

# MEMORANDUM

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**To:** ALL STAFF

**From:** Peter Thomas, Personnel & Administration Manager

**Date:** 12<sup>th</sup> March 2009

**Subject:** Secondary Employment

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## **Secondary Employment**

It has recently come to light that a few part time staff with secondary jobs have a combined contract taking them over 37 contracted hours a week. This was discussed at the recent Community Services Team meeting and advice/guidance was requested.

### **Recruiting new staff:-**

*Applicants should be asked at or before interview if they have any other employment or if they are intending to stay with a current employer as well as working for the Consortium. If the answer is 'yes' then we need to know how many hours they are working before offering a contract. The combined contracts should not exceed 37 hours per week. This should also be checked when staff are applying for additional hours to increase an existing contract.*

### **Existing staff:-**

*Consortium staff who have second jobs should firstly seek authorisation from the Personnel department before working extra hours and the hours they work per week in their second job should be monitored by the Team Co-ordinator to ensure they are not working excessively. The combined contractual hours should not exceed 37 per week.*

### **Staff who may already have more than one job :-**

*Some existing staff may have already taken another part time job without seeking approval. Staff are reminded that it is a condition of employment with the Consortium that they seek approval and anyone who has taken a second job without approval should make their line manager aware of their position immediately.*

*Hours worked by all employees need to be monitored by the Consortium to ensure our ongoing duty of care under Health and Safety legislation. Our purpose in reviewing these procedures is to make staff aware of their contractual obligations and to explain the reasons why we require this information.*

*From now on the Consortium will be seeking more detailed information about existing working arrangements for any new recruits and also monitoring hours worked by employees.*

Our Ref: CLC1078