



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: \_\_\_\_\_

