

ENGAGEMENT OF CASUAL WORKERS POLICY

Brief Description (max 50 words)	The policy guides the engagement of casual workers at the University of Suffolk in respect of irregular work on an infrequent basis for up to 12 weeks for specific tasks unless otherwise stated.
Version Number	1.0
Document Reference	POD 022
Policy Dept	People and Organisational Development (POD)
Equality Impact Assessment Equality Impact Assessment	This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable to all casual workers within UoS irrespective of their age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marriage, or civil partnership, and those who work on behalf of UoS.

Amendment History

Version	Date	Reviewer Name(s)	Summary of changes
1.0	July 2025	Claire Bickers	New policy covering all casual worker engagements.

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1. Policy statement

This policy aims to ensure that casual appointments are only used in appropriate circumstances, that casual staff are paid appropriately, and that casual staff are treated fairly and appropriately whilst working at the University.

This policy does not form part of your terms of engagement, and we reserve the right to amend or withdraw it at any time.

2. Scope

This policy applies to the engagement and use of all casual workers in the University.

Should service conditions apply to any part of this policy, this will be detailed as relevant.

3. General principles

In a casual worker arrangement, the University has full discretion over whether to offer any work to the individual, and individuals can equally choose whether or not to undertake the work offered. There is no mutuality of obligation and casuals are defined as 'workers'. There is no employment relationship however casuals (as workers) do have some legal rights.

The University will engage casual workers in the following circumstances:

- Where the work is occasional. This may be on going over a period of time, for example, exam invigilators; student ambassadors; visiting lecturers providing a short series of lectures, OR
- Where there is no definite requirement to work a particular number of hours because the availability of work is uncertain, or the demand is subject to other events. For example: conference / events workers, OR
- Where the work is temporary for a limited period of up to 12 weeks. For example, additional staff covering student registration weeks

Where the work is temporary with a requirement to work a regular number of hours for a period that is likely to be more than 12 weeks, a fixed-term contract should be considered. Where a worker is engaged on a casual contract but the nature or hours of the work changes during the engagement, it is the responsibility of the manager to undertake the necessary process to change the contract type.

Situations where a casual agreement is not appropriate

The examples below outline where a casual worker agreement would not be appropriate:

- Where the work is additional hours required to be undertaken for a short period of time by a current member of contracted staff. In this scenario a PRF should be approved by the budget holder in advance of the work being undertaken.
- Maternity cover or cover for other long-term absences.
- Long-term vacant posts/secondments
- Cover for a full-time role

- Where the work is a one-off and it has been assessed as appropriate for it to be carried out under a 'contract for service' i.e., by a self-employed independent contractor / Limited companies inside or outside IR35. Please follow IR35 Procedure.

4. Roles and responsibilities

Managers

All managers involved in the engagement of casual workers are responsible for implementing and adhering to this policy and procedure, including completing the Casual Worker Approval Form. It is the responsibility of the recruiting manager to ensure that the appropriate number of casuals are appointed to undertake the work that is required, following a fair recruitment and selection procedure and authorising payment for any hours worked or delegating as appropriate.

People & OD (POD)

Advice and guidance on the application of this policy and procedure will be provided to managers and casual workers by People and Organisational Development (POD). POD will identify appropriate rates of pay, monitor the appropriate use of and rates for casuals and will issue all casual workers with a Casual Worker Agreement. Additionally, POD will undertake periodic monitoring of hours worked by casuals to ensure compliance with the Working Time Regulations, Student visa regulations, and to ensure the appropriateness of the type of employment relationship. POD will also be responsible for ensuring that vacancies are advertised through the applicant tracking system, where relevant.

Budget holder

It is the responsibility of the relevant Head of School/Directorate (budget holder) to approve the use of casuals in line with workforce planning and budget control by approving the Casual Worker Approval Form before any individual is engaged on a casual basis.

Casual worker

It is the responsibility of the casual worker to ensure that they complete their claims for work undertaken on completion of engagements through the MyView System in line with the payroll cutoffs.

5. Casual worker roles

Casual workers may be offered work, and individuals can equally choose whether or not to undertake the work offered. In legislative terms, there is no mutuality of obligation.

5.1 Student Casual workers

To undertake casual work students must be:

- Studying at the University of Suffolk during the academic year and available for work during holidays
- Studying at other Further Education institutions and available for work during holidays
- At least 18 years old
- Have the right to work in the UK.

Please consider that hours offered and accepted are undertaken by students alongside full-time study and must not negatively impact studies.

5.2 Non-student casual workers

To undertake casual engagements, individuals must have the required skills, knowledge, experience, and qualifications/membership of professional bodies to undertake the work that will be outlined in the role profile and have the right to work in the UK.

Casual Lecturers / Senior Lecturers undertake learning and teaching activities; they should not normally be engaged for the purposes of course administration / leadership. Assessment / marking may be undertaken as necessary, with preparation time, which should be claimed along with any teaching hours. To avoid any disputes, it is usual to agree the number of hours for which payment may be made ahead of any claim being received. Preparation time will be in line with the University's Workload Allocation model.

Casual work cannot be undertaken from outside the United Kingdom.

6. Casual worker access to systems

Casual workers are provided with access to the appropriate IT systems and an A1 Digital and IT licence to support casuals to work as required:

- No phone system – no phone number
- Office applications – access to web-based versions of Office apps (Word, Excel, PowerPoint etc)
- Work email address and calendar – exchange online
- Collaboration tools – Microsoft Teams, OneDrive for business, SharePoint Online
- Security and Compliance – basic security features, including Microsoft Purview data loss prevention for emails and files
- Single sign on account to access systems from own device or UoS device
- Access to MyView Self Service system to submit claims/fees and view pay slips etc.
- Access to Casual Workers Hub for policies, procedures and guidance.
- Access to Brightspace

7. Rates of Pay and Entitlements

Casuals should be paid an hourly rate plus payment for statutory annual leave. Rates are determined by the work to be undertaken, in line with the principles of equal pay and the University pay and banding structure. Casual worker pay rates can be found on the Casual Worker Hub

8. Claiming for hours worked

Claims for payment must be authorised by a University of Suffolk engaging manager using the MyView claims system. Payment will be made at the end of the next available calendar month if Claims have been received and authorised within the payroll deadlines. Payroll cutoff dates can be found on the Casual Worker Hub

9. Benefits for Casual Workers

A payment in lieu of statutory leave will be made. The annual leave entitlement for casual workers is 5.6 weeks, pro rata to actual hours worked inclusive of public holidays. No additional payment is due in respect of any other days when the University may be closed.

The pro rata leave entitlement is added to casual workers' hours each time they claim for hours

worked; the pro rata leave is deemed to have been taken and an appropriate payment made. The annual leave supplement is paid at 12.07% of the hourly rate.

Casual workers are not entitled to other paid benefits such as sick pay, maternity pay, paternity pay.

Casual workers can elect to join the USS pension scheme if they meet the eligibility criteria.

10. Essential and mandatory information for casual workers (Induction)

All new casual workers must be provided with a copy of the Casual Worker: Essential and mandatory information for engagement booklet, which provides essential information regarding the casual worker engagement, including Health & Safety procedures. Casual workers must read and sign to confirm they have read and understood the contents before they commence work and at regular intervals as determined by the University.

11. Ending casual engagements

If no work is undertaken for the institution for 3 months, most casual workers POD / payroll records will be automatically closed and a P45 will be issued via MyView system. The P45 and any payslips will be held on the MyView system for casual workers to access up to 90 days after their leaving date.

Some exceptions apply:

- Casual Student Ambassadors are engaged for 12 months to undertake a minimum of 20 hours work.
- Casual Student Content Creators are engaged for approximately 8 months to undertake a minimum of 40 hours work (minimum 5 hours per month)
- External Examiners are appointed for a 4-year period.

Equally, if casual workers no longer wish to be considered for casual work by the University, they should inform the University by email to People and Organisational Development Pod@uos.ac.uk, copying in their engaging manager. Upon receipt of such notice, their contract will terminate with immediate effect.

Casual workers' engagements that exceed 12 weeks will require Executive approval and should only be approved by exception.

12. External Examiners and Validation panel members

Receive a fee over a 4-year period. More information can be found in the External Examiners Policy and in the Appointment letter for this role.

Validation panel members are appointed to undertake the validation of courses by reviewing documentation and attending a validation panel meeting to ensure that the academic standards and quality of the student learning experience align with the University strategy. Please refer to the Procedure for the validation of new courses and the Appointment letter for further details.

13. Links to Other Policies

Links to other policies are available on the Casual Worker Hub [Casual Workers Hub - Home](#)

Whistleblowing Policy

Recruitment of Ex-Offenders Policy
DBS Disclosures Policy
Personal Relationships at Work Policy
Bullying, Harassment and Sexual Harassment Policy
Equality, Diversity and Inclusion Policy

Health and Safety Policy
Health and Safety Risk Assessments
First Aid Policy
Data Management Policy

Safeguarding Policy and Code of Conduct
Under 18 Policy
Prevent Duty Guidance (PDG) for Higher Education