



DONNINGTON PARTNERSHIP CIO

Registered charity number: 1175291

Casual workers Policy & Procedure.

The purpose of this policy is to provide a framework for the engagement of casual workers to undertake work within the Donnington Partnership. Many of our casual workers are residents within the local community and this policy enables residents and others to gain valuable paid work experience. This policy also enables the Partnership to address short term staffing resource needs to meet operational demands and maintain an effective service to our customers.

This policy and procedure covers the engagement of casual workers to undertake work within The Donnington Partnership. A separate policy exists for the engagement of agency workers (who are engaged via an external agency/supplier).

Prior to engaging a Casual Worker, the Board of Trustees must explore the possibility of using existing staffing resources, within the Partnership. After due consideration, where it is deemed by the board that the need for a casual worker on a short term basis remains then the Board should act upon this.

Approval to engage a casual worker must be obtained in advance in all cases, prior to any individual being engaged on a casual basis. Non-compliance with this requirement for approval in advance may lead to non-payment.

A casual worker may be engaged to cover specific work/role for a maximum period of up to 12 weeks.

Casual workers must not be used to cover any long-term vacancies such as maternity leave.

Existing part-time employees wishing to take on additional hours can be considered as a casual worker.

Should the Board anticipate a need for staffing resource beyond a period of 12 weeks then the reference must be made to the Charity's Recruitment & Selection processes.

All casual workers should be appointed on the relevant fixed casual pay rate, according to the type of work being carried out for each assignment. The corresponding hourly rate is payable for all hours actually worked.

All casual 'workers' are entitled to holiday pay (working time directive) and the calculation is for every 10 hours you work you are entitled to 1 hour off and this is paid at the same time paid for each hour worked.

This policy was adopted by Donnington Partnership Trustee Board

Signed:.....on behalf of the Trustees

Print Name..... Date.....