

UNIVERSITY OF ABERDEEN

TEMPORARY SERVICES AND FRACTIONAL APPOINTMENTS

1 INTRODUCTION

A review of the procedures associated with temporary services appointments was undertaken as part of the implementation of the Framework Agreement. The new procedures introduce uniformity to the process of engaging temporary services appointments while allowing Schools and Sections the flexibility to appoint and retain control of this process at a local level. The following information and procedures have been developed following the University Management Group's approval of recommendations in relation to the future appointment of individuals on a temporary services basis. The new arrangements will apply to all such appointments from Session 2007/2008.

2 WHAT IS 'TEMPORARY SERVICES'?

'Temporary Services' refers to the appointment of individuals on a casual or hourly-paid basis to resource periods of pressure, unexpected absence or specialist expertise within Schools or Sections. Individuals appointed through the Temporary Services route are not employees but are nevertheless entitled to receive limited statutory and occupational benefits.

3 WHEN IS A TEMPORARY SERVICES APPOINTMENT APPROPRIATE?

Individuals may be engaged on a temporary services basis if their services are required for less than 0.1 FTE in a complete academic year.

- For those engaged to perform Academic or Academic-Related duties (Grades 5-9) this equates to a maximum of 207 hours in a full academic year. This calculation is based on a notional working week of 40 hours.
- For those engaged to perform Support staff duties (Grades 1-4) this equates to a maximum of 189 hours in a full academic year. This calculation is based on the standard working week of 36.5 hours.

All temporary services appointments will be paid an hourly rate derived from the University's pay scale. Details of the University's current Grading Structure can be obtained from <http://www.abdn.ac.uk/staffnet/working-here/salary-scales.php>. A procedure for the use of market supplements will be developed for specialist areas where the University's hourly rates are not competitive.

Individuals engaged on a temporary services basis will be paid for those hours reasonably required to undertake the duties of the role. Schools and Sections should define the work that is required and payment should be made for all activities that may reasonably be expected of the individual. The assessment of the number of hours to be offered to individuals will be determined by Schools and agreed with the individual. In the case of teaching and related activities Schools should offer individuals work that takes account of activities such as preparation time, exam marking and administration in addition to the required delivery of material. Appendix 2 provides an example of a spreadsheet that has been developed to assist Schools in this matter. Payment to the individual for performing the temporary services role will be made following the submission of appropriately authorised temporary services timesheets.

3.1 Fractional Contracts

Individuals required for 0.1 FTE or more will be employed on a part-time contract of employment linked to the evaluated grade for the role. As part of the employment process a PERSYS form will be required and the individual should complete an Employee Information Form (EI1). Where the proposed FTE is 0.2 or over the appointment will normally be subject to a full recruitment process.

3.2 Job Evaluation

All temporary services positions will be evaluated using the University's agreed job evaluation processes. This will include, as appropriate, matching to generic role profiles that will be developed to support temporary services appointments. For Academic and Research roles these will be matched to the appropriate National Academic Role Profile. The evaluations will be used to determine the appropriate grade for the position. The relevant Human Resources Partner for each area will be able to assist Schools and Sections to determine the correct grade for a position and the appropriate salary placing on the evaluated grade.

The table below provides examples of the types of roles for which appointments may be requested through the temporary services route. The National Academic Role Profiles have been used, where appropriate. The list is not exhaustive and is intended to give Schools and Sections guidance on what may be the appropriate Grade for a number of generic roles within the University.

Typical Role	National Role Profile Level	University of Aberdeen Grade
Basic Clerical Assistant duties Student Ambassadors Laboratory Attendants	n/a	1
Casual Library/Information Assistant	n/a	1-2 (dependant on duties)
Technical Assistants IT Assistant	n/a	2-4 (dependant on duties)
Casual Sports Attendants	n/a	3
Demonstrators	n/a	4
Research Nurse	n/a	5-6 (dependant on duties)
Research Assistant Tutorial Assistant Teaching Assistant	Level 1	5
Research Fellow Teaching Fellow	Level 2	6
Lecturer	Level 3	7
Senior Teaching Fellow *Senior Lecturer Highly skilled subject specialist from other educational establishments or industry	Level 4	8
*Chair Widely recognised subject specialist in their field from other educational establishments or industry	Level 5	9

* Individuals engaged on a temporary services basis to perform clinical duties will be paid an hourly rate based on the appropriate clinical staff salary scale.

4 APPOINTMENT PROCEDURE

Temporary services appointments allow Schools or Sections to resource periods of pressure, unexpected absence or specialist needs and should not normally be for a period in excess of 1 academic year. Where there is likely to be an on-going requirement for a particular type of activity, in line with good practice, appointments should be made through a normal recruitment process.

Existing staff cannot be engaged or paid through this procedure. The procedure is authorised for genuine temporary services appointments only and should not be used as an alternative route for staff consultancy. Any self-employed individual (i.e. defined as 'Schedule E' by HM Revenue and Customs) cannot be paid through this route and will be paid following the submission of an invoice.

Where temporary services individuals are appointed without a full recruitment process and without the position being advertised Schools and Sections are reminded of their obligations under the University's equal opportunities/diversity policy and should ensure that any individual appointed through the temporary services route has the necessary skills/experience and competencies required to undertake the duties and responsibilities assigned to them.

4.1 Forms

The new form TA1 for temporary services appointments allows Schools/Sections to engage staff quickly in response to their changing needs. Section B of the form should be completed by the School/Section to include:

- Nature of the work to be undertaken.
- Hours to be worked with dates.
- Grade and hourly rate.
- Maximum payment and Ledger Code.

The form must be authorised by the Head of School/Section or nominated Deputy. Financial authorisation will be confirmed by the appropriate Accountant or Research Financial Services depending on the source of funds. The entitlement of the individual to work in the UK and to be paid through this route will be confirmed by the appropriate Human Resources Partner.

Sections E-H must be completed by the individual to be appointed. This form gathers personal and banking details and also data necessary for the University to comply with the national HESA reporting requirements.

Once fully completed and authorised the original form should be forwarded by the relevant School/Section to the Payroll Office with a copy provided to Human Resources; the individual should also receive a copy as confirmation of their appointment. The form contains the principal terms and conditions relating to the individual's temporary services appointment and removes the need for any further letters or contracts to be issued to the individual.

The aim is to ensure prompt payment is made to individuals for the work they have undertaken. It is therefore essential that all forms are processed quickly and this must be in advance of any work being undertaken. Individuals will not be paid retrospectively.

Payment for the work undertaken will be processed by the Payroll Section on receipt of appropriately authorised timesheets (Form TA1TS) from the relevant School/Section.

There is no requirement to submit timesheets to initiate payment for staff employed on a fractional contract as they will receive a pro-rated salary for the period specified on the authorised PERSYS form.

5 HOLIDAY PAY

Individuals engaged on a temporary services basis are now entitled, by UK employment legislation, to pro-rated holidays calculated by reference to the holiday entitlement for the grade to which the requirements of the role have been matched.

- Full-time Academic and Academic-Related staff are entitled to 41 days of annual leave which translates to an hourly holiday pay entitlement of 15.8% of the hourly rate, for each hour worked.
- Full-time Support staff are entitled to 34 days of annual leave which translates to an hourly holiday pay entitlement of 13.1% of the hourly rate, for each hour worked.

6 CHECKS

In accordance with University policy all appointments are subject to certain checks. Schools and Sections must ensure that any individual appointed is:

- competent to undertake the role;
- has the necessary rights to work within the UK in accordance with current immigration regulations.
- has been checked by Disclosure Scotland in accordance with the University's policy on the Protection of Vulnerable Groups as appropriate.

If Schools and Sections have any queries about the required checks they should contact the HR Partner for their area or Human Resources for information or advice.

7 PROTECTION OF VULNERABLE GROUPS (DISCLOSURE SCOTLAND)

The Protection of Vulnerable Groups (Scotland) Act 2007 came into effect on 28 February 2011. It created a membership scheme to replace the previous Disclosure Scotland checking system for individuals who work with children and/or protected adults. The legislation makes it an offence for an organisation to employ a person who is barred from working with children and/or Protected Adults and for an individual to put themselves forward for regulated work whilst barred.

Disclosure Scotland has confirmed that Higher Education Institutions are included within the Protection of Vulnerable Groups legislative framework. However, not all individuals who come into contact with children or Protected Adults through their work are doing regulated work under the terms of the Act. Therefore, only University employees who are deemed to be undertaking regulated work as part of their normal duties with children and/or Protected Adults will require PVG Scheme membership.

Heads of School who employ Temporary Services staff are responsible for ensuring that appropriate PVG Scheme checks have been undertaken where required for all those who are employed on this basis prior to them taking up the position. Similar arrangements should also be made for self-employed individuals who are paid outwith this route on the submission of invoices.

Again in light of the changes detailed in section 8 of the PVG Policy, no individual will be able to undertake any form of regulated work (whether supervised or not) for the University until the appropriate PVG check has been undertaken and either a full Scheme Record Check or Scheme Record Update has been received by the Human Resources department.

Examples of the types of role where it may be appropriate for the post holder to have PVG Scheme membership are attached as Appendix 1. Disclosure Scotland has provided guidance to the Higher Education sector on the types of roles within Universities that will be covered by the Act and Human Resources Advisers will work with the relevant Schools/Sections to identify any posts that will require Scheme membership in addition to those which are listed.

8 REPORTING AND RECORD KEEPING

Schools and Sections are requested to keep full and accurate records of the use of temporary services appointments as such records may be audited from time to time. Summary information will be requested from Schools and Sections for reporting to UMG on a quarterly basis as part of the standard Monthly Management Reporting process.

9 ID CARDS

Individuals engaged on a temporary services basis are not issued with Staff ID Cards. If they require a swipe card to access buildings Schools and Sections should issue the individual with a trust card which will allow them access to the building in which they are required to work. Trust cards are available from the Estates Section and their use should be controlled by the issuing School or Section.

Where individuals require access to the library facilities in connection with their activities there is a procedure within the Library for granting personal staff membership and borrowing rights. In these circumstances the School or Section should complete the necessary forms and on the payment of a £15 administrative charge the individual will be given access and borrowing rights. In proposing individuals for membership of the library through this route Schools or Sections are accepting liability

for any loss of library materials or charges associated with the memberships. A copy of the application form is included for information as an appendix to this procedure.

Last updated August 2015

Revised July 2017 due to College restructure

APPENDIX 1

Regulated Positions

Not all individuals who come into contact with children or Protected Adults through their work are doing regulated work under the terms of the Act. Therefore, only University employees/ students who are deemed to be undertaking regulated work with children/ Protected Adults will require PVG Scheme Membership.

Individuals who are employed to conduct activities for all students are not deemed to be in a Regulated Position in relation to work with children.

In relation to working with Protected Adults, posts which require individuals to provide a “welfare service” i.e. a service which provides support, assistance, advice or counselling to individuals with particular needs, will be considered as being a Regulated Position.

The service must be a service that:

- Is provided in the course of work to one or more persons aged 16 or over
- Is delivered on behalf of the University
- Requires training to be undertaken by the person delivering the service
- Has a frequency and formality attached to the service
- Is personalised to an individual adults needs OR requires a contract to be signed between the service provider and the recipient of the service prior to the service being carried out.

It should be noted that an individual is only a Protected Adult at the time they receive the service.

Broadly speaking the following posts constitute regulated work and the individuals performing them will need to be PVG Scheme members

Work with Children

- Staff who may be involved in events organised for children or school visits
- Sports Attendants involved in delivering activities provided for children
- All staff who are required to work in schools where that work provides an opportunity for unsupervised contact with children as part of the normal duties of the role.
- Rocking Horse Nursery manager
- Academic staff who have responsibility for the provision of advice and guidance primarily to first year undergraduate students
- Students undertaking work for their course that involves undertaking an ‘activity’ under the PVG Act (listed in Appendix B of PVG Policy) with children

Work with Protected Adults

- Counsellors within the Counselling Service (if providing a welfare service)
- Chaplaincy staff (if providing welfare service)
- Non-Medical Personal Assistants (if providing welfare service)

- Disability Advisors (if providing welfare service)
- Students undertaking work for their course that involves undertaking an 'activity' under the PVG Act (listed in Appendix B of PVG Policy) with protected adults

Work with Children and Protected Adults

- Clinical Academic staff who undertake clinical duties
- Research Nurses with unsupervised one-to-one contact with Children and/or Protected Adults and/or who undertake clinical duties
- Students undertaking work for their course that involves undertaking an 'activity' under the PVG Act (listed in Appendix B of PVG Policy) with children and protected adults

This is not an exhaustive list and it is important that Heads of Schools/Sections, in conjunction with the Human Resources Advisers/ Recruitment Team regularly review and re-visit the content of posts to see if they involve regulated work. It is mandatory that all new posts are assessed prior to the start of any recruitment process.

Requiring an employee to be a PVG Scheme member is sensitive in nature and can be open to challenge. It is therefore imperative that all decisions are justifiable, and that it is clear from the job description what the expected duties are, the likely frequency which they occur, and if they constitute 'regulated work' under the 2007 Act.

It is an offence to require an individual to apply for PVG Scheme membership when they are not carrying out 'regulated work' under the 2007 Act.

TEMPORARY SERVICES APPOINTMENTS FLOWCHART

Responsibility Colour Code:

- School/Section
- Worker
- Human Resources
- Finance
- Payroll

