

TEMPORARY WORKERS

Definition of Temporary Worker

A temporary worker is an employee who does not have a “permanent” contract of employment i.e. a normal open-ended contract of employment that is expected to end at the employee’s retirement. A temporary worker is employed either for a fixed term or to perform a specific task or on a short-term basis to cover absence or a temporary increase in workload. The legislation does not generally distinguish between temporary and permanent employees when granting employment rights - employment rights of temporary employees are a mixture of those rights that apply to all employees regardless of their length of service and those rights where a qualifying period of service is needed.

POLICY

In order to manage the Association effectively, Solon needs the flexibility afforded by the employment of temporary workers. Solon does not wish to exploit temporary workers but temporary workers should not be involved in the management of the Association beyond what is required of the specific job they are employed to carry out. They are not therefore part of the equal pay collective and do not attend workers’ meetings.

All permanent workers are responsible for the safety, welfare and supervision of temporary workers and the specific responsibilities of the Section where they are employed and their direct supervisor’s responsibilities are outlined in the “Policy and Procedure for Supervising Temporary Workers”. It is the responsibility of the Personnel Worker to co-ordinate the recruitment and employment of temporary workers and to issue contracts of employment and keep accurate records. The Personnel Worker should also ensure that temporary vacancies are filled in the most effective way and that temporary workers are paid a fair and equitable rate of pay.

PROCEDURE

1. A Section identifies a need to employ a temporary worker and agrees the job description, person specification, time-scale and budgetary implications. If the cost is not already included in the budget, approval must be obtained from the relevant sub-committee.
2. The Section, or a nominated representative(s) of the Section, then consults the Personnel Worker as to the best method of recruitment and the pay range to be offered. The pay **range** will be within the market rate for the type of work.

In deciding what this is the following will be taken into account (as well as what we can afford):

- ease/difficulty in attracting candidates
- level of responsibility of job
- previous experience/skills required
- the length of the temporary contract (we may have to pay more per hour for a shorter contract)
- pay rates of current temporary workers in Solon

3. Recruitment methods can include:

- specialist or general employment agencies
- Job Centres
- advertising
- approaching previously employed workers
- local colleges

and the most appropriate method for the vacancy will depend on the urgency, experience and qualifications required, etc.

4. A very short term or urgent job may not justify going through the whole recruitment process. For example, a temporary receptionist required for the following day may simply be booked from a reliable agency.
5. If the recruitment process attracts more than one candidate, the resulting applications will be shortlisted by the Section and the Personnel Worker. An interviewing panel consisting of two appropriate workers, preferably from the Section, and the Personnel Worker will agree a timetable and compile the interview questions (and test, if required).
6. Interviews will be carried out in the same manner as for permanent vacancies, ensuring that the equal opportunities policy is adhered to throughout.
7. An exact rate of pay should not be decided in advance of recruitment. A pay range will be decided taking into account the points mentioned in 2. above. The rate to be actually paid to the successful candidate should be negotiated either with the agency concerned or directly with the temporary worker, taking into account how closely the person matches the ideal person specification and the financial implications for Solon.
8. When a temporary job is offered to and accepted by an agency worker, confirmation will be obtained in writing from the agency of the position, rate to be paid and expected dates of work.

9. When a temporary job is offered to and accepted by an individual who has applied to work for Solon directly, the Personnel Worker will issue a Contract of Temporary Employment.
10. The offer of employment must be subject to the receipt of satisfactory references, covering at least the last three years, either from the agency or previous employers.
11. The temporary worker should be supervised in accordance with the Policy and Procedure for Supervising Temporary Workers.
12. When agreeing the end date for the temporary contract, the financial implications of employing the temporary longer than originally planned must be considered.
13. Employment of temporary workers should be reviewed regularly and particularly at the end of the financial year. Temporary workers must not be allowed to become permanent by default.