

Unitemps request form

Budget /
cost centre code:

Project code:
(if applicable)

Job title of position
you are recruiting for:

SMT
representative:

As the University budget holder I can confirm Unitemps is the most appropriate solution to my staffing needs. I have sufficient budget to meet these charges and understand Unitemps will charge this assignment to the cost centre above.

☐

I agree

I confirm I have provided evidence showing approval from my Senior Management Team member to recruit for this vacancy. I understand that if the duration of this role exceeds one month full time equivalent, approval from Staff Recruitment Approvals Group (SRAG) must be granted. In this instance I will provide evidence of this alongside this Unitemps request form.

☐

I agree

Recruiter (timesheet approver)

Name:

Job title:

Email address:

Additional timesheet approver

Name:

Job title:

Email address:

Hourly rate (see rates chart)

Hourly pay rate:
(Please see page 4
for rate chart)

Hours per week:

Typical working
pattern:

Job start and end date: (please include any training period)

Start date:

End date:

Homebased

Will the candidates
be working from
home?

Yes:

☐

No:

☐

Hybrid working:

☐

Health and Safety

Please provide details
of any workplace
health and safety
risks to be shared
with candidates
and steps taken
to mitigate them

Experience, training,
qualifications,
authorisation
legally required. Any
experience, training,
qualifications and
authorisation that
are legally required
for the role. Use
N/A if none are
applicable.

Number of positions
required:

Direct booking

If you have a candidate or a list of candidates you would like us to direct book into this role, please enter their full name and email address here.

Please provide information below if you are advertising the role

Job role:
(Please provide some context about your department / this role to be used by way of introduction in the job advert)

Duties and responsibilities:

Person specification:

Dress code:

Proposed interview date:
(to be included in the advert where available)

Is there any additional information you would like to share with candidates?

If your worker requires an associate computing account, this can be created by your departmental administrator on People Manger. You must contact IT to set up permissions.

Hourly rate chart

Pay grade	Hourly rate	Holiday pay	Total with on costs	Total charge to budget
A	£9.50	£1.15	£10.65	£12.91
B	£9.50	£1.15	£10.65	£12.91
C	£10.44	£1.26	£11.70	£14.19
D	£11.57	£1.40	£12.97	£15.72
E	£12.93	£1.56	£14.49	£17.57
F	£14.51	£1.75	£16.26	£19.72
G	£16.32	£1.97	£18.29	£21.95
H	£17.83	£2.15	£19.98	£24.23
I	£19.47	£2.35	£21.82	£26.46
J	£21.27	£2.57	£23.84	£28.90
K	£26.92	£3.25	£30.17	£36.58
L	£29.41	£3.55	£32.96	£39.96

**AWR* Charges
after 12 Weeks
- See following
pages for
details**

Holiday rate	Holiday pay	Total with on costs	Total charge to budget
£9.50	£1.43	£10.93	£13.25
£9.50	£1.43	£10.93	£13.25
£10.44	£1.57	£12.01	£14.56
£11.57	£1.74	£13.31	£16.14
£12.93	£1.94	£14.87	£18.04
£14.51	£2.18	£16.69	£20.24
£16.32	£2.45	£18.77	£22.76
£17.83	£2.68	£20.51	£24.87
£19.47	£2.93	£22.40	£27.16
£21.27	£3.20	£24.47	£29.67
£26.92	£4.05	£30.97	£37.55
£29.41	£4.42	£33.83	£41.02

Agency Worker Regulations

What are the Agency Worker Regulations?

The Agency Worker Regulations (AWR) was introduced in October 2011 to give temporary workers many of the same rights as a comparable permanent employee. These rights fall into two categories: the rights a worker has from the first day of their assignment; and the rights that they can earn through a 12 week qualifying period. Day 1 rights are primarily focused on access to facilities whereas full rights entitle the temporary worker to many of the same financial entitlements of a comparable permanent employee.

Establishing a comparable employee

A comparable employee under the regulations is a permanent employee working in the same role at approximately the same level as the temporary worker and recruited at the same time. The regulations require that the rights of the temporary worker match this comparable employee in several areas.

In many cases there may not be an obvious comparable employee. In these instances the question is what rights the temporary worker would have had if they had been employed on a permanent contract. For example, if there are company policies regarding the rights of all employees or if all permanent employees have a certain amount of holiday entitlement then this can be used to establish the rights a temporary worker is entitled to under the legislation.

Day 1 Rights

From the first day of an assignment a temporary worker is entitled to the same access to facilities as a comparable permanent employee. Facilities can include, but are not limited to:

Canteen

Workplace crèche

Toilets

Staff common room

Food and drinks machines

Car parking

In addition, the temporary worker is entitled to access details of internal job vacancies.

Qualifying for full rights

To qualify for full rights under the legislation the temporary worker must first complete a 12 week qualifying period. To complete this qualifying period the temporary worker must work for the hirer during 12 consecutive weeks (even if only for 15 minutes) in their role, or a similar role.

The temporary worker may take breaks for various reasons which can affect these qualifying weeks (or 'qualifying clock'). If the break is for less than 6 calendar weeks then the qualifying clock 'pauses' so the 12 week count does not increase, but when the temporary worker returns to work the clock resumes from the point it had reached when they left. If the break in work is more than six calendar weeks then the qualifying period is reset and the full 12 weeks must be completed before the temporary worker attains (or regains) full rights under the legislation.

Breaks in service that pauses the AWR qualifying clock without resetting it

- Breaks of up to 28 weeks due to illness or injury.
- Breaks of up to 28 weeks for jury service.
- Breaks for taking annual leave which the agency worker is entitled to.
- Breaks caused by a regular or planned workplace shutdown (over Christmas for example).
- Breaks caused by strike or industrial action.

Breaks due to maternity, adoption or paternity leave do not reset the AWR clock and these weeks count towards the 12 week threshold.

Different jobs can be treated as the same role under the legislation if they are for the same hirer and if the responsibilities and skills used are broadly the same. In these cases the qualifying clock is calculated by considering work from both of these roles. In some cases a temporary worker may have worked in the same role for the same hirer through a different agency. This work should also contribute to the qualifying clock, although it is the responsibility of the temporary worker to inform the agency of this.

If a temporary worker has several significantly different roles or works with a different hirer then these qualifying clocks and the rights in each role must be considered independently.

Full rights under the AWR

Once the temporary worker has completed the 12 week qualifying period they must be treated the same as a comparable permanent employee in a number of areas of pay.

- Basic rate of pay: they must receive the same basic rate of pay as a comparable permanent employee or be included on the company's pay scale.
- Overtime: the temporary worker is entitled to the same overtime rates subject to completing the required hours of work.
- Unsociable hours: if the client has unsociable hour rates then these must be applied to temporary workers.
- Annual leave: the temporary worker is entitled to the same annual leave as an equivalent permanent employee. This will manifest itself as an increase in the holiday pay rate.
- Bonus or commission payments: when directly attributable to the amount or quality of work completed.
- Vouchers or stamps: if they have monetary value and are not 'salary sacrifice schemes'.

Pay matters that are explicitly excluded from the legalisation:

- Occupational sick pay
- Occupational pensions
- Occupational maternity, paternity or adoption pay
- Redundancy pay
- Notice pay
- Travel or accommodation expenses
- Most benefits in kind
- Bonus' that are not directly linked to the contribution of the individual.

AWR queries and complaints

Queries regarding Day 1 rights should be dealt with by the hirer directly. The hirer has 28 days to respond in writing from receipt of the request. Any queries regarding full AWR rights should be addressed by Unitemps and recorded on Adapt using the AWR request screens. Unitemps has 30 days to respond in writing from receipt of the request.

If the temporary worker is not satisfied with the response they can refer the dispute to the Advisory, Conciliation and Arbitration Service (ACAS). Should a dispute regarding AWR occur, the Unitemps head office team are happy to help provide advice and guidance.