

Hourly Occasional Staffing Governance Principles

- **Transparency in Recruitment Process:** All recruitment processes for hourly paid staff are to be conducted in a fair, open, and transparent manner to ensure compliance with institutional and legal standards.
- **Documentation Integrity:** Hourly Occasional employment contracts (including the approval of the critical business need for same) and related documentation need to be accurate, complete, and retained for the legally required period, as set out in the Hourly Occasional Staff Procedure document, to ensure accountability and audit readiness.
- **Registration to Remain Connected and Informed:** Those who administer hourly occasional staff are required to register with People & Culture to keep informed of emerging legislation, policies and practices, as well as to facilitate access to guidance and advice when needed. All hourly paid staff are also required to register to enable the procedural processing of contracts and payments and enable timely access to information pertinent to them.
- **Compliance with Legal Requirements:** The process for engaging and managing hourly occasional staff, as set out in the 'Hourly Occasional Staffing Procedure' document, must adhere to applicable laws and regulations, including those concerning Garda Vetting requirements. In addition, the contract of employment must be signed by both parties before an employee starts work. For audit purposes, Timesheets will not be approved in the absence of a signed contract. Timesheets which are not approved will not be paid.
- **Timeliness of Processes:** Procedural steps, such as contract issuance, hourly paid staff registration and payroll submissions, need to be completed within established deadlines to ensure smooth operation and timely payments.
- **Clear Communication on Role Expectations and Entitlements:** Staff members are required to be informed of their roles, responsibilities, and entitlements at the outset of employment, with clear and accessible documentation provided. Those engaged as hourly occasional staff are required to have the necessary level of skills and experience to carry out the work required of them.
- **Support for New Hourly Occasional Staff:** Newly engaged hourly paid staff will be appropriately inducted and supported through mentorship and guidance to ensure they can perform their duties effectively.
- **Consistent Application of Pay Rates:** Established hourly pay rates are to be consistently applied across all categories of hourly paid staff to maintain equity and compliance with policy.
- **Responsibility and Accountability:** Heads of College/ School/ Service Area are responsible for ensuring compliance with the University Policy and Procedures relating to Hourly Occasional staff.
- **Data Protection and Confidentiality:** All staff-related documentation and personal data is required to be handled in accordance with data protection regulations to maintain confidentiality and security.

Restrictions that may apply in relation to the re-employment of former public service employees or pensioners.

Certain restrictions may apply in relation to the re-employment / appointment of:

- (a) former public service employees who have availed of certain collective agreements or arrangements OR

(b) former public service employees who are in receipt of a public service pension or who have preserved benefits under a pre-existing public service pension scheme

The main agreements and schemes (see Appendix 4) that may restrict a candidate's right to be re-employed in the public service or affect how they are reemployed are:

1. Employment Control Framework for the Higher Education Sector
2. Collective Agreement: Redundancy Payments to Public Servants
3. Pension Abatement

The list is not exhaustive, so prospective candidates should declare any other agreements or arrangements that they may have availed of that affects or restricts their re-employment in the Public Service.

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement or redundancy. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Approvals:

- Approval for the recruitment of an Hourly Occasional Staff Member rests with the Head of School/Head of Unit (or designated nominee).

Documentation and Record-Keeping:

- Employment contracts must be signed and retained, copied to People and Culture, for a minimum of 10 years to comply with legal requirements.
- Copies of all relevant documents, including timesheets, must be available for audit purposes and to meet this Hourly Occasional Policy guiding principle of 'Documentation Integrity'.

Exceptional Business Case:

- It is accepted that there are times when a particular level of expertise is required from a known individual. This can be processed outside of an advertised process on an exceptional basis. In addition, where an unforeseen exceptional emergency arises, this can also be processed outside of an advertised process. These exceptions must be approved by the relevant Head of College/ULT member or his designated nominee and in line with the procedures set out for such cases.

APPENDIX : LINKS TO RELEVANT FORMS AND DOCUMENTATION

Form/Process	Description	Link
Recruitment of Student Help Policy	Policy governing the recruitment of student help	Recruitment Policy Link
Hourly Paid Staff Contract (OSC)	Employment contract for hourly paid staff	Hourly Paid Staff Contract Link

Payroll Authorisation Form (PAF)	Authorisation form for payroll processing	Payroll Authorisation Form Link
Paypath Form	Payment method form for hourly paid staff	Paypath Form Link
Timesheets for Hourly Paid Staff	Timesheet submission for payroll processing	Timesheet Form Link
Staff ID Card Process	Procedure for obtaining a staff ID card	staffidcards@ucc.ie
UCC Email Account Setup	Setting up UCC email and access rights	Email Setup Link
Salary Scales Information	Information on salary scales	Salary Scales Link
Group Personal Accident Scheme Information	Details about the accident insurance scheme	https://uccireland.sharepoint.com/sites/Insurance