

Guidance Notes – Request to Engage Agency Staff

This guidance sets out the points to be considered when there is a requirement to cover a particular staffing need for a short period.

Before Submitting Agency Requests

Managers should consider carefully in all cases whether the use of an agency worker is necessary or justified and all internal options should be considered before use of agency staff.

In the first instance please contact the Careers and Employability Service to explore if there are any students immediately available who may be able to assist with short term cover. These openings provide valuable work experience and development opportunities for our students.

Please contact the Careers and Employability Service for a further discussion on 01484 472124 or email careers@hud.ac.uk.

Agency Worker – Rights

The Agency Worker Regulations 2010 provide certain rights for agency workers from day 1 of their assignment including the right to apply for internal vacancies and the right to access and use on site facilities.

After a 12 week qualifying period they are entitled to the same “basic working and employment conditions” as if they had been recruited directly by the University and this will result in an increase in the charge rates.

Requesting Agency Staff

All agency working must receive prior approval before such work is commissioned using the “Request to Engage Agency Staff” available on the HR intranet site.

Approval will be considered in the following circumstances:

1. To provide temporary cover until permanent vacancy filled.

This option can only be considered if the vacancy has been through the monitoring system and has been approved. The proposed recruitment timescale must be adhered to as the term of any agency approval will not be extended. Full details regarding why the cover cannot be managed within existing resources through redistribution of duties, reallocation of priorities or overtime should be provided.

2. Provide cover for temporary increased activity / demand.

Full details should be provided as to the reasons for the increased activity or demand and why the cover cannot be managed within existing resources through redistribution of duties, reallocation of priorities or overtime and why other options including consideration of a fixed term contract is not appropriate. Careful consideration should be given to the number of weeks for which cover is required.

3. To work on a temporary short term task / project

Full details should be provided regarding the nature of the task or project and why the cover cannot be managed within existing resources through redistribution of duties, reallocation of priorities or overtime and why other options including consideration of a fixed term contract is not appropriate. Careful consideration should be given to the number of weeks for which cover is required.

Approval of Agency Staff

Please return your completed and authorised request form to Human Resources. Human Resources will advise both the Agency and yourself when your request is approved. You may then contact the agency directly.

You will need to provide the agency with a purchase order number when making your booking (please note that you will be unable to make a booking for agency staff without providing a purchase order number). You may also need to supply additional information relating to the role, working times and why the cover is needed.

Agency Details

The University has contracted arrangements in place with Taskmaster for the provision of temporary staff for all general / professional administration roles and estates and facilities roles (including property services).

For specialist roles or where Taskmaster is not able to supply temporary staff it may be possible to source an alternative supplier via the National NEUPC Temporary and Permanent Recruitment Services framework. You will need to contact your HR Manager for further discussion and authorisation before

Pricing Schedule

A table outlining the pay and charge rates for each agency is shown overleaf (Table 1).

The charge rate includes Employers NI and WTR, but excludes VAT at the standard rate.

Agency staff are paid at an hourly rate equivalent to the top point of the grade below the agreed University grading for that role. Once the agency staff member has been engaged for 12 weeks they will move on to the hourly rate consistent with the University grading and a higher charge will be incurred.

The 12 week qualifying period starts from their first day in post and will only start again from zero in the following circumstances.

- The agency worker gets a new job at a different workplace
- Has a break of more than 6 weeks between jobs at the same workplace
- Stays at the University but takes a new role that's 'substantively different'

A substantively different role is one that's completely new, different work. It could be a combination of different:

- skills, or requiring new training
- pay rate
- location
- working hours

Calculations are based on a 37 hour working week and are subject to any change in employment legislation or any pay award implemented by University of Huddersfield.

Table 1 – Agency Pricing Schedule

Grade	Pay Rate (First 12 weeks)	TaskMaster	
		Agency Fee	Charge Fee (ex VAT)
2	£11.44	£1.06	£15.46
3	£11.44	£1.06	£15.46
4	£11.85	£1.21	£16.16
5	£13.19	£1.44	£18.16
6	£15.52	£1.99	£21.80
7	£19.46	£2.54	£27.57
8	£22.54	£3.78	£32.89

Temporary to Permanent Transfer Fees	Continuous Service	Fee (% of gross annual salary)
	1 – 8 weeks	10%
	8 - 12 weeks	5%
	12+ weeks	0%

Request to Engage Agency Staff – Approval Process

