 2000, 3000, 4000 etc interviews. Criteria for completing an interview successfully will be provided to you by your manager. Salary is payable monthly in arrears.

You must be present and working at the CEP for at least 35 hours per week. There is flexibility in the working hours, however you must be present for at least 2 hours per day during the core hours of 10am to 4pm for 5 days per week. Distribution of hours to be agreed by your manager.

This appointment is subject to the Terms and Conditions of Appointment applying to Clerical and Related Administrative Staff in the School, a copy of which is enclosed.

It is the School's policy to automatically enrol eligible members of staff, whose appointment is at least 2 months duration in the Superannuation Arrangements of the University of London (SAUL) pension scheme. If you decide not to join the scheme you must complete and return the attached Opt-Out form immediately.

Staff not subject to automatic entry may also apply to join SAUL, subject to the rules of the scheme – they should return the enclosed form to the Superannuation Officer to obtain further details. Further information on the Superannuation Scheme is set out in the Terms and Conditions. Any queries

¹ £12,410 per annum plus £2,476 London Allowance per annum, on the CRA grade 2, scale point 1

² That is you will get a monthly baseline salary of £303 (equivalent to £70 per week) because LSE needs to pay all employees a base salary. Your per interview salary will have this £70 deducted from the total. This means you get the standard per interview rate with the first £70 per week guaranteed.

Comment [MSOffice1]: For legal reasons we needed to have some base salary. So, we just defined to piece rate salary after deducting the base component.

Comment [MSOffice2]: This is because in London these times zones are at increasingly unsocial hours during the night. Without these incentives US interviews would probably have been heavily East Coast skewed.

Comment [MSOffice3]: Our experience is that it is also important to require interviewers to be present in the LSE as well as piece rate pay.

regarding this, please contact the Superannuation Officer on 020 7955 7093.

I would be grateful if you would confirm your acceptance of this offer by signing the statement at the foot of the attached copy of this letter and returning it to the Human Resources Division, Room H517, London School of Economics, Houghton Street, London WC2A 2AE, UK together with the forms enclosed. For you to be paid, it is essential that you return this acceptance notification to the Human Resources Division Office as soon as possible and no later than 26 June 2010. Your acceptance of the post will also mean we can initiate the process for an ID card and ensure all other sections which require information of your employment in the School are notified. If the payment cannot be processed within the first employment month then back-payment will be made in the second month of the contract.

Please come to the Human Resources Division on the first day of your employment with the School, bringing with you a copy of your National Insurance number and your Income Tax Form P45, proof of your eligibility to work in the UK and of your date of birth.

Your appointment at the School is for a fixed term. If you are interested in further work at the School after the expiry of this appointment you may find it useful to refer to www.lse.ac.uk/jobsatlse where you will find information concerning all vacancies at the School.

You may also find it helpful to consult our webpage for new members of staff. It aims to provide useful information not only before you arrive at the School but also in your first few months at LSE. <http://www.lse.ac.uk/collections/recruitment/newArrivals/Default.htm>

Yours sincerely,

XXX XXXX
Recruitment Manager

Enclosures:	Acceptance Copy	Bank Details Form
	Terms and Conditions	LSE Staff Card Information
	Salary Scale	LSE Safety Arrangements
	Confidential Personal Record	Asylum and Immigration Letter
	Superannuation Form	Job Description
	SAUL Opt-Out Form	SAUL Information Sheet

CC: XXXX
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