

## GUIDELINES ON TEMPORARY SERVICES AND FRACTIONAL APPOINTMENTS

### 1. What is 'Temporary Services?'

'Temporary Services' refers to the appointment of individuals on a casual or hourly-paid basis to resource periods of pressure, unexpected absence or specialist expertise within Schools or Sections. Individuals appointed through the Temporary Services route are not employees but are nevertheless entitled to receive statutory and occupational benefits. Further information can be found on the '*Principal Terms and Conditions*' section of the Temporary Services form.

### 2. When is a temporary services appointment appropriate?

Individuals may be engaged on a temporary services basis if their services are required for less than 0.1 FTE in a complete academic year. This applies to:-

- those engaged to perform Academic or Academic-Related duties (Grades 5-9) and equates to a maximum of 207 hours in a full academic year. This calculation is based on a notional working week of 37.5 hours.
- those engaged to perform Support staff duties (Grades 1-4) and equates to a maximum of 189 hours in a full academic year. This calculation is based on the standard working week of 36.5 hours.

All temporary services appointments will be paid an hourly rate using the University's Grading Structure. Details of the University's current Grading Structure can be obtained from:  
<https://www.abdn.ac.uk/staffnet/working-here/payroll-information-191.php>.

When Market Supplements (specialist areas where the University's hourly rates are not deemed competitive) are required, a Request to Recruit form must be submitted to the financial planning committee.

Individuals engaged on a temporary services basis will be paid for those hours reasonably required to undertake the duties of the role. Schools and Sections should define the work that is required and payment should be made for all activities that may reasonably be expected of the individual. The assessment of the number of hours to be offered to individuals will be determined by Schools and agreed with the individual.

In the case of teaching and related activities Schools should offer individuals work that takes account of activities such as preparation time, exam marking and administration in addition to the required delivery of material. Payment to the individual for performing the temporary services role will be made following the submission of appropriately authorised temporary services timesheets.

### 3. Job Evaluation

All temporary services positions will be evaluated using the University's agreed job evaluation processes. This will include, as appropriate, matching to generic role profiles that will be developed to support temporary services appointments. For Academic and Research roles these will be matched to the appropriate National Academic Role Profile. The evaluations will be used to determine the appropriate grade for the position. The relevant Human Resources Adviser for each area will be able to assist Schools and Sections to determine the correct grade for a position and the appropriate salary placing on the evaluated grade. No work should be taken until this has been agreed and approved with Human Resources.

The table below provides examples of the types of roles for which appointments may be requested through the temporary services route.

The National Academic Role Profiles have been used, where appropriate. The list is not exhaustive and is intended to give Schools and Sections guidance on what may be the appropriate Grade for a number of generic roles within the University.

Typical Role	National Role Profile Level	University of Aberdeen Grade
Basic Clerical Assistant duties Student Ambassadors Laboratory Attendants	n/a	1
Casual Library/Information Assistant	n/a	1-2 (dependent on duties)
Technical Assistants IT Assistant	n/a	2-4 (dependent on duties)
Casual Sports Attendants	n/a	3
Demonstrators	n/a	4
Research Assistant Tutorial Assistant Teaching Assistant	Level 1	5
Research Fellow Teaching Fellow	Level 2	6
Lecturer	Level 3	7
Senior Teaching Fellow *Senior Lecturer Highly skilled subject specialist from other educational establishments or industry	Level 4	8
*Chair Widely recognized subject specialist in their field from other educational establishments or industry	Level 5	9

\* Individuals engaged on a temporary services basis to perform clinical duties will be paid an hourly rate based on the appropriate clinical staff salary scale.

#### 4. Fractional Contracts

Individuals required for 0.1 FTE or more will be employed on a part-time contract of employment linked to the evaluated grade for the role. As part of the employment process a PERSYS form will be required and the individual should complete an Employee Information Form (EIF). Where the proposed FTE is 0.2 or over the appointment will normally be subject to a full recruitment process.

#### 5. Appointment Procedure

Temporary services appointments allow Schools or Sections to resource periods of pressure, unexpected absence or specialist needs and should not normally be for a period in excess of one academic year.

This role is required to be undertaken in the UK.

Where there is likely to be an on-going requirement for a particular type of activity, in line with good practice, appointments should be made through a normal recruitment process.

Existing staff cannot be engaged or paid through this procedure. The procedure is authorised for genuine temporary services appointments only and should not be used as an alternative route for staff consultancy.

Any self-employed individual (i.e. defined as 'Schedule E' by HM Revenue and Customs) cannot be paid through this route and will be paid following the submission of an invoice.

Where temporary services individuals are appointed without a full recruitment process and without the position being advertised Schools and Sections are reminded of their obligations under the University's equal opportunities/diversity policy and should ensure that any individual appointed through the temporary services route has the necessary skills/experience and competencies required to undertake the duties and responsibilities assigned to them.

#### 6. Holiday Pay

Individuals engaged on a temporary services basis are now entitled, by UK employment legislation, to pro-rated holidays calculated by reference to the holiday entitlement for the grade to which the requirements of the role have been matched.

- Full-time Support staff are entitled to 34 days of annual leave which translates to an hourly holiday pay entitlement of 13.1% of the hourly rate, for each hour worked.
- Full-time Academic and Academic-Related staff are entitled to 41 days of annual leave which translates to an hourly holiday pay entitlement of 15.8% of the hourly rate, for each hour worked.

#### 7. Checks

In accordance with University policy all appointments are subject to certain checks. Schools and Sections must ensure that any individual appointed is:

- Competent to undertake the role.
- Has the right to work within the UK in accordance with current immigration regulations (further details regarding what can be accepted as part of a Right to Work Check is contained in Appendix 1).
- Has been checked by Disclosure Scotland in accordance with the University's policy on the Protection of Vulnerable Groups as appropriate.

If Schools and Sections have any queries about the required checks they should contact the HR Adviser for their area or the Human Resources at [hr@abdn.ac.uk](mailto:hr@abdn.ac.uk).

## 8. Tier 4 Visa Holders

It is a condition of the Tier 4 visa regulations that the holder of that visa can only work a maximum of 20 hours per week during term time. A week is defined as Monday to Sunday. As part of the TA1 application for UGT and PGT students who are Tier 4 visa holders, you must supply a copy of their term timetable for the period of appointment. For PGR students on a Tier 4 visa, you must supply confirmation from their Supervisor that they can undertake this work in accordance with their visa working permissions.

Please be aware that the Tier 4 visa holders are limited to work 20 hours per week in total which includes other part time employment and voluntary work either within or out with the University.

It is essential that the line manager appointing a Tier 4 visa holder monitors the hours they will undertake so that they do not breach the terms of their visa.

## 9. Protection of Vulnerable Groups (Disclosure Scotland)

The Protection of Vulnerable Groups (Scotland) Act 2007 came into effect on 28 February 2011. It created a membership scheme to replace the previous Disclosure Scotland checking system for individuals who work with children and/or protected adults.

The legislation makes it an offence for an organisation to employ a person who is barred from working with children and/or Protected Adults and for an individual to put themselves forward for regulated work whilst barred.

Disclosure Scotland has confirmed that Higher Education Institutions are included within the Protection of Vulnerable Groups legislative framework. However, not all individuals who come into contact with children or Protected Adults through their work are doing regulated work under the terms of the Act. Therefore, only University employees who are specifically employed for the majority of their time in caring for, supervising and advising children and/or Protected Adults will require Scheme membership.

Line Managers who employ Temporary Services staff are responsible for ensuring that appropriate PVG Scheme checks have been undertaken where required for all those who are employed on this basis prior to them taking up the position. Similar arrangements should also be made for self-employed individuals who are paid out with this route on the submission of invoices. Examples of the types of role where it may be appropriate for the post holder to have PVG Scheme membership. Disclosure Scotland has provided guidance to the Higher Education sector on the types of roles within Universities that will be covered by the Act and Human Resources Advisers will work with the relevant Schools/Sections to identify any posts that will require Scheme membership in addition to those which are listed.

## 10. Reporting and Record Keeping

Schools and Sections are requested to keep full and accurate records of the use of temporary services appointments as such records may be audited from time to time. Summary information will be requested from Schools and Sections for reporting to UMG on a quarterly basis as part of the standard Monthly Management Reporting process.

## 11. ID Cards

Individuals engaged on a temporary services basis are not issued with Staff ID Cards. Should access to buildings be required, they should be issued with a trust card. Trust cards are available from the Estates Section and their use should be controlled by the issuing School or Section.

Where an individual require access to the library facilities in connection with their activities, the Library can grant personal staff membership and borrowing rights (this lasts for one year). The School or Section should complete the [proposal form](#). On the payment of a £15 administrative charge, the individual will be given access and borrowing rights. In proposing individuals for membership of the library through this route Schools or Sections are accepting liability for any loss of library materials or charges associated with the memberships.

## 12. IT Account

Individuals will be provided with a University IT account for the duration of their temporary services appointment in order for them to undertake your activities where required. Provision of this account does not denote employment status.

For University of Aberdeen students, this account is in addition but separate to any student account the individual may hold with the University. It is the responsibility of the individual to monitor both accounts.

## 13. How to Complete the Form

The TA1 form for temporary services appointments allows Schools/Sections to engage staff quickly in response to their changing needs. Section C of the form should be completed by the School/Section to include:

- Proposed title and nature of the work to be undertaken
- School/Section
- Start and end date of the appointment
- The name of the line manager
- Hours to be worked with dates
- Grade, spinal point and hourly rate
- Maximum payment and Ledger Code

For externally funded posts financial authorisation must be confirmed and signed by the relevant grant administrator in Research Financial Services.

The entitlement of the individual to work in the UK and to be paid through this route will be confirmed by the appropriate Human Resources Adviser (through the passport/visa which should be submitted along with the completed form).

Sections D-I must be completed by the individual to be appointed. This form gathers personal and banking details and also data necessary for the University to comply with the national HESA reporting requirements. This data is used for equal opportunities monitoring and statistical purposes only.

The form must be authorised by the Head of School/Section or nominated Deputy.

Once fully completed the TA1 form should be forwarded by the relevant School/Section to Human Resources. Human Resources will then authorise the appointment and forward the authorised TA1 form to Payroll, the individual to be appointed and the School/Section.

The form contains the principal terms and conditions relating to the individual's temporary services appointment and removes the need for any further letters or contracts to be issued to the individual.

The aim is to ensure prompt payment is made to individuals for the work they have undertaken. It is therefore essential that all forms are processed quickly and this must be in advance of any work being undertaken. Individuals will not be paid retrospectively.

Payment for the work undertaken will be processed by the Payroll Section on receipt of appropriately authorised timesheets from the relevant School/Section ([timesheets can be found in the Temporary Services section of the Recruitment page](#)).

There is no requirement to submit timesheets to initiate payment for staff employed on a fractional contract as they will receive a pro-rated salary for the period specified on the authorised PERSYS form.

## Appendix 1

### Acceptable Documents under the Immigration, Asylum and Nationality Act 2006

LIST A and B – acceptable documents

If individuals have a **permanent right to work** in the UK they should provide a document or combination of documents from List A.

If individuals have a **temporary right to work** in the UK they must provide a document or combination of documents from either List B Group 1 or List B Group 2.

#### List A

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A birth (short or long) or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### List B

Group 1 – Documents where time-limited permission lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 - documents where time-limited permission lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**Documents which are not acceptable:**

Under the UKVI immigration regulations, we are unable to accept the following documents as evidence of your right to work in the UK:

- a Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK;
- a temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive;
- a permanent National Insurance number when presented in isolation;
- a driving licence issued by the Driver and Vehicle Licensing Agency;
- a bill issued by a financial institution or a utility company;
- a passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- a short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents;
- a licence provided by the Security Industry Authority;
- a document check by the Criminal Records Bureau;
- a card or certificate issued by the Inland Revenue under the Construction Industry Scheme.