

How to hire a temp

Why hire a temp?

Temporary workers can:

- cover holidays, illness or maternity leave
- deal with increases in workload until you can establish the long term need and whether a permanent employee is required
- provide specialist support where skill gaps exist

Types of temps

There are two types of temp, and their recruitment differs:

- **Named temps:** where a manager has sourced a temporary worker and asks the agency to payroll the worker. The worker is an employee of the agency, but has been sourced by us. These workers should be asked to register with 1st Recruitment and you will receive a reduced fee as you have sourced and introduced the worker to 1st Recruitment.
- **Temporary workers:** where an agency finds a suitable candidate for a temporary role. The worker is an employee of the agency and the agency has sourced the worker

Hiring named temps

For named temps, our preferred supplier is 1st Recruitment:

- Tel 01534 875444
- consultants@1strecruit.co.uk

If you have identified someone whom you would like to appoint to a temporary post:

1. Complete a [Workforce Expenditure Approval Request \(WEAR\) form](#)
2. Create a requisition [in Supply Jersey](#) to generate a purchase order number
3. [Complete the online temporary worker requisition form](#) (when you select 'named temp', new options will appear). You will need to:
 - upload the approved WEAR form
 - have permission from the named temp to include their name and contact number on the form
4. The form will automatically be submitted to the People Hub to review and approve, and they will then forward it on to 1st Recruitment for action, copying you in. All subsequent correspondence will be between you and 1st Recruitment
5. 1st Recruitment will make contact with the temp to arrange for them to register at their offices. They will advise you when all vetting background checks have been completed and the temp is cleared to start work. Please do not agree a start date with the temporary worker, until 1st Recruitment have advised all vetting and background checks are complete.

Request a temporary worker

Hiring temporary workers

If you don't have an individual whom you would like to appoint to the temporary post, we have three preferred suppliers and you must approach them, using the following process, in order of cost-effectiveness, allowing 24 hours for each agency to search for candidates before approaching the next.

1. Determine the skills you need, and for how long
2. Complete a [Workforce Expenditure Approval Request \(WEAR\) form](#)
3. Contact [Back to Work Recruitment](#) to see if a suitable candidate is available.
If Back to Work Recruitment has a suitable candidate, follow the process above for hiring named temps
4. If Back to Work Recruitment does not have a suitable candidate, complete all sections of the [temporary worker requisition form](#) including contact details for the States staff member who will be creating and receipting the purchase order for the temp
5. The form will automatically be sent to the People Hub for review and approval. Provided that the form and attachments are fully completed, the People Hub will pass your request onto 1st Recruitment for action, copying you in
6. Within 24 hours of your request, the agency will:
 - source candidates
 - conduct a preliminary interview and
 - provide a long and short list of candidates
7. If, after 24 hours, 1st Recruitment are unable to find a candidate, contact Itchyfeet:
 - Tel: 01534 729996
 - team@itchyfeet.je(PeopleHub will already have provided authority for you to contact them)
8. If, after 24 hours, Itchyfeet are unable to find a candidate, contact ASL:
 - Tel: 01534 500000
 - temps@asl-jersey.co.uk(PeopleHub will already have provided authority for you to contact them)
9. Confirm to the agency the candidate(s) that you wish to interview and inform them of the results

Request a temporary worker

What the suppliers will provide

As part of their fixed fee rate all three suppliers will provide:

- checking references for previous three years and / or two previous employers to include gap analysis for gaps in employment of one month or more
- basic skills check, if requested, to include relevant skills, such as Microsoft packages, email applications, data entry, audio and copy typing

How to hire a temp

- ID verification
- right to work in Jersey checks
- monthly reporting to monitor overall spend

If you request any further checks, the agency may charge extra:

- academic qualification and / or professional qualification verification
- more detailed skills testing
- psychometric testing – ensuring that it is carried out by a qualified assessor
- credit checks
- basic Criminal Record Check (Disclosure Scotland)
- Disclosure and Barring Service (DBS) check
- any other selection methods / products they are experienced in using and would recommend

What happens next

The agency will confirm when all vetting and background checks are complete and the temp is cleared to start work. Don't agree a start date with the temporary worker, until the agency have advised all vetting and background checks are complete.

Supplier fees

In addition to the temporary worker's basic salary, the agency will charge add-ons

Confidentiality

Keep any supplier rates strictly confidential as they are classified as 'Commercial in Confidence'. You must not publicise the agreements or any part of them without written agreement of the supplier concerned and HR.

If you divulge any information obtained from this source to non-entitled people or organisations, you will be breaching States of Jersey codes of conduct, which may lead to disciplinary action.

Description Of Charge / 'add-On'	All Suppliers
Holiday pay (as % of basic salary only)	4%
ER Social Security (as % of basic and holiday pay)	6.5%
GST (as % of management fee only)	5%
Management fee (fixed fee regardless of basic salary)	See recruitment agency fees and charges

Other Charges	All Suppliers
Temp to perm placement fee	See recruitment agency fees and charges
Vetting and referencing fees	See recruitment agency fees and charges

Rates

The requisition form provides details of the rates that apply to temporary workers. You should not request any rates outside these pay scales.

Hourly Rates For Civil Service Roles	Hourly Rates For Manual Worker Roles
TCMW1/0 - £7.50	TCLW1/1 - £10.20
TC02/3 - £10.21	TM01/0 - £10.78
TC03/0 - £10.21	TM01/1 - £10.97
TC03/1 - £10.55	TM01/2 - £11.16
TC03/2 - £10.89	TM01/3 - £11.36
TC03/3 - £11.24	TM02/0 - £11.36
TC04/0 - £11.24	TM02/1 - £11.55
TC04/1 - £11.63	TM02/2 - £11.74
TC04/2 - £12.02	TM02/3 - £11.94
TC04/3 - £12.43	TM03/0 - £11.94
TC05/0 - £12.43	TM03/1 - £12.13
TC05/1 - £12.86	TM03/2 - £12.32
TC05/2 - £13.30	TM03/3 - £12.52
TC05/3 - £13.75	TM04/0 - £12.57
TC06/0 - £13.75	TM04/1 - £12.81
TC06/1 - £14.22	TM04/2 - £13.05
TC06/2 - £14.70	TM04/3 - £13.29
TC06/3 - £15.21	TM05/0 - £13.29
TC07/0 - £15.21	TM05/1 - £13.53
TC07/1 - £15.82	TM05/2 - £13.82
TC07/2 - £16.46	TM05/3 - £14.11
TC07/3 - £17.12	TM06/0 - £14.40
TC08/0 - £17.12	TM06/1 - £14.69
TC08/1 - £17.85	TM06/2 - £14.98
TC08/2 - £18.61	TM06/3 - £15.27
TC08/3 - £19.41	TM07/0 - £15.27

TC09/0 - £19.41	TM07/1 - £15.56
TC09/1 - £20.39	TM07/2 - £15.90
TC09/2 - £21.41	TM07/3 - £16.24
TC09/3 - £22.49	TM08/0 - £15.90
TC10/0 - £22.49	TM08/1 - £16.24
TC10/1 - £23.23	TM08/2 - £16.58
TC10/2 - £24.00	TM08/3 - £16.91
TC10/3 - £24.78	TM08/4 - £17.25
TC11/0 - £24.78	TM08/5 - £17.59
TC11/1 - £25.69	TM08/6 - £18.78
TC11/2 - £26.63	
TC11/3 - £27.61	
TC12/0 - £27.61	
TC12/1 - £28.49	
TC12/2 - £29.40	
TC12/3 - £30.34	
TC13/0 - £30.34	
TC13/1 - £31.75	
TC13/2 - £33.22	
TC13/3 - £34.77	
TC14/0 - £34.77	
TC14/1 - £36.22	
TC14/2 - £37.74	
TC14/3 - £39.32	
TC15/0 - £39.32	
TC15/1 - £40.64	
TC15/2 - £42.01	
TC15/3 - £43.43	

Managing temporary workers while on assignment

Follow the guidance below on managing temporary workers:

1. Provide suitable induction and training
2. Make sure their hours are recorded on the relevant agency's timesheets, are signed off by the temporary worker and recruiting manager / supervisor
3. Ensure any payments made to temporary workers comply with the guidance on payments to temporary resourcing agencies
4. Keep the agency updated on sickness absence / training / performance or any incidents
5. contact the agency immediately if the temp raises a grievance or if there are any disciplinary issues
6. Let the temporary worker know if their assignment is due to finish. Make sure you phrase it in this way rather than their 'contract has ended' or been 'terminated'. If the assignment ends, the worker remains an employee of the agency and you must inform the agency when you are ending the assignment

Review your use of temporary workers on an ongoing basis and consider whether the position should be filled on a fixed term or permanent basis. You should follow an open recruitment process in line with our recruitment and selection policy.

[Managers' guide to recruitment and selection](#)

Owner: HR Operations Manager [REDACTED]

Last reviewed: 12 December 2018