Recruiting staff via Unitemps: new rules

The University maintains its Unitemps staffing agency to manage the placement of temporary staff, normally students, into roles where a clear funding exists and a compelling need arises. In 2013/14 Unitemps managed temporary assignments for University departments worth more than £4m which includes a significant number of non-critical administrative assignments. These new rules are being introduced to reduce this spending.

Expectations
Departments are expected to manage their staffing requirements within their budgeted resources and to absorb all short term and non-critical administrative staffing needs within their existing teams. Unitemps should only be used to recruit, deploy and pay staff when a compelling short term and budgeted (and therefore foreseen) need arises. The Unitemps team have been asked to ensure that all assignments they fulfill comply with these new requirements.

When should Unitemps be used?
Unitemps will continue to accept bookings from current hiring managers with no additional authorisation for the following purposes:

• To staff trading areas in faculties and CSAS
• To staff essential temporary assignments that are planned in advance and budgeted such as exam invigilators, annual fund telephone campaign and the summer cleaning programme.
• To pay external assessors
• To staff major events that are planned and budgeted in advance such as Open Days, Applicant Days and Graduation Ceremonies.

When should Unitemps not be used?
Unitemps should not be used to recruit and deploy staff to any non-critical administrative assignment or for any long term role without prior authorisation from either the VC’s Recruitment Group or their EB member. Short term administrative requirements should be covered from existing departmental resources; long term requirements, if they cannot be absorbed, should be approved via the weekly VC’s Group using the same process for securing authorisation to recruit permanent staff.

20 November 2014
### Summary of options available for covering temporary staffing requirements

<table>
<thead>
<tr>
<th>Staffing requirement</th>
<th>Cover from existing dept. resources</th>
<th>Unitemps with VC’s Group Approval</th>
<th>Unitemps With no further approval</th>
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</thead>
<tbody>
<tr>
<td>Maternity cover</td>
<td>✓</td>
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<tr>
<td>Short term sickness absence (&lt;1 month)</td>
<td>✓</td>
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<td></td>
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<tr>
<td>Long term sickness absence (&gt;1 month)</td>
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<tr>
<td>Major events (eg Open Days)</td>
<td>✓</td>
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<tr>
<td>Staffing in trading areas</td>
<td>✓</td>
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<tr>
<td>To staff short term budgeted campaigns and initiatives (eg annual fund telephone campaign)</td>
<td>✓</td>
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<tr>
<td>Student demonstrators</td>
<td>✓</td>
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<tr>
<td>Exam invigilators</td>
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<tr>
<td>Gaps between leavers and new starters</td>
<td>✓</td>
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<tr>
<td>Any long term admin requirement (&gt; 1 month)</td>
<td>✓</td>
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</tbody>
</table>

### Summary guidance for determining how to fill new temporary recruitment requirement

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Recruitment need arises

- Can it be absorbed within existing team?
  - Yes
  - Will the assignment be longer than 1 month?
    - Yes
      - Is the assignment part of a major, pre-planned and budgeted event?
        - Yes
          - Recruit via Unitemps
        - No
      - No
        - Secure approval from the VC’s Group
          - Recruit via Unitemps or via HR if a fixed term contract
    - No
      - Secure approval from EB member
        - Recruit via Unitemps
  - No
    - No further action

- No further action
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Yes

No