

What is Temping?

The term “temporary work” or “temping” refers to a situation where an employee works for a company for a limited period of time and is usually, although not always, employed through an agency.

If you do temporary work for Cluett Reeve then we would employ you whilst you are working at one of our clients and we would pay you on an hourly rate.

In a temporary role you could be working for as little as half a day or for several weeks or months or more – it all depends on the assignment.

The temporary sector is constantly growing – according to the Recruitment & Employment Confederation (REC), currently there are over 1.2million temporary workers out on assignment in any one week.

Why do Businesses use Temporary Staff?

To cover permanent staff absences such as holidays, sickness or maternity leave

To assist during busy periods – seasonal work

To help with one-off projects

To provide specific experience or knowledge on a short-term basis

As a method of recruitment – the temp to perm process

What are the Benefits of Temping?

Temping offers the flexibility to accommodate different lifestyles and working patterns

It gives you the ability to try different environments and organisations

It’s a good way to “get your foot in the door” – a large percentage of our temporary staff secure a permanent position as a direct result of them temping

It’s easy to change jobs if you find things don’t suit you with less notice than with permanent positions

Preparing for your temporary assignment

Prior to you going on any assignment for Cluett Reeve, we will brief you on exactly what the role entails and let you know all about the company and the environment into which you are going. We will never send you to an organization that one of our consultants has not vetted. We will also confirm the pay rate and hours of work with you and inform you of any specific health and safety requirements.

What we will need from you before you start

Completed registration process

Proof of right to work in the UK

P45 or HMRC new starter checklist

Bank details

Signed authorization to take references

Signed employment contract

Any additional client-specific paperwork

What you can expect from us

We will pay you accurately and on-time subject to us receiving your signed timesheet correctly.

We will keep in touch with you to check you are happy and that the assignment is going OK.

Our consultants are there for you should you have any queries or experience any difficulties.

What we will expect from you

Commitment – you will need to be able to commit to the full duration of the assignment you are offered.

Flexibility – often temporary assignments will start very quickly and can change at short notice.

Adaptability – you will need to be able to be polite, professional and cheerful in different working environments

Reliability - we expect you to be at work on time and to be punctual when returning from lunch or breaks. If you are unable to attend work for any reason, then the absence procedures must be followed.

Professionalism - in everything you do, this includes dressing and presenting yourself appropriately for the assignment and client with which you are placed.

Timesheets

The way you record your hours worked varies from client to client.

For some assignments you will be sent a weekly timesheet, usually by email.

Your timesheet should be completed daily and signed by your supervisor at the end of each week.

The timesheet should be completed to the nearest quarter of an hour and the total for the day should not include any time taken for your lunch break. In order for us to process your pay, we must have received your signed timesheet by 9.00am on the following Monday.

If you are not able to submit a properly authenticated timesheet, we will, in a timely fashion, conduct further investigations into the hours claimed by you and the reasons why the timesheet has not been signed in respect of those hours. However, this may delay any payment to you.

Some clients use online timesheets held within their intranet or use clocking in and out machines – if these apply on assignments that you are in then you will be shown how to complete these by your supervisor at the client. The timescales for submission for online timesheets are the same as for manual ones ie, they must be available to us by 9.00am on the following Monday in order to ensure you are included on payroll that week.

Pay

Provided we have received your correctly signed timesheet by 9.00am on the Monday following the week worked, you will be included in that week's payroll and receive your wages into your bank account on Thursday. We will only pay by direct credit transfer to your nominated bank account. We will not, under any circumstances, pay in cash or by cash cheque.

You will be paid at the hourly rate applicable to the assignment which will have been discussed with you prior to the start. Pay rates may vary from assignment to assignment but will always be higher than the National Minimum Wage applicable at that time.

You will be paid under PAYE with deductions made for tax and NIC where applicable. In order to ensure that you are on the correct tax code, we will need to have received either a P45 or HMRC new starter checklist. Without a current copy of one of these forms in place, we will have to deduct tax from your wages at basic rate which may mean that you pay more tax than you should.

Subject to us receiving a correctly authenticated timesheet, we will guarantee that we will pay you for all hours worked regardless of whether we have received payment from the client for those hours.

Benefits

Holiday Pay

Like all employees you are entitled to a statutory number of working days holiday per year pro-rata on the time that you have worked for us. The statutory leave entitlement currently stands at 5.6 weeks which is 28 days for full-time workers. The amount of holiday pay you accrue is dependent on the hours you work and is calculated each week at 12.07% of your basic pay (not including overtime) and is put into a "holiday fund" for you to draw on when you have time off. Your holiday year runs from your start date and any holiday pay not claimed can be requested as a lump sum when you leave us.

Statutory Sick Pay

Cluett Reeve does not currently offer a company sick pay scheme for its temporary staff but you may be entitled to statutory sick pay providing you qualify under HMRC rules.

To qualify for SSP you must be in an on-going assignment and off sick for at least four days in a row. If this applies to you then you should contact your consultant who will give you further details on how to claim. SSP will only be paid up to the end of your assignment.

Statutory Maternity, Paternity and Adoption Pay

Subject to HMRC conditions concerning length of employment and earnings levels you may be entitled to SMP, SPP or SAP. If you believe that any of these entitlements may apply to you then please contact your branch who will send you the relevant forms.

Pension

You will be entitled, if you wish, to participate in our auto-enrolment pension scheme subject to certain qualifying conditions. Full details are available and will be sent to you automatically on qualification.

Equal Opportunities and Diversity

Cluett Reeve has a commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

For further details please see our full equal opportunities and diversity policy.