



Guidance Notes on Staff Overtime, TOIL, Agency Workers, Casual Workers and Hourly Paid Academics

1. Staff Overtime & TOIL

It is the responsibility of the line manager to ensure that any paid overtime or TOIL is applied fairly, consistently and with transparency across the University however further guidance can given by HR if required.

Bands A-L qualify for TOIL on a 1 for 1 basis and it is important that any TOIL accrued is used within 3 months to avoid being in a position when it impacts on annual leave.

Bands A-H, in exceptional circumstances and with manager approval, may be paid overtime in the normal way.

When a staff member has worked overtime, the timesheet should be completed electronically via [Peoplenet](#) and submitted for approval where appropriate. All timesheets submitted for payment must be approved by the 4th of the current month.

Those beyond Band L are expected to support additional dates within the University calendar as part of their normal duties, on occasion, and do not qualify for either TOIL or paid overtime.

2. Agency Workers

Agency workers should only be used for short-term assignments, either to cover staff absence or to cover a role until a permanent member of staff is appointed.

Guidance in engaging agency workers is available on Staffnet [here](#)

3. Casual Workers

When a department wishes to engage a casual worker, the line manager should complete a [Casual Worker Request](#) form **prior** to engaging any worker.

The request form should confirm the total cost for the role, length of engagement and an overview of the reasons for the request. If a department is looking to engage more than one worker on the same rate and role, the number of workers and total cost for all should be completed.

Once the request form has been authorised, the line manager may engage the agreed casual worker. **Casual Workers may only be offered hours once the request form has been approved.**

Once the casual worker has been engaged, they should complete the relevant starter paperwork, a copy of the completed request form should be attached to this and submitted to the Human Resources Department.

4. Hourly Paid Academics (HPAs)

When a Faculty wishes to engage an hourly paid academic staff member, they should complete the Request for a New Fixed Term Hourly Paid Academic Form available on Staffnet [here](#)

The form should be authorised by the line manager and then submitted to the Human Resources Department.