

## **BRAINTREE DISTRICT COUNCIL TEMPORARY REGISTER – GENERAL INFORMATION**

### **What is the temporary register?**

It is the Council's policy not to use recruitment agencies for office staff. Therefore the Council started its own bank of temps along the lines of a temping agency about ten years ago to help cover holidays and sickness or provide extra help for a particular task.

### **How does it work?**

Personnel is informed about a vacancy once the necessary documentation has been authorised. An applicant from the Temporary Register is matched to the vacancy, depending on skills and availability etc. The applicant is then contacted and offered the temporary post. If the vacancy is long term, the Manager may invite applicants along for an interview and they may be asked to take a test.

The Register operates mainly through word of mouth by someone who knows about the temporary register or by a speculative employment enquiry. Occasionally we may advertise in the local press. Students who attend Witham Technology College are also encouraged to apply. Applicants who attend permanent interviews but are unsuccessful are also informed about the Register.

### **The vacancy**

We cannot determine when a vacancy will arise, so it may be that applicants are on the register for a while before a vacancy becomes available. The duration of the vacancy may be for 1 – 2 weeks, or for a longer term 3 – 6 months. They will not be on a daily basis, or for less than one week.

The duties of the post vary and could range from reception duties, working in the call centre, typing, filing, general administration or may be of a more specific nature.

### **Pay**

The rate of pay is dependant upon the type of vacancy but the minimum starting salary is £5.63 per hour. Should the temporary vacancy cover a higher graded post, the rate of pay will be higher. The salary will be paid on the 20<sup>th</sup> of each month directly into a bank of building society of your choice.

### **Holidays and Sickness Periods**

You will be entitled to paid holidays during your temporary employment. You will also be paid for any time you have off sick. These entitlements/payments will be paid pro rata in relation to the term of your employment.

**Notice Periods**

You will be given one month's notice when your temporary contract is due to end and likewise would be requested to give one month's notice of your intention to leave the Council. You will also be given notice if the period is to be extended.

**Permanent Vacancies**

There is no guarantee that temporary employment will eventually lead to the job becoming permanent. However temps are allowed to apply for permanent internal posts.

**Correspondence and Policies and Procedures**

Temporary staff will receive a formal offer letter and contract of employment. Braintree District Council's Policies and Procedures will apply and are available on request from the Personnel Department.