

Casual Staff Recruitment Procedure

If an employee is going to work less than 50 hours in any one tax year then they should be set up as an occasional worker and not as a casual worker.

****Casual staff should only to be used in exceptional circumstances.****

****No casual work may be undertaken without a fully completed casual staff request form which includes approval from the Budget Holder, HoD, Finance and Vice Principal and also proof of their right to work in the UK documents being checked and sent to HR.****

****Please go to [Payments Procedure](#) to assess whether casual employment is the most appropriate way of engaging the individual, or whether a different payment method should be used.****

****International Students with a visa are only allowed to work a certain maximum amount of hours during term-term, normally 20 hours per week (occasionally 10 hours per week). These maximum hours are normally stipulations on a migrant student's visa and MUST be adhered to. No payment for hours worked beyond this maximum will be made****

Casual Staff Request Form (CSRF)

- It is essential that all fields on the CSRF are completed. Any areas not completed, or completed incorrectly, will result in the form being returned and potentially delaying the start date of the casual worker.
- Please check with HR what the appropriate grade should be for the casual position. **For posts funded by Research Grants, please contact the Research Office for cost details, in advance, of requesting a casual post.**
- Once the grade is agreed, an hourly rate must be chosen from the [Casual Salary Scale](#). Only hourly rates from the casual salary scale may be used. **Please note that budget to employ a member of staff is higher than salary alone. For Research Grants, you will need to include budget for other employment costs including employer's contribution to NI/tax etc. The Research Office can provide you with this value, confirming the total budget you will need to employ a casual member of staff on a research grant.**
- A start and end date must be quoted on the CSRF. The maximum duration of a casual contract is 13 weeks at full time and cannot be paid beyond this timescale.
- It is the responsibility of the Line Manager to obtain all required authorising signatures on the staff request form.
- The fully completed CSRF must be submitted to HR prior to the casual commencing work.

Recruitment of casual worker

- Unless an appropriate individual has been identified to undertake the casual work, HR can advertise the casual vacancy on our intranet and internet. The College also encourages the recruitment of students, wherever possible. As such, we can also advertise all appropriate vacancies at www.rvc.ac.uk/GraduateJobs/ The details will then go live on the jobs tab of the myrvc and rvc4life websites.
- If more than one person applies for the position, interviews must take place to find the most suitable candidate and to ensure fairness. This should be conducted by the line manager and HR will be available for any queries on how to carry this out.

Processing New Casual Worker

- Once an appropriate candidate has been identified the casual worker must:
 - Complete the Casual Application Form and Casual New Starter Payroll Form – both of which provide necessary personal details and mandatory information to complete the College's government anonymised statistical returns which the College is obligated to comply with.
 - Complete a HMRC New Starter Checklist - unless a P45 is available.
 - Provide an original copy of their right to work in the UK document(s). It is **ESSENTIAL** that the document(s) are checked, copied, signed and dated as being verified and provided to HR.
 - All the above forms can be found on the HR Website.
- This paperwork is needed for HR to enter the casual worker on the HR system. To ensure this is completed by the Payroll deadline, all such paperwork must be fully completed and with HR by the 10th of the month.
- Once all the above forms have been completed and submitted to HR, HR will create a casual letter of employment which will be sent to the individual which will detail the terms of employment.

Pay Claims

- Pay claim forms can be downloaded from the HR website. There are separate pay claim forms for students that must be used.
- Budget holders who sign the pay claims must be on the authorised signature list to be able to approve them. The Finance website has a section under Procurement which explains who is on the list and who can authorise such claims. If not on this list, please contact the PA to the Finance Director who will assist in setting you up as an authorised signatory.
- The deadline for the receipt of authorised pay claims is published on the College intranet every month. Claims received after the deadline will not be paid until the end of the following month.
- Casual work is paid monthly in arrears. As such, claim forms should only include hours worked in each calendar month. This will ensure that your line manager has sufficient time to arrange for your claim to be authorised and passed to the Payroll department for payment before the payroll deadline of the following month.
- Payments are made directly by bank transfer on the last working day of each month.
- Payslips will be emailed to casual workers at the end of each month.
- Any claim that is incomplete will be returned to the authorising manager for correction.
- **It is imperative that the maximum weekly hours of work during term-time are strictly adhered to for international students with a visa.**

End of Casual Work

- To comply with employment law, any casual worker nearing the maximum allowed duration of casual work (13 weeks at full time) will be contacted by HR to ensure that the casual work ceases.
- If there is a requirement for a continuation of the work, the position must be changed to a fixed-term or established position which must be recruited for in the normal way which will include an Online Staff Request form, advertising, short-listing, interviewing etc. HR will support you in this process.

- Please advise HR now if a casual has finished their period of work so that their record can be closed and a P45 sent to them.