

Covid-19: HR Guidance–Casual and Agency Worker

Last updated: 15 June 2020

This guidance is regularly being reviewed.

Casual and agency worker Covid-19 guidance

During Covid-19 the Council has agreed the following approach for casual and agency workers as an interim measure and will be subject to review.

What is the position for casual and agency workers who need to isolate for seven or 14 days?

The council will continue to pay casual and agency workers who need to isolate for a period of seven or 14 days. Wherever possible and if well, the casual/agency worker should work from home. If they are unable to work from home – for example, because of the nature of their job role – then managers should try to find a solution. This could involve redeploying the individual to another role that can be undertaken at home. However, if a solution cannot be found and the individual remains unable to work, they will continue to receive their normal pay.

Casual workers' payment will be based on an average of the worker's earnings over the previous 12 weeks.

What is the position for casual and agency workers who are unable to work because of other circumstances associated with Covid-19?

There are multiple additional reasons why a casual/agency worker may not be able to work because of circumstances associated with Covid-19. These include:

- isolating for longer than 14 days – e.g. due to an underlying health condition – and unable to work from home
- caring responsibilities created by school closures and unable to work from home, however flexibly
- a role becoming temporarily unrequired – e.g. in the event that delivery of a service is suspended

Ordinarily, in these circumstances, casual and agency workers would not be entitled to normal pay. However, the council recognises that the Covid-19 pandemic is an extraordinary event. Therefore, it has been agreed that these workers will continue to receive their normal pay during this time. As with all matters in this guidance, these arrangements will be kept under continual review and managers will be notified in advance of any changes.

In circumstances where the agency worker has been working on a specific project or programme that the Council decides is no longer necessary or is being postponed, the agency worker will be provided with the appropriate notice (1 week) and the assignment will end.

What is the process to pay a casual worker who is unable to work?

To arrange payment for a casual worker who is unable to work because of circumstances associated with Covid-19, managers should complete the 'casual worker average payment form' at [Casual Worker Average Payment Template](#) .

The completed form should be emailed to payroll at Payroll.Corporate@oneSource.co.uk. The payroll team will then calculate a payment based on an average of the casual worker's earnings over the last 3 payment periods. The average payments will be processed in the next available pay period.

What is the process to pay an agency worker who is unable to work?

To arrange payment for an agency worker who is unable to work because of circumstances associated with Covid-19, managers should approve the timesheet in Adecco's Beeline system in the usual way. Instructions will be sent out from Adecco to ensure that these individual circumstances are reported within the timesheet return.