

## Guidance for Managers on the Employment of Temporary and Casual staff

### 1. Introduction

This guidance supports the implementation of the recommendations of a report commissioned by the Registrar and Secretary into the use of agency temps, overtime and casuals in 2008. It aims to provide managers with an overview of the measures and initiatives in place which govern the appropriate use of casual and temporary staff.

### 2. When to use temporary staff

When there is an apparent gap in resources, managers should explore alternative methods to manage the workload such as prioritisation or redistribution of work, secondments, utilisation of staff on the redeployment register, etc. However, sometimes it may be necessary to bring in additional temporary staff in the following circumstances:

- to cover for maternity, sick or extended special leave;
- to provide specialist skills for specific short term projects;
- to cover peaks in workload or seasonal demands;
- to provide interim cover for a vacancy whilst a permanent replacement is sought;
- to cover specific tasks or provide staff for one-off events.

### 3. Types of temporary appointments

The criteria for determining how to fill the vacancy are:

- The length of time to be covered
- The regularity and nature of the work
- The skills and experience required

#### 3.1 Fixed term contracts

For temporary posts which require regular working hours for more than 13 weeks, staff will be recruited to fixed term contracts. These staff will have the same terms and conditions of service and employment rights as our permanent staff.

### 3.2 **Casual appointments**

For temporary posts which require regular working hours for 13 weeks or less, or posts which require irregular or variable number of hours over a longer period, staff should be appointed on a casual basis. 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. This is because the individual has no obligation to be available for work, and the University has no obligation to provide work. (Please refer to sections 3 and 4 of the [Policy and Procedure for the engagement and use of casual staff](#) for full details)

### 3.3 **Agency temps**

These staff are employed by the agency not by the University. To avoid any legal complications over their employment status and because of the costs, their use should be for the minimum period possible.

### 3.4 **Fees/supplier payments**

Where an individual performs a piece of work for the University and the expectation is that this will be a one-off, payment will be made through a fees claim. Alternatively, external personnel may be self-employed working under a contract for services (ie. set up as a supplier) in circumstances where this is appropriate.

[Determination of Employment / Supplier Status Guidance for Managers](#)

## 4. **Sources of temporary staff**

Consideration should be given to the following:

### 4.1 **Students**

The University is committed to providing appropriate work opportunities for its own students to improve their employability. The MLP, Careers and Employability Division provides a central advertising facility “Jobs on Campus” through which all posts which are suitable for students should be placed. Information about the service and guidance on the type of posts which are suitable, limitations on working hours etc. is available at:

<http://www.careers.manchester.ac.uk/staff/employingstudents/>

It should be noted that non-EEA workers on a Tier 4 visa are not permitted to work more than 20 hours per week, other than in vacation periods when full time hours may be worked.

#### 4.2 **Local Community**

The University also has a commitment to providing work opportunities to members of the local community as part of our strategic aims (Goal 3 Social Responsibility). 'Aspire' is a social and ethical recruitment agency, which uses surpluses generated through its normal agency work to finance employment and skills programmes to assist local unemployed people into work.

'Aspire' can provide a range of temporary staff and is one of the University's contracted suppliers of agency staff.

#### 4.3 **Recruitment Agencies**

Managers should wherever possible only use temporary staff from the contracted suppliers with whom we have negotiated discounted rates, unless you require a 'specialist' agency. A [list of agencies](#) can be viewed on StaffNet.

#### 4.4 **Manchester Graduate Internships**

Internships are paid work placements of between 4 to 12 months. They provide our own graduates with meaningful work experience combined with a programme of high quality training events. They offer an excellent way of drawing on the knowledge of someone who has experience of our University but can bring new perspectives, insights and ideas.

The work must be of graduate level. For examples of suitable placements and salary levels required, visit:

<http://www.careers.manchester.ac.uk/staff/employingstudents/>

### 5. **Authorisation required to employ temporary staff**

All temporary appointments require approval in accordance with the [Vacancy Management Procedures](#) or the [Policy and Procedure for the Engagement and Use of Casual Staff](#).

### 6. **Recruitment and selection**

The University must ensure that all temporary staff have the right to work in the UK in accordance with UK legislation. All documentation must be checked through HR Services prior to starting work, with the exception of agency staff, as the Recruitment Agencies are responsible for carrying out these checks prior to placing temporary staff with us.

Please note that there are specific guidelines and safeguarding checks which should take place if you engage a casual worker who is under the age of 18, see [Child Protection Policy and Guidance](#).