

SCHOOL OF SOCIAL SCIENCES

RECRUITING CASUAL STAFF

If you wish to employ somebody short term (up to 13 weeks) you may do so without going through the full recruitment process. However, there are still a number of steps which must be taken.

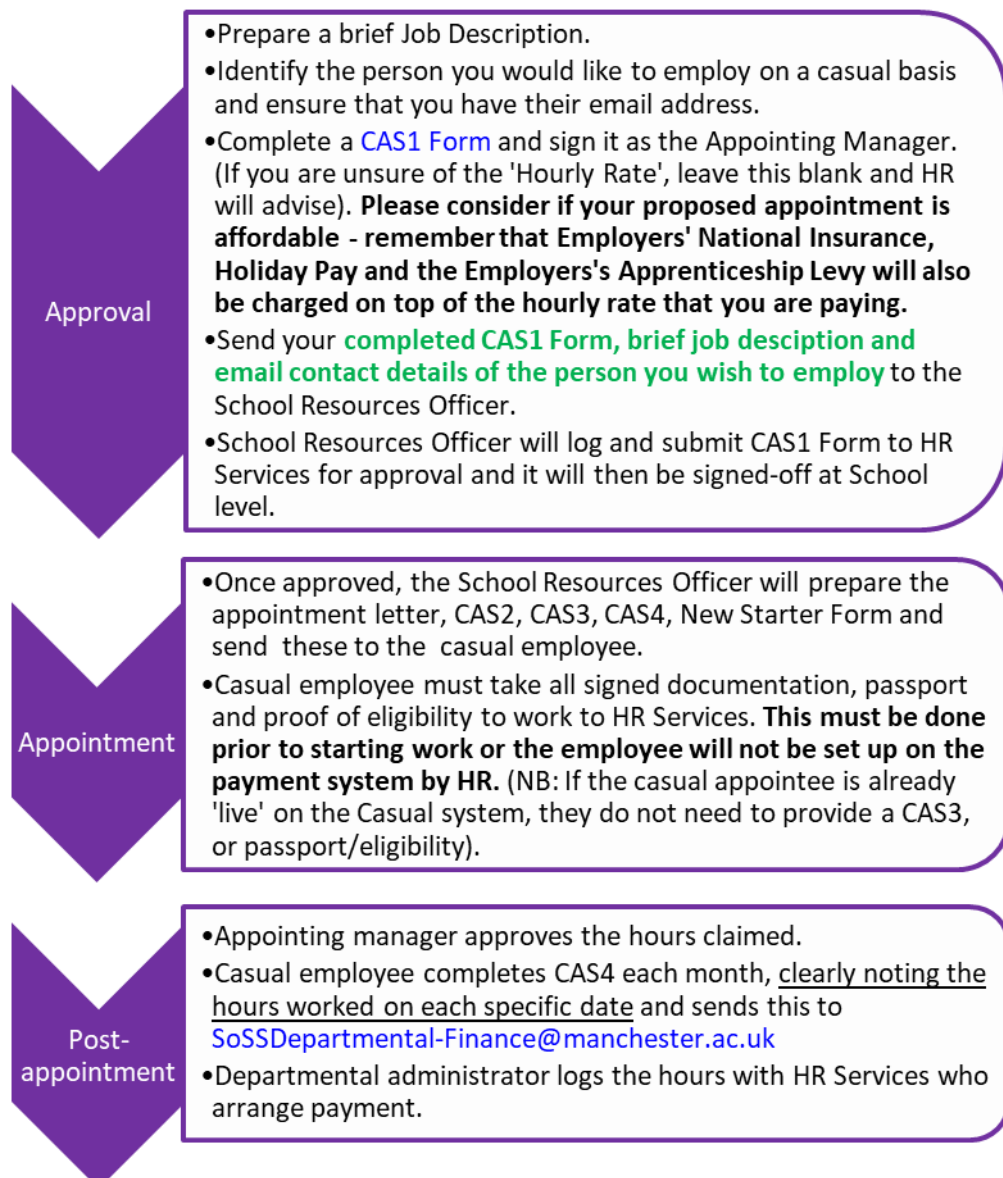
IMPORTANT:

1. Before beginning the casual appointment process:

You must ensure that the person you wish to appoint has the right to work in the UK.

2. Informal/verbal payment agreements must not be made with casual employees. Please follow the process below, allowing sufficient time before you need the casual member of staff to start work (approx. 6-8 weeks). You must not submit forms retrospectively for work already carried out.

Process



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Salary & Length of Appointment

Which spinepoint will the casual member of staff be appointed to?

Casual members of staff are appointed to the first spine point within the salary grade. If you are unsure of what 'Hourly Rate' the employee should be paid according to the job description, please leave this blank on the CAS1 form and HR Services will advise on the correct hourly rate of pay for the work being undertaken. As a guide:

Grade 4—Spine Point 18—Administrative Assistant—£13.28/hr*

Grade 5—Spine Point 23—Research Assistant—£15.34/hr*

Grade 6—Spine Point 29—research Associate—£18.30/hr*

(*2021-22 payscale)

The University Casual Pay Scale can be found at <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=25977>

How long can a casual member of staff be appointed for?

Casual staff are employed on the basis that they are working sporadic hours over their period of employment and are not doing fixed hours each day. It is possible to appoint a casual member of staff for up to 13 weeks. In the event that the casual member of staff is working substantially less than full time hours, this *may* be extended at the discretion of HR Services.

N.B. Casual staff must not work past the date of expiry of their casual appointment contract. If timesheets are submitted containing any dates that are outside of the contracted dates of employment, the casual employee may not be paid for these hours.

Key Information:

- *Allow a good period of time before you need the casual member of staff to commence working. (approx. 6-8 weeks)*
- *Please provide a Job Description at the outset and contact details for the employee.*
- *It is the casual member of staff's responsibility to provide details of hours worked to their Departmental Administrator each month by the pay deadline date provided to them.*