

Policy and Procedure for the Engagement and use of Casual Staff

1 Introduction

- 1.1 This policy aims to ensure that casual appointments are only used in appropriate circumstances, ensure that casual staff are paid appropriately and ensure that casual staff are treated fairly and appropriately whilst working at the University.

2 Scope

- 2.1 This policy and procedure applies to the engagement and use of all casual staff in the University.

3 Roles and Responsibilities

- 3.1 It is the responsibility of the manager for recruiting casuals, issuing casual appointment letters and for authorising payment for any hours worked.
- 3.2 It is the responsibility of the HR department to monitor the appropriate use of and rates of for casuals and to undertake relevant checks in adherence with the Immigration, Asylum and Nationality Act 2006.
- 3.3 It is the responsibility of the relevant Head of Faculty Administration, Administrative Director, Head of Administrative Section or Head of School (or designated deputy) to approve casual appointments.

4 General Principles

- 4.1 The term “casual” refers to circumstances where there is a clear understanding that the individual has no obligation to be available for work, and the University has no obligation to provide work.
- 4.2 Individuals will only be paid for the hours they work and for accrued statutory annual leave. They will have no service conditions nor continuity of employment.
- 4.3 Casuals should be paid at the appropriate University rate for the work in line with the principles of equal pay and the University pay and grading structure, although they are not paid on a grade or incremental scale.
- 4.4 The University will take on casuals in the following circumstances:
- Where the work is occasional. This may be on going over a period of time, for example, exam invigilators; student ambassadors; visiting lecturers providing a short series of lectures, or
 - Where there is no definite requirement to work a particular number of hours because the availability of work is uncertain or the demand is subject to other events. For example: conference staff for the vacation period, or
 - Where the work is temporary for a limited period of up to 13 weeks. For example additional staff covering student registration weeks.
- 4.5 Where the work is temporary with a requirement to work a regular number of hours for a period that is likely to be more than 13 weeks, a fixed term contract should be considered. Where a worker is engaged on a casual contract but the nature or hours of the work changes during the engagement, it is the responsibility of the manager to undertake the necessary process to change the contract type.
- 4.6 Where there is an on-going requirement for hours to be worked but this varies according to workload/seasonal demands, then consideration should be given to an annualised hours contract.
- 4.7 Where the work is a one-off and it has been assessed as appropriate for it to be carried out under a ‘contract for service’ (i.e.) by a self-employed contractor or through a fees claim. Please

see the [Determination of Employment / Supplier Status Guidance for Managers](#) for further details.

- 4.8 The casual is responsible for completing timesheets to claim for any hours worked. Please note that there are specific guidelines and safeguarding checks which should take place you engage a casual worker who is under the age of 18. Please see [Child Protection Policy and Guidance](#) .

5 Procedure

- 5.1 The following procedure applies to the engagement and payment of all casuals.
- The Appointing Manager must complete a [“Casual Appointment Request Form” CAS1](#) and send to HR Services.
 - HR will check that the appointment is of a casual nature and advise on the appropriate pay in line with the grade for the job. After discussion and any modifications, a copy of the form will be returned to the Appointing Manager.
 - The Appointing Manager must then obtain signed approval from the Head of Faculty Administration, Director or Head of Administrative function, Head of School (or delegated deputy) to proceed with the appointment.
 - Once an appropriate person(s) has been recruited, the Appointing Manager is responsible for the following documentation:
 - The Appointing Manager must provide the individual with a [“Casual Appointment letter”](#).(see 7.6 below) The individual signs and retains a copy, and the Appointing Manager forwards a copy to HR Services with:
 - [“Notification of Casual Appointment Form” CAS2](#) completed by the Appointing Manager and the individual;
 - [“Casual Bank Details and Equal Opportunities Monitoring Form” CAS3](#) completed by the individual; and P45 or P46; and DSS certificate of reduced/no liability if applicable; and a copy of the approved [CAS1](#) form
 - The individual must attend HR Services BEFORE they can commence work with evidence of their right to work in the UK. HR will complete the necessary ID checks, set up the appointment on Resource Link and notify the Manager.

In some departments where either large numbers of casuals are recruited or where it is impractical for the casuals to attend HR Services, ID checks will be delegated to local designated managers who will be responsible for checking and copying the appropriate documentation to forward to HR Services. [Guidance](#) and training will be provided. [Appointment letter](#) B must be provided.

- When any work is undertaken the individual must complete a [“Casual Timesheet Claim Form” CAS4](#) and submit this to their Manager for authorisation.
- The Manager will maintain a record of hours worked and submit details of hours worked to be paid via the On Line Timesheet System, in accordance with the stipulated deadlines. Casuals will be paid monthly, in arrears.
- Casual workers will accrue holiday pay at a rate of one hour for each 8.3 hours worked; this will be paid in addition to salary and will be separately detailed on the payslip.
- If any of the hours worked are to be charged to a different finance code, this can be reflected on the On Line Timesheet. However, if the Manager wishes to engage an existing casual in work which attracts a different rate of pay they must be set up in a separate casual post. The Manager must notify HR Services using a CAS1 form.
- If the individual is a non-EEA worker on a Tier 4 visa, they are not permitted to work more than 20 hours per week, other than during vacation periods when full time hours may be worked.
- Administrators entering pay claim hours for Tier 4 workers will not be able to input hours of more than 20 per calendar week in accordance with their visa limit. Where casual workers are able to work more hours during holiday periods, these hours will need to be sent via email to HR Services.
- Access is provided to Administrators and Authorisers of On Line Timesheets once they have undertaken the relevant training as follows:
 - Timesheets for Administrators: <https://app.manchester.ac.uk/cchrtsad>
 - Timesheets for Authorisers: <https://app.manchester.ac.uk/cchrtsapp>
- HR Services will monitor payments through quarterly reports. If an individual receives the same amount of pay for more than 13 consecutive weeks HR will review the position with the Manager and advise on appropriate action. Casuals who have not been paid in any of their casual roles within the previous 6 months will have their records closed down, after consultation with the Manager.
- Managers should also inform HR Services when a casual leaves or is no longer needed.

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