

## **Annex 6**

### **GUIDANCE REGARDING THE AUTOMATIC TERMINATION OF CASUAL WORKING ARRANGEMENTS**

Casual (as and when required) workers will be employed and be subject to the same reference, medical, Right to Work and DBS checks as all other staff (See Recruitment & Selection policy).

Personnel will monitor, on a monthly basis, those casual workers who do not submit timesheets. Where a casual worker has not submitted a timesheet for 3 months, Personnel Services will write to the individual to inform them that their casual working arrangement will cease in the event that a timesheet is not submitted at the end of the following month.

In the event that a timesheet is not received by the end of the fourth month, Personnel will request the Service Manager to complete a Termination Form for the individual concerned.

PERSONNEL SERVICES

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