



LEEDS
BECKETT
UNIVERSITY

Casual Workers Policy and Procedure

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POLICY

Purpose and Core Principles

The purpose of this policy is to provide a framework for the engagement of casual workers to undertake work within our University. This enables our University to address short term staffing resource needs and maintain an effective service, whilst enabling students to gain valuable paid work experience.

The accompanying procedure provides information on the application of this policy and outlines the processes to be followed when the need for engaging a casual worker arises.

Scope

This policy and procedure cover the engagement of casual workers to undertake work within our University. There is no obligation for Leeds Beckett to offer work to casual workers and the casual workers have no obligation to accept work offered. A separate policy exists for the engagement of agency workers (who are engaged via an external agency/supplier).

Responsibility

All managers involved in the engagement of casual workers are responsible for implementing and adhering to this policy and procedure, including following appropriate approval and right to work check processes in relation to temporary work. Managers should also hold regular meetings with casual workers to clarify expectations and provide necessary support (including in accordance with the University's health and safety policies)

Advice and guidance on the application of this policy and procedure will be provided to managers and casual workers by Human Resources, including identifying appropriate rates of pay. Human Resources will issue all casual workers with a Casual Worker Agreement and undertake periodic monitoring of hours worked by casual workers to ensure compliance with the Working Time Regulations, Student visa regulations and to ensure the appropriateness of the type of employment relationship.

Review

This policy and procedure will be monitored on an annual basis and reviewed a minimum of every three years or sooner, in light of legislative changes and organisational requirements as appropriate.

PROCEDURE

1. Appointment of Casual Workers

- 1.1 Prior to engaging a Casual Worker, managers should explore the possibility of using existing staffing resources or whether an employment contract is more appropriate (see Appendix 1). Casual workers must NOT be used for:
- Cover by part-time lecturers/visiting lecturers
 - Maternity cover or cover for other long-term absences
 - Long term vacant posts/secondments
 - Cover for a full time role.
- 1.2 To undertake casual work individuals must be studying at our University and must be at least 18 years old¹. The role must be part time with a low number of weekly hours so that it can be undertaken by a student alongside full time study. Roles generally suitable for casual workers are Student Ambassador, Room Surveyor, Events Assistant, Food Services Assistant and Administrative Assistant/Receptionist. Casual work cannot be undertaken from outside the United Kingdom.
- 1.3 A casual worker may be engaged to cover specific work/role for a maximum period of up to 12 weeks.
- 1.4 Existing part-time employees (who are also students of our University) wishing to take on additional hours can undertake casual work. However, any individual doing so must ensure they are working in accordance with the 'Working Time Regulations'
- 1.5 Casual workers are only eligible to apply for internal vacancies whilst undertaking casual work within the University. In such instances, an application can be submitted by a casual worker for any internal vacancies advertised and the application will be considered in accordance with our University's Recruitment & Selection policy and procedure.

2 Assigning Casual Workers

- 2.1 Managers wishing to engage casual workers should use MyHub or contact HR Services.
- 2.2 Casual workers should be recruited via an advert, or Schools/Services may maintain an active register of students who are interested in obtaining casual work. A selection process must take place prior to assigning casual work to a student, including key criteria, a short application form and an assessment against the criteria (e.g. short interview). No work can be undertaken until a right to work check has been completed and a Casual Worker Agreement has been issued to the student. A schedule of terms will also be issued detailing the start and end dates of the assignment, rate of pay and working hours.
- 2.3 Casual workers submit a weekly digital timesheet to claim for hours worked, which requires authorisation by the appropriate manager.

¹ All casual worker assignments must be completed by 31 December of the year that the student graduates from the University.

3 Requirement for continuation of temporary work

3.1 Should a manager anticipate a need for staffing resource beyond a period of 12 weeks, the Vacancy Approval Process should be instigated immediately to seek approval to fill the vacancy through our University's Recruitment & Selection processes.

3.2 HR Services will monitor casual worker assignments and the length of the engagement.

4 Ending Assignments

4.1 Prior to commencing work, casual workers should be informed of the end date of their assignments as part of their schedule of terms.

4.2 Should there be a need to end an assignment earlier than anticipated, managers should notify the casual worker and HR Services that the casual worker is no longer required.

5 Rates of Pay and Entitlements

5.1 All casual workers should be appointed on the relevant fixed casual pay rate, (see [University pay scales](#) or contact HR Services). The corresponding hourly rate is payable for all hours worked (lunch breaks will not be paid).

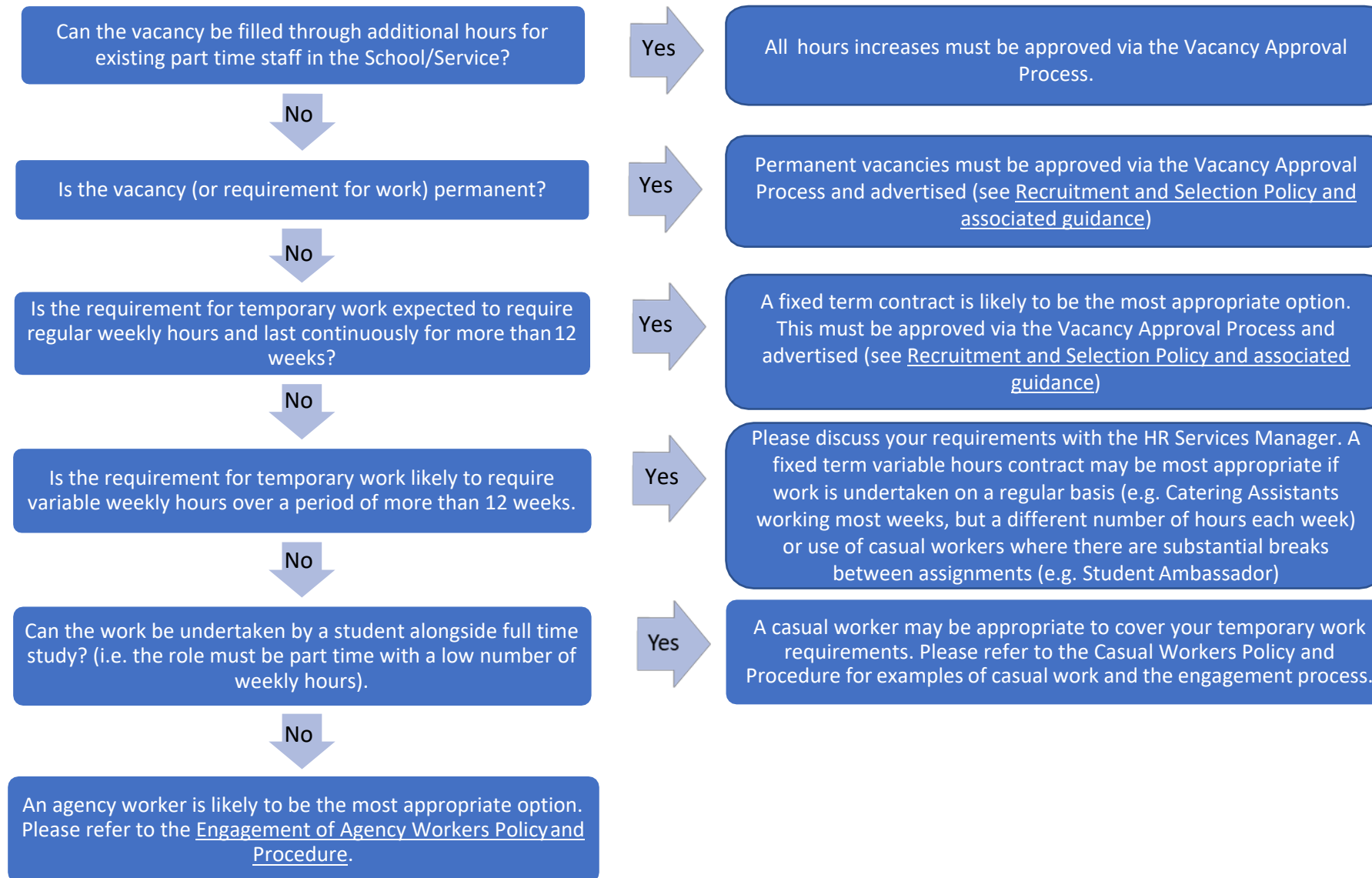
5.2 The annual leave entitlement for casual workers will depend on the number of hours worked. Accrued but untaken holiday will be paid on a monthly basis.

5.3 Statutory sick pay (SSP) is payable for periods of sickness in line with the qualifying conditions. Casual workers unavailable for work by reason on maternity, paternity or adoption may have access to Statutory Maternity Pay (SMP)/Statutory Paternity Pay (SPP)/Statutory Adoption Pay (SAP) dependant on meeting the qualifying conditions.

6 Related Policies and Documentation

Recruitment & Selection Policy & Procedure
Engagement of Agency Workers Policy and Procedure
Safety, Health and Wellbeing Policy

Reviewed April 2024



NOTE: If a casual worker has worked regular hours in the same role for a period of 12 weeks or more, requirements going forward should be discussed with the HR Services Manager.