



October 2021

Temporary Employees Policy

Policy Statement

Temporary staff can make a valuable contribution to the smooth running of the provision by providing a degree of flexibility and short-term cover. Staff may be appointed on short- or fixed-term contracts to:

- a. provide maternity cover
- b. provide cover for long-term absence for secondment or sickness
- c. meet short-term additional demand
- d. provide additional support for a child with an identified special educational need
- e. work on a specific project
- f. meet specific cyclical needs.

Temporary employees may include:

- a. casual staff — those brought in to do a specific job lasting no more than a week, eg a specific aspect of grounds maintenance
- b. supply staff — those used on an ad hoc basis and recruited through an agency, or from a pool of known contacts built up by the provision
- c. other staff appointed for the purposes listed above.

Procedure

1. Responsibility for Appointment

The manager is responsible for appointing temporary staff. Disclosure and Barring Service disclosure is also required on the same basis as corresponding permanent staff.

2. Contract of Employment

All temporary staff other than agency workers and casual staff will be given the standard contract for their group of employees with the addition of a paragraph indicating:

- a. that their employment is temporary
- b. why their post is temporary

- c. how long their employment is expected to last
- d. the date or event (eg the return of an employee from maternity leave) that will terminate their employment.

The contract of any fixed-term employee will also include a provision to allow either party to terminate the contract prior to its expiry date.

Note:

Redundancy waiver clauses are not legal except in fixed-term contracts that date from before 25 October 1999 and that are still in force; or fixed-term contracts of two years or more made before 1 October 2002. Renewal or extension of such contracts automatically removes the waiver.

3. Payroll Procedures

With the exception of agency staff who are paid through their agency, all temporary, supply and casual staff:

- a. will be paid through the payroll
- b. must produce a National Insurance (NI) number
- c. are subject to normal deductions for tax and NI.

4. Continuity of Service

All temporary employees accrue continuity of service while they are employed.

5. Induction

All temporary, supply and casual staff will receive proper induction, including an explanation of emergency procedures and their general and job-specific health and safety obligations.

Temporary staff will be given information on the provision's procedures before beginning work. Supply and casual staff should be given necessary information upon starting work.

6. Applying for Permanent Vacancies

Temporary workers who are fixed-term employees have the right to be informed of any permanent vacancies at the provision. Such vacancies will be included where all job vacancies are normally advertised (e.g., a staff notice and/or on Indeed).

Temporary workers wishing to apply for permanent posts at the provision will be treated as internal applicants.

Signed: _____

Date: _____

Policy review date: _____

