

## APPENDIX A

# TEMPORARY WORKERS POLICY

### 1. Purpose of the policy

The purpose of this Policy, the Fixed Term Workers – Procedure and the Use of Agency Workers – Guidelines is to detail entitlements for workers employed or hired by the council on a temporary basis.

### 2. Scope

This policy applies to those engaged on a temporary basis either via a fixed term contract of employment or via a temporary work agency. This policy does not apply to contractors or consultants who are self employed.

### 3. Key Principles

It is the council’s policy that its employees will, as the norm, be employed on permanent contracts of employment.

The council will use fixed term contracts in order to employ someone directly under the circumstances set out in the Fixed Term Workers – Procedure.

Any employee engaged on a fixed-term contract will be entitled to terms and conditions of employment that are not less favourable on a pro rata basis than the terms and conditions of a comparable permanent employee, unless there is an objective reason for offering different terms.

Fixed-term employees will be treated in the same way as comparable permanent employees in relation to opportunities for training, promotion, transfer and appraisal.

Employees on fixed-term contracts or hired through an agency will be informed of all available vacancies as they arise via access to Insite.

The council will use temporary agency workers only to provide additional resources and allow for flexibility on a short-term basis from time to time. The use of a temporary agency worker must be reviewed when approaching a six month period. Where it is expected the duration of the assignment will be for a longer period of time, consideration must be given to the use of a fixed term contract.

Agency workers are entitled to access to amenities and facilities from the first day of their assignment with the council and in addition agency workers with 12 qualifying weeks service on a council assignment will be entitled to equal treatment in relation to pay and other basic working conditions detailed in the Use of Agency Workers – Guidelines

### 4. Additional information

The process in relation to the initial hiring of agency workers is managed by the council’s procurement team and their procedures and policies must be followed.

Whilst employed on a fixed term contract all council policies are applicable including the Capability Procedure, Disciplinary Procedure and Grievance Procedure in respect of non-renewal of a fixed term contract.

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This Policy should be read in conjunction with the Fixed Term Workers Procedure and the Use of Agency Workers Guidelines, which are both available on Insite.