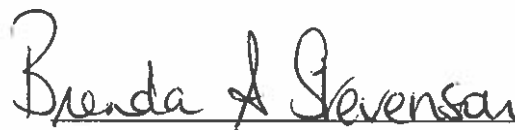


Approved at JCNF on Monday ^{19 May}~~14 March~~ 2022.

Signed:-


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1. Introduction

Armagh City, Banbridge and Craigavon Borough Council recognises the need to employ casuals to meet service needs on an ad hoc basis, as and when, to cover for short term needs such as sickness cover (short term) and annual leave. Casual work will be on an irregular basis over an undefined period of time and for short periods.

2. Scope

This policy applies to the engagement of casuals at all staff grades across the Council. The policy also applies to full/part time employees who undertake casual hours outside their substantive post.

3. Aims

The aim of this Policy is to:-

- Provide guidance in relation to the use of casuals once they have been recruited to ensure fairness of opportunity and equality is demonstrated.
- Provide clarity to casual workers about what they should expect from the Council in relation to the allocation of casual work.
- To assist Managers regulate the use of casuals in terms of when it is appropriate to utilise casuals.

4. What is a casual?

4.1 The term 'casual' refers to someone who works:-

- Ad hoc – on the basis of as and when required.
- They are not employed on a 'contract of employment' because there is no mutuality of obligation, under the assignment.
- There is no continuing employment relationship between assignments.
- They cover irregular hours over separate periods with lack of continuity.
- They are only paid for the hours that they work with no enhancements.
- They do not form part of the permanent workforce.
- There is no obligation for the Council to provide work and equally the casual has no obligation to undertake work when offered.
- As a casual worker is not an employee and has no set patterns of work, they are not entitled to sick pay or maternity pay.
- Casual workers do not receive public holiday entitlement.

4.2 Casuals have the right:-

- Not to be discriminated against.
- To comply with the Working Time Directive (proper title in here).
- To receive the appropriate hourly rate of pay for the role undertaken.
- Paid monthly in line with part/full time staff.

4.3 What is expected from a casual?

- At induction training the casual must be informed of how they must conduct themselves whilst working for the Council. This is to include reliability, timekeeping, completion of tasks, relationships with colleagues and customers alike.
- Raise any issues they have about the allocation of hours or work related matters when they occur with their Line Manager.
- Any performance related matters will be raised by Line Managers when they occur.
- They must provide up to date contact details in which they can be contacted to receive hours.
- Casuals must inform Line Managers if they are unable for work offered due to sickness/injury.
- To comply with internal policies.

5. Recruitment, Selection and Appointment of Casuals:-

- 5.1 Casual workers will be recruited through internal and external advertisement using the Code of Procedures on Recruitment and Selection issued by the Local Government Staff Commission and in line with internal procedures.

6. Appointment of Casuals:-

- 6.1 Prior to engaging casuals, Line Managers must assess the nature of their employment requirements. Consideration must be given to whether there is regular pattern of work for a fixed term or an ongoing full/part time requirement before confirming a casual requirement. If the hours are ad hoc and a casual requirement is needed a Vacancy Authorisation Form must be completed.
- 6.2 Following the approval process HR will be issued with an instruction to commence the recruitment process.
- 6.3 Casual workers are not deemed suitable where cover is required for long periods of sickness, maternity cover or seasonal needs.
- 6.4 Staff leaving permanent or FTC employment may request to be included on casual pools. Such requests will be considered by HR for suitability and a recommendation made to relevant departments for inclusion on their casual pools. In these circumstances the casual employment must only be offered in respect of the agreed casual lists.
- 6.5 Any full time or part time member of staff who applies for a casual post as a second employment must ensure that they are in compliance with the 'Working Time Regulations'. (Details of the regulation is available from HR).

- 6.6** When the recruitment process has been completed a casual list will be sent from HR to relevant managers detailing the casual's name, address, email address and contact details.
- 6.7** No casual should receive offers off work until they have been appointed. A timesheet must be completed by the Line Manager and passed to payroll for processing.
- 6.8** HR will not be responsible for contacting casuals regarding hours of work once the recruitment process is complete. This is the responsibility of the Line Manager.

7. Annual leave entitlement

- 7.1** Casuals are entitled to annual leave and as the hours are irregular this will be calculated on the basis of hours worked and paid on a monthly basis in arrears calculated on the number of hours worked within this qualifying period. The amount of annual leave paid will be shown as a separate line on the payslip

Full/Part Time employees who undertake casual duties as a second employment will also be paid annual leave entitlement calculated on a monthly basis in arrears for the number of hours worked within this qualifying period and the amount shown as a separate line on the payslip for casual hours worked.

8. Training Requirements

- 8.1** All casual staff must undertake an induction or other mandatory training prior to commencing as a casual worker. Failure to attend this training will mean that hours cannot be offered until the next training opportunity arises.
- 8.2** Casual staff who work in leisure facilities that require NPLQ must attend ongoing trainer assessor training. Failure to complete the required number of hours may necessitate undertaking a competency test, in order to receive further hours or indeed they may be removed from the casual list.
- 8.3** On occasion casual staff may need to attend ad-hoc training to ensure that they can competently carry out the role that they have been recruited for. Any training attended by the casual will be paid time.
- 8.4** All training undertaken by casuals must be recorded. The casual must sign and date that they have completed the training. It is the responsibility of the Line Manager to retain training records using the appropriate systems and information must be passed to L&D for recording.

9. Review of casual status

- 9.1 Line Managers holding casual lists will have the responsibility for ensuring hours of work are fairly shared out across the casuals and that equality of opportunity in how casual persons on the list are used. It is the Line Managers responsibility to ensure no casual builds up a pattern of work.
- 9.2 HR will undertake a casual audit every 6 months each year. The audit will assess working patterns and hours that the casuals have undertaken in these periods. If HR identify patterns of work from the information provided by the Line Managers and payroll, the Line Manager must report the findings to the Head of Service to confirm patterns have emerged. Resolution on the way forward must be given to HR.
- 9.3 If HR identify that casuals have not worked within a 6 month period, they will be removed from the casual list and informed of this by letter (provided they have been offered work within this period). Line managers must be able to demonstrate that offers of work have been made within the 6 month period.

10 Termination of casuals

- 10.1 If a casual wishes to resign, a letter should be sent from the casual stating the casual post and location, to the Line Manager stating the date they wish to leave. This information must be passed to HR who will issue a letter to the casual confirming their resignation.
- 10.2 When a casual is to be removed from the casual list, HR must be informed of the date of leaving and a letter will be sent from HR confirming the removal from the casual list.
- 10.3 A casual can hold a number of posts across various locations in ABC. If the casual has not accepted the offer of hours over a 6 month period, they should no longer be contacted to offer hours and should be removed from the casual list. The Line Manager must be able to demonstrate that contact has been made and that hours have been refused or contact cannot be made with the casual. This will result in termination of the casual and HR must be informed by the Line Manager so that a letter can be sent to confirm the removal from the casual list.
- 10.4 If a casual fails to report for duty on 5 separate occasions following acceptance of work this will result in termination of the casual. The Line Manager must be able to demonstrate the failure to attend work and HR must be informed by the Line Manager so that a letter can be sent to confirm the removal from the casual list.