

# Havering Re-employment Scheme

## Policy

### 1. Introduction

This scheme takes precedence over normal HR policies during this unprecedented emergency situation. The scheme enables previous employees who wish to support the council's covid-19 response to be rapidly engaged through a temporary re-employment scheme.

Staff who have previously worked at the council may include retired staff, staff made redundant and other leavers. This policy sets out the arrangements that will apply when a manager agrees with a former employee that they will temporarily return to support the council's covid-19 response.

### 2. Principles

- Employment compliance checks will be streamlined and balanced to ensure a swift process
- Normal rules around pension abatement will be relaxed
- On the assumption that periods of re-employment will last 12 weeks or fewer, enrolment in the Local Government Pension Scheme will not apply.
- Priority will be given to former employees with skills needed in critical and essential services
- The terms offered will be those set out in a casual workers contract. Staff will be re-engaged on their previous grade and spinal column point unless a manager agrees that they are to be placed in a different role than the one previously occupied.

### 3. Who does the scheme apply to?

- redundant ex-employees
- retired ex-employees
- former agency workers
- former casual workers

### 4. Engagement process

- Managers will be responsible for agreeing with a former employee that they will temporarily return. If required, HR can provide information on previous employees to enable managers to identify individuals they may wish to contact.
- In view of the unprecedented circumstances, formal assessment and selection processes will not be used.
- Job role suitability will be determined by an informal discussion with the worker and the hiring manager.
- Employment references will not be taken up.
- A casual workers' contract will be offered to all engaged workers.
- Workers will be engaged on their former grade and spinal column point unless a manager agrees that they are to be placed in a different role than the one they previously occupied.
- On-boarding will be carried out by the hiring manager.
- In specific roles workers must have the appropriate DBS clearances:
  - This may include DBS clearances obtained through other organisations or clearances that the council may already have on personnel records, when the clearance is within the previous six months.
  - Alternatively, in the short term, a risk assessment may be completed by the hiring manager to enable the worker to start whilst the DBS process is followed.
- Workers must have the right to work in the UK. Identification verification will be managed electronically wherever possible.

## 5. Hours of work

Casual worker contracts are on a nil hours basis. However, in these specific circumstances, hiring managers should discuss and agree their expectations of the hours that a worker is likely to work. The hours worked will be reviewed regularly and are dependent on need. There will be no minimum number of hours each week and because of the needs of the service and fluctuation in the need for casual work, the dates and times offered may be varied at short notice. Wherever possible, a normal approach to maximum working hours and breaks will be followed.

## Managers Guide: Fast Track Engagement Process

1. HR will send the hiring manager a list of former employees or workers. The list should be reviewed and contact made to confirm whether the former employee or worker wishes to return to work for the council.
2. If the former employee or worker agrees to return the hiring manager should confirm the role that they are undertaking.

The role will fall into one of the following categories:

- A role previously held
  - An existing role in the current organisation structure (this may be at a higher or lower grade than the role previously held)
  - A role specifically created to support the work of the Covid-19 emergency
3. The hiring manager should complete a Covid-19 New Starter Request Form with the contact details of prospective workers. The form should be sent the HR Team ([generic email address](#))
  4. HR will contact the former employee or worker to arrange a video call to on-board them. Formal documents such as passports and addresses will be verified via video calling. Scanned/copies of verified documents should be emailed to [C19.recruitment@havering.gov.uk](mailto:C19.recruitment@havering.gov.uk)
  5. HR will contact the hiring manager to confirm the outcome of the video call and will advise whether or not a risk assessment is needed to ensure that vulnerable groups are protected or while a DBS clearance is sought.
  6. HR will confirm with the hiring manager that documents including the New Starter Request Form have been viewed, verified and sent to [C19.recruitment@havering.gov.uk](mailto:C19.recruitment@havering.gov.uk)
  7. Employee Services will send a conditional offer letter and a New Starter Form to the worker to complete and return to [C19.recruitment@havering.gov.uk](mailto:C19.recruitment@havering.gov.uk). Where necessary, Employees Services will also send the worker a link to the online DBS verification service to be completed and submitted.
  8. Employee Services will send the hiring manager a timesheet to record the hours completed by casual workers. Timesheets should be sent to [Payroll.Corporate@oneSource.co.uk](mailto:Payroll.Corporate@oneSource.co.uk). Timesheets are processed one month in arrears.
  9. Payroll will write to workers to advise them that their pension enrolment is postponed for three months.