



Agency Workers at Lincolnshire County Council

As an agency worker we would like to take this opportunity to welcome you to Lincolnshire County Council. This leaflet intends to give you a brief overview of some of the benefits you can enjoy whilst working at the Council.

BEFORE YOU START

Your manager/supervisor will need to undertake some checks before you can begin in the role you are being asked to undertake. They will need to see the following: Enhanced DBS check (if applicable); Evidence of your identity; Evidence of your right to work in the UK; Evidence of your relevant qualifications.

INDUCTION

Your assignment manager/supervisor will undertake an induction to ensure you settle in quickly to your role. As such you will be given a guided tour of the offices and general facilities such as bathrooms, rest areas, canteens to help you get your bearings. In addition you will be provided with information on relevant policies that must be adhered to at all times including the Health and Safety policy and procedures which will be explained to you. All tools necessary for you to undertake the job role will be provided along with training to use any unfamiliar tools or to ensure you understand the tasks that you will be working on. Your normal working hours and standard rest periods will be discussed and agreed at this point.

VACANCIES

As an agency worker you are entitled to apply for both internal and external vacancies at Lincolnshire County Council. To do this you will need to register on the Council's E-recruitment system. The link to register can be found at <http://jobs.lincolnshire.gov.uk>. Click 'Register' which is on the right hand side of the page. To view internal vacancies please see the Internal Vacancies page on George.

EQUAL TREATMENT

After 12 weeks on assignment within the Council, you are entitled to equal treatment i.e. the same basic employment and working conditions as an employee or worker who has been directly recruited to the same job. (Please note – most agency workers receive parity in pay from day 1 so at week 12 you will not see an increase in the hourly rate at week 12) This includes basic pay (including, where appropriate, pay for additional risk payments for hazardous duties /overtime pay etc); pro rated annual leave; paid time off for antenatal appointments; working hours; and rest periods. The right to equal pay does not include occupational sick pay, occupational pensions, maternity, paternity or adoption pay (the Regulations do not affect an agency worker's statutory entitlements), redundancy pay, benefits in kind/ requiring an eligibility period, or the right to salary-sacrifice schemes