



## Relief Workers

From time to time Pillar Kincardine requires relief staff to cover both planned and unplanned absence (e.g. holidays, maternity leave and sick leave) among the permanent staff. The actual levels of relief staff cover needed are kept constantly under review by the Service Manager.

Unqualified relief staff will be recruited at the level of Support Worker and may, after appropriate experience, rise to Senior Support Worker level. Qualified staff will be recruited at Senior Support Worker level.

Duties will be commensurate with salary grading. Staff on Support Worker grades will not be asked to take sole charge of a group or session, while those on Senior Support Worker grades may be so entrusted at the discretion of the Service Manager.

Recruitment procedures for relief staff will be as for permanent staff but they will be offered a *Casual Services – Zero Hours* contract. The contract will not oblige Pillar Kincardine to offer any work to the relief worker, nor will it oblige the relief worker to accept any or all of the work Pillar Kincardine may offer them. Rather, the contract will allow Pillar Kincardine to offer work to the relief worker as and when the need arises, whilst allowing the relief worker a free choice on every such occasion either to accept or to decline the work on offer, without their choice on any one such occasion affecting the likelihood of Pillar Kincardine offering them work on another, separate occasion.

In line with our policy on **Protecting Vulnerable People**, *enhanced disclosure* will be required of all individuals prior to their being engaged either as qualified or as unqualified workers.