



CONTINGENT LABOUR HIRE PROCEDURES 2024

Issued by: Director, Human Resources
Date: 1 January 2024
Last amended: 3 April 2024 (administrative amendments)
Signature:
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1 Purpose and application

- (1) These procedures are to give effect to the [Workforce Engagements and Payments Policy](#) (“the policy”).
- (2) These procedures apply to the engagement of contingent workers hired under an agreement with a labour hire agency to meet short-term skill requirements.

2 Commencement

These procedures commence on 1 January 2024.

3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

4 Approved labour hire agencies

- (1) Engagements and extensions of contingent workers from labour hire agencies must be initiated and arranged through Human Resources Recruitment Operations.
- (2) Recruitment Operations, in consultation with Procurement Services, will determine a list of labour hire agencies which are the University’s [contracted suppliers](#).

Note: Contracted supplier arrangements are established in accordance with the [Procurement Policy](#) and its associated procedures. Suppliers will normally be from the [approved supplier list under the NSW Government Scheme 0007](#) for contingent workers.

- (3) Where a highly specialised skill requirement cannot be met from the list of contracted labour hire agencies, engagement of alternative suppliers is negotiated by Recruitment Operations in consultation with Procurement Services. Engagement of appropriate alternative agencies must be approved in accordance with the [Procurement Policy](#) and its related procedures.

5 Job requisition

- (1) Prior to sourcing or engaging an individual through a labour hire agency, the hiring manager should seek advice from Recruitment Operations on whether employment options (continuing, fixed term, casual or internal secondment) would be a more appropriate form of engagement.
- (2) To seek approval to hire a contingent worker through a labour hire agency, the hiring manager must [create a job requisition](#) in Workday, the HR Management System, providing details of the duration, duties and budget for the engagement.
- (3) The relevant delegate must approve the job requisition in Workday before Recruitment Operations can source a temporary contingent worker from a labour hire agency.

6 Sourcing candidates

- (1) Where the relevant delegate has approved the engagement of a temporary contingent worker, Recruitment Operations will:
 - (a) identify appropriate agencies from the University's contracted suppliers;
Note: At least two agencies will be contacted, to compare the skills and value of options available.
 - (b) obtain resumes and quotes for candidates that have been pre-screened by an agency against requirements of the position; and
 - (c) shortlist candidates for the hiring manager's consideration.
- (2) The hiring manager is responsible for selecting a suitable candidate and will consult with Recruitment Operations to determine the appropriate selection process.
 - (a) If interviews are required, the hiring manager will:
 - (i) arrange the date, time and venue for interview of candidates and inform Recruitment Operations accordingly;
 - (ii) co-ordinate any other interviewers;
 - (iii) arrange completion of [conflict of interests declaration forms](#) by each interviewer and forward the declarations to Recruitment Operations prior to interviews; and
 - (iv) prepare interview questions.
 - (b) The hiring manager and any interviewers must not participate in the selection process if they have a conflict of interests with a candidate.



- (3) At the completion of the selection process:
 - (a) the hiring manager will advise Recruitment Operations of the preferred candidate(s);
 - (b) Recruitment Operations will:
 - (i) record the conflict of interests declarations;
 - (ii) source a minimum of one reference for the preferred candidate;
 - (iii) liaise with the selected labour hire agency to engage the candidate, at the rate approved by the relevant delegate;
 - (iv) provide the agency with a copy of the University's Contingent Worker Affiliation Letter, outlining the contingent worker's role and responsibilities (including compliance with policy) while on assignment at the University. The letter must be signed by the contingent worker before they can commence an assignment at the University; and
 - (v) provide relevant paperwork to the Unibuy desk;
 - (c) The Unibuy Desk will then raise a requisition in Unibuy on behalf of the hiring manager.

7 Terms of engagement

- (1) The terms of the engagement with the selected agency must be negotiated by Recruitment Operations on the University's behalf, and must:
 - (a) name the individual(s) to be engaged;
 - (b) specify the duration of the temporary engagement as approved by the relevant delegate on the job requisition;
 - (c) specify the rate (including, where appropriate, the hourly, daily, or weekly rate) for the work to be undertaken;
 - (d) include details of the role, skills to be provided and performance expectations; and
 - (e) confirm any required pre-engagement screening (for example, police, working with children or health checks).
- (2) When negotiations with the selected agency are finalised, Recruitment Operations will provide the hiring manager with the completed agreement with the selected agency (customer order schedule).
- (3) The hiring manager is responsible for:
 - (a) liaising with the relevant delegate to sign the agreement (customer order schedule) with the selected agency, as final approval; and
Note: Delegations of authority are set out in the [University of Sydney \(Delegations of Authority\) Rule](#).
 - (b) returning the approved agreement to Recruitment Operations.

8 Supervising the engagement

- (1) The nominated manager is responsible for supervising the contingent worker(s) during their assignment at the University including:
 - (a) **induction:** completing tasks in the 'New Hire Checklist' in the Human Resources Management System, taking into account the duties and duration of the assignment;
 - (b) **performance management:** regularly monitoring the contingent worker's performance and informing Recruitment Operations. If a temporary contingent worker is not performing to a satisfactory standard, Recruitment Operations will contact the agency to end the worker's assignment at the University;
 - (c) **exit processes:** ending the contingent worker's contract, ensuring that the contingent worker no longer has access to University systems and that any University property is returned when their assignment with the University finishes;

Note: Refer to the Intranet information and the "[End contingent worker contract](#)" knowledge article in the Services Portal.

9 Payments

- (1) Contingent workers are paid by the labour hire agency.
- (2) Labour hire agencies issue the University with tax invoices for the work performed by the contingent worker following submission of timesheets.

Note: The labour hire agency is responsible for all employment tax obligations.
- (3) A contingent worker's timesheets must be validated by the relevant University supervisor before they are submitted to the labour hire agency. Overtime payments will only be validated where the worker was specifically requested to work the additional time by an authorised supervisor prior to the overtime being worked.
- (4) Tax invoices received from the labour hire agency must be validated against timesheets and will be paid in accordance with the supplier terms with the University, generally 30 days.
- (5) Payments to labour hire agencies will be made against purchase orders raised in accordance with clause 6(3)(b)(v). Receipting of the services in UniBuy will be issued by the UniBuy Desk on behalf of the hiring manager where the invoice is accompanied by an approved timesheet, otherwise the hiring manager must receipt the services within UniBuy, in accordance with the [Supplier and Payment Procedures](#).

10 Variation or extension of a labour hire arrangement

- (1) Any extension or variation of an engagement of a contingent worker through a labour hire agency must:
 - (a) be initiated in the Human Resources management System upon [receipt of a contract end date notification](#);



- (b) take into account:
 - (i) the cost of the total engagement, including both the original agreed costs and the cost of the proposed variation or extension; and
 - (ii) the performance of the individual against agreed outcomes;
- (c) be negotiated by Recruitment Operations on the University's behalf;
- (d) be reviewed by the relevant finance officer if there are any changes to the originally agreed rates or budgeted costs; and
- (e) be approved by the relevant delegate.

Note: Refer to the [Procurement Policy](#) and its associated procedures.

11 Rescissions and replacements

These procedures replace the Contingent Labour Hire Procedures 2015 which are rescinded from the commencement date of this document.

NOTES

Contingent Labour Hire Procedures 2024

Date adopted:	1 January 2024
Date commenced:	1 January 2024
Date amended;	3 April 2024 (administrative amendments)
Administrator:	Director, Human Resources
Review date:	1 January 2029
Rescinded documents:	Contingent Labour Hire Procedures 2015
Related documents:	

[University of Sydney \(Delegations of Authority\) Rule](#)

[Affiliates Policy](#)

[Staff and Affiliates Code of Conduct](#)

[Procurement Policy](#)

[Recruitment and Appointments Policy](#)

[Visa and Work Rights Policy](#)

[Workforce Engagements and Payments Policy](#)

[Working with Children and Vulnerable Adults Policy](#)

[Reasonable and Non-Allowable Expense Procedures](#)



[Supplier and Payment Procedures](#)

[UniBuy Procurement Procedures](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
Throughout	Administrative amendments to remove the year in policy references	3 April 2024