

# Temporary Staff Procedure

## Colleges/Departments

Colleges/Departments should provide at least three working days' notice prior to the anticipated commencement of the post/position.

Colleges/Departments should inform the Human Resources Assistant of intended extension and/or amendments to placements as soon as possible. It is important to note that failure to inform the Human Resources Assistant in time for payroll deadlines may mean that the Temp is not paid, or is paid incorrectly.

When requesting either a Temp placement or reappointment, financial approval will be required via the [ABW Employment Request process](#)

Colleges/Departments are required to keep a record of any annual leave taken during a placement and provide the HR Assistant with this on termination of the placement. Annual leave entitlements can be calculated utilising the following link:

[Leave - Annual Leave Calculator](#)

Where Public and Statutory Holidays fall outside of a normal working period during the assignment, employees will receive pro rata time off with pay in lieu of the Public and Statutory Holiday – this **must** be taken before the end of that assignment. **Payment in lieu of time off for Public and Statutory Holiday will not be allowed.**

To calculate Public/Statutory Holiday entitlement, please see our Bank Holiday calculator at: [Leave - Bank Holiday Calculator](#)

e.g. 1

A Clerical Assistant is appointed from 13 August to 28 September @ 28 hours a week from Tuesday to Friday each week. One Statutory holiday falls during this appointment (ie Bank Holiday Monday 27 August 2007). As this day does not fall within the normal working period of the appointment the employee would be entitled to a pro rata amount in lieu of that period.

e.g. 2

A Secretarial Assistant is appointed from 1 July to 31 August @ 35 hours a week from Monday to Friday inclusive. Only one Statutory holiday falls within this appointment (i.e. August Bank Holiday Monday). This day would be within the normal working period of the appointment; the employee would not be expected to work on that Monday but would be paid for it.

## Human Resources Department

Once informed a Temp is required; every effort will be made to identify suitable Temps for vacancies, within three working days.

Where a temp is required at short notice and none are available this may be arranged through an agency. In cases where it is likely or it becomes clear that we will not be able to provide a Temp within this timescale, the person originating the request will be informed at the earliest opportunity and possible alternatives, such as Agency Staff.

The Human Resources Assistant will provide the College/Department with a confirmation letter and a form on which all annual leave can be recorded for each placement. In cases where it is requested that a placement continue longer than 3 months (or exceptionally a

short further period), the Human Resources Assistant will refer the matter to the appropriate Officer to discuss with the College/Department.

In cases where it is felt that the placement requested is not appropriate for the Temp register, the individual originating the request will be directed to a more appropriate system (Careers Centre, Casual Payment form, Human Resources Officer).

### **Temporary Staff**

Temporary staff will be recruited to the register on a periodic basis. All recruits will be interviewed and are required to pass a test which will confirm an acceptable level of IT literacy.

Once accepted onto the register, staff should inform the HR Department of any temporary or permanent changes to availability/circumstances at the earliest opportunity. Temps who regularly turn down placements on dates they have previously indicated they will be available may be removed from the register.

If an assignment becomes available that suits the skills and availability of a particular temp, the HR Department will contact the temp and offer the assignment by telephone initially. This offer will be confirmed in writing in due course.

A break in work in excess of two weeks (10 working days) will constitute a break in service.

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