



**QUEEN'S
UNIVERSITY
BELFAST**

Extended Workforce Training

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Associate HR Business Partners – Extended Workforce Project

Learning Outcomes

To understand:

- Why the University needs an extended workforce
- How the extended workforce contributes to achieving the University's vision and how it aligns to the institution's values
- Who the extended workforce are
- The key determinants of employment status
- The importance of making good decisions about employment status
- Governance

The Extended Workforce

Supports the University's employee base to achieve its strategic aims by:

- delivering non-permanent or intermittent services
- preventing the disruption of service delivery by covering short term staff absences;
- providing additional support, skills and experience to meet fluctuating demands.

Our Vision

The University is committed to:

- Being a responsible and progressive employer, recognising the significant contribution the Extended Workforce makes in achieving our vision
- Engaging individuals on terms which are fair and favourable

Our Values

Integrity

- Honesty and transparency

Connected

- Active collaboration

Ambition

- Maximising contribution

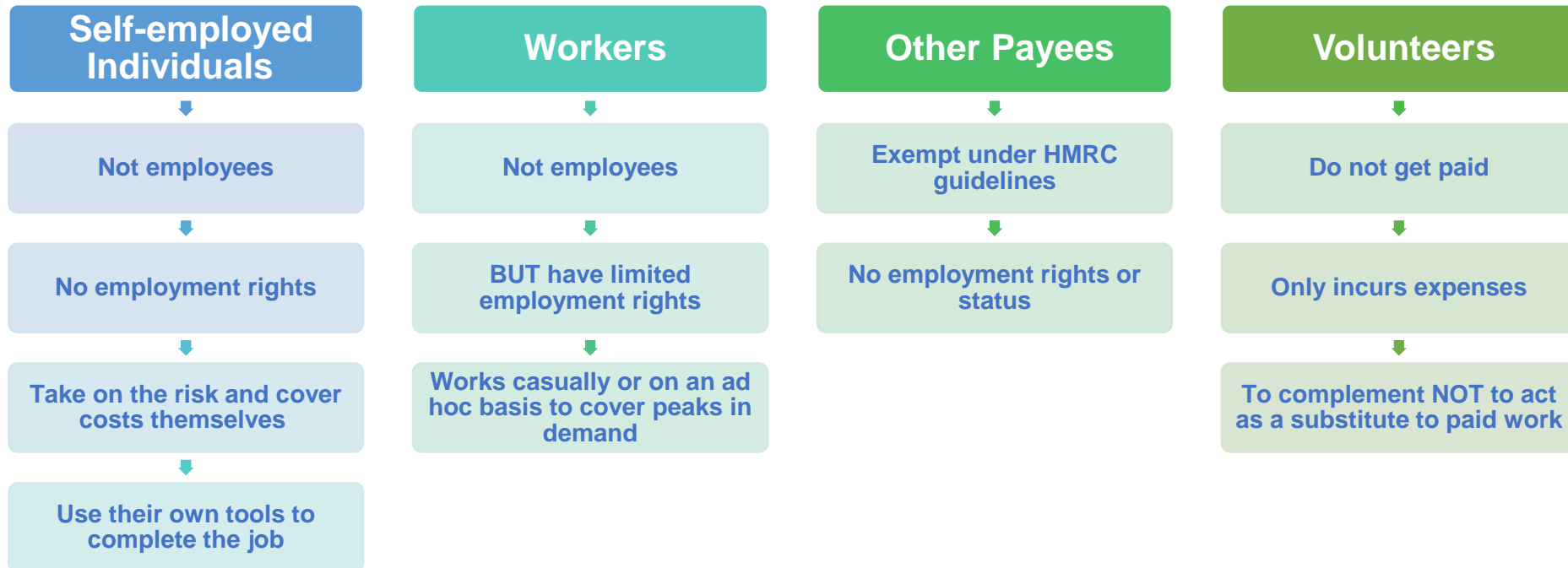
Respect

- Fair and mutually beneficial relationships

Excellence

- Vital contribution in pursuit of excellence

Who are the Extended Workforce?



Types of employment status



STATUTORY RIGHTS	EMPLOYEE	WORKER	SELF-EMPLOYED
Not to be unfairly dismissed	X		
Statutory redundancy payment	X		
Statutory minimum notice period	X		
Maternity Leave	X		
Parental leave	X		
Paid annual leave	X	X	
National minimum wage	X	X	
Working time regulations, including rest breaks	X	X	
Right as a part-time worker not to be treated less favorably than a comparable full-time worker	X	X	
Right to be accompanied at a formal hearing	X	X	
Protection from unlawful deductions from wages	X	X	
Protections for making a protected disclosure (whistleblowing)	X	X	

What determines employment status?



Mutuality

'mutuality of obligation is the obligation on the employer to offer work and the obligation on the individual to accept the work'



Control

'the power of deciding the thing to be done, the way in which it shall be done, and means to be employed in doing it'



Personal Service

Whether the role needs to be carried out in person or whether they have the 'power of substitution'

Employees

Mutuality

- There is an obligation to accept the work, and there is an expectation to be offered work

Control

- The employee is under the supervision or control of an employer
- The equipment is provided by the employer to ensure the work is completed

Personal Service

- The employee DOES NOT have the power of substitution

- QUB pay employees an annual salary but can be paid an hourly rate
- Are engaged on an employment contract
- Employee contracts can include;
 - Open-ended contract
 - Fixed-term contract
- Types of cohorts that have been re-categorised as employees:
 - Placement Students
 - Non-PG TA's

Workers

Mutuality

- There is no obligation to accept work and no expectation to be offered work

Control

- The worker is under the supervision or control of an employer
- They can work for others
- The business provides materials, tools or equipment they need to do the work

Personal Service

- They DO NOT have the power of substitution

- Are engaged under a worker contract, can also be referred to as a contract of service
- Paid an hourly rate determined by the role they undertake
- Not an employee but do have limited statutory rights
- Some examples of workers within QUB are as follows:
 - Casual Bar, Front of House Staff
 - Student Helpers and Fundraisers
 - Casual admin/clerical roles, including STAR
 - PEC Class Instructors
 - Invigilators
 - Demonstrators
 - PGTA's
 - Occasional Lecturers/Clinical Demonstrators

Self-Employed Individuals

Mutuality

- There is no obligation to accept work and no expectation to be offered work

Control

- They have a high level of control over how the work is done, what work they do, and when to do it

Personal Service

- They have the power of substitution

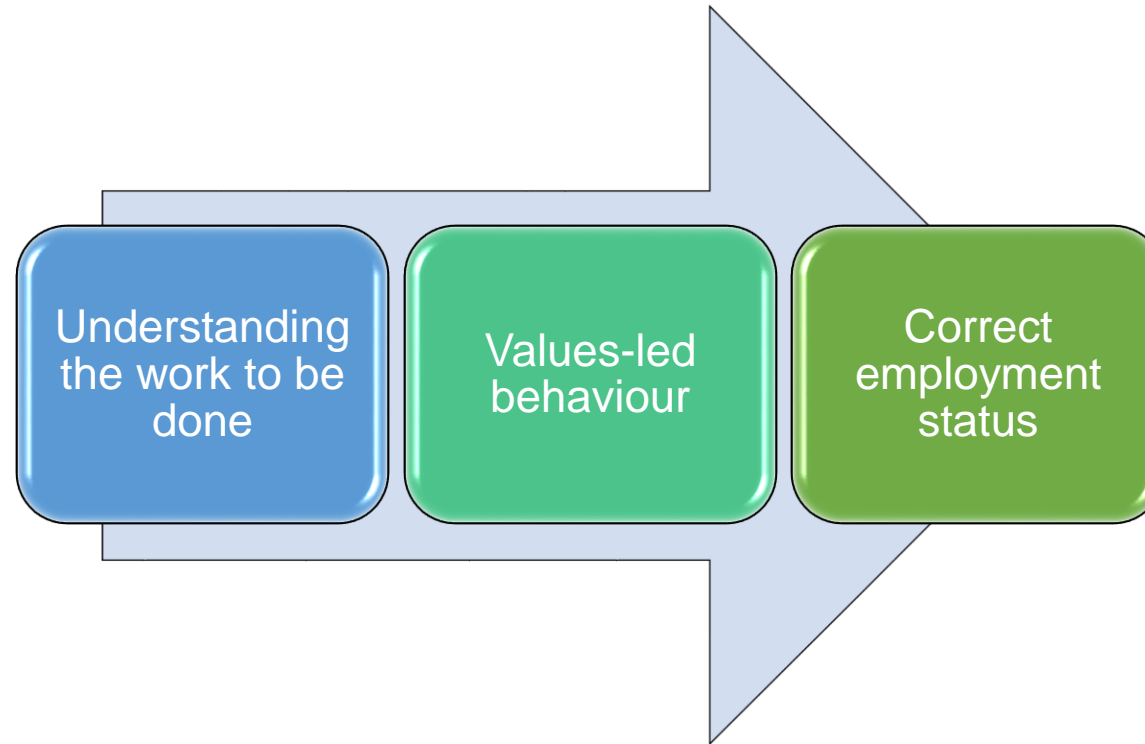
- Subject to procurement and are paid as a supplier
- Paid a fee as determined by the procurement process
- Do not have employment rights
- Are responsible for their own tax and national insurance
- Engaged with a contract *for service*
- Some examples of self-employed individuals within QUB are as follows:
 - Personal Trainers/Team Coaches
 - Disability Support Assessors
 - External Professionals
 - Third parties who provide outsourced teaching packages
 - Open-Learning Tutors
 - Instrumental/Vocal Tutors

Other Payees

- Individuals who undertake activities that do not constitute either work or a volunteering role
- Paid small sums for out-of-pocket expenses as compensation for time spent
- Examples include clinical trial participants, service users and carers

Employment Status	Employee	Worker	Self Employed	Other Payees
Contract	Contract of Employment	Worker Contract	Contract for Service	Letter
Payment Route	Itrent	NSP / Extended Workforce system	Invoice	P2P/Request for Payment
Payment	Salary	Hourly Rate	Fee	Out of pocket expenses

Getting employment status right



Why is it important?

To reduce the risk of;

- Industrial action
- Legal action
- Reputational damage
- Unethical practices
- Poor working relationships
- Financial consequences

Governance

- The University will review the use of engagements to ensure they are appropriate
- The Head of School/Director (or nominee) is responsible for ensuring that engagements align with policy
- People & Culture will ensure that those responsible for engaging individuals are trained and supported
- People & Culture will undertake equality monitoring of workers

Learning Outcome Review

The purpose of the training was to understand:

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Questions?

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