

Department identifies a work need and considers the appropriate type of engagement

DECISION ON ENGAGEMENT

Activity is in a set timescale and the individual is able to carry out work in a manner and at a time of their choosing. The individual can substitute another individual if required to ensure the work is completed.

One-off piece of work or work on an occasional basis. No expectation of the work continuing. The University controls the work / hours / pattern and selects the individual to do the work

To deliver ongoing work, working for and controlled by a University manager and working for a defined number of hours. The university will select the individual required to do the work.

Employment status check must be carried out by Payroll

Consider whether the employment status should be checked by Payroll

Work is expected to be completed within a known timeframe with no expectation of the work continuing.

The work is expected to be on-going

Individual is self-employed

Individual is not self-employed

Contract for services

Casual engagement

Fixed-term contract

Open contract

ISSUING CONTRACT OR CASUAL ENGAGEMENT

Yes

Is the work of an administrative nature?

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Yes

No

Contact the University Temp Pool

Department undertakes recruitment following standard University guidelines or PGWT recruitment guidelines

Department completes casual engagement forms

Department completes the appointment documents and passes them to HR

Department issues contract for services. Follow procurement procedures for appointment of suppliers

Department issues engagement form and letter to individual

HR issues fixed-term contract offer to individual

HR issues open contract offer to individual

END OF CONTRACT

Is continued work available?

Is continued work available?

Is fixed-term contract most appropriate?

No

No

Yes

Engagement ends

Department follows process for end of a fixed-term contract

Contract extension

Yes

No

