

# Contingent Time & Material Engagement Lifecycle Guideline

This document provides important guidance to managers regarding the engagement of individual workers on a contingent basis.

## What is it?

This Guideline is a resource to assist in managing the appropriate engagement of a Contingent Time & Material (T&M) workers, otherwise known as temporary labour hire (temps, contractors)

### Definition of Contingent T&M:

- An individual who is a hosted worker who is not employed directly by the University; and
- who is paid directly by an approved Recruitment Agency Supplier on an hourly or daily rate basis via a timesheet approved by a nominated University employee; and
- who performs work under the direction and management of the University; and
- who requires access to the university systems and facilities to undertake their work; and
- cannot be an existing RMIT employee

### Definition of Recruitment Agency Supplier:

- RMIT partner with a panel of preferred Recruitment Agencies who supply Contingent T&M workers under a labour hire arrangement
- Under the *Labour Hire Licensing Act 2018* (LHL Act), all labour hire providers must be licensed <https://labourhireauthority.vic.gov.au/>
- As a host, RMIT must only use licensed labour hire providers to provide labour hire services

## Who is this for?

This Guideline exists to support hiring managers wishing to engage Contingent T&M workers under a labour hire arrangement through an approved RMIT panel supplier.

Out of scope are individual workers engaged through providers who supply individuals who fall outside the definition of worker in the [Labour Hire Licensing Act](#). These individuals should be engaged via the Contingent Identity Management (IDM) process.

## 1. Identify workforce need & approval

1.1. The University may engage contingent T&M workers on the following basis:

- a) Specific task or Project
- b) Interim cover for an employee on long term leave
- c) Interim cover whilst recruitment for fixed term/continuing position is taking place

- 1.2. The university cannot engage a current RMIT employee as a vendor
- 1.3. The university must seek approval according to all recruitment controls in place at the time

## **2. Recruitment and Selection**

- 2.1. It is important that contingent T&M workers are assessed as having the necessary skills, knowledge, and experience to undertake their duties and are provided with adequate support. The recruitment and engagement of all contingent T&M workers must be managed by the University Contingent Talent Acquisition team.
- 2.2. Once the job requisition has been approved on the enterprise system, the Contingent Talent Advisor will clarify the job details; budget; duration and requirements of the role with the nominated hiring manager.
- 2.3. The Contingent Talent Advisor will then determine the best sourcing strategy and engage the relevant panel agency partner to source talent from the external market. The Contingent Talent Advisor will screen candidates and work with the hiring manager to select candidates to interview.
- 2.4. The Contingent Talent Advisor will also review the current Contingent Talent pool within the university and make recommendations to redeploy current contingent T&M workers.
- 2.5. We recommend interviews to be conducted by the hiring manager or nominee and at least one other should they require it:
  - a) Peer to position
  - b) Project or Stakeholder representative
  - c) A person with relevant experience that may be external to the area.
  - d) Contingent Talent Advisor
- 2.6. Once a candidate has been selected the Contingent Talent Advisor will manage the onboarding with the agency partner and system access via Workday.

## **3. Background Verification checks**

An offer of contingent T&M hosted employment, extension or re-engagement may not be made until the preferred candidate has passed all required background verification checks. The People Team will conduct the following verification checks where appropriate:

- Working with Children checks
- Australian Working Rights check
- National Police checks
- Verification of qualifications and/or certifications
- Sanctioned country screening and assisting the hiring manager with the sanctions process when relevant
- COVID Vaccination
- Any other verification of mandatory requirements.

Contingent T&M workers must not be concurrently employed by RMIT University on a casual, fixed-term or continuing basis.

The Hiring Manager will assist as required under the direction of the People Team.

- 3.1. RMIT cannot not host a contingent T&M worker who does not hold a valid visa with appropriate work rights for their proposed engagement. If a contingent T&M worker's visa is revoked or amended (which may happen at any time) and that contingent T&M worker loses their right to work under the current arrangements, then RMIT must immediately cease providing work for that contingent T&M worker.
- 3.2. The RMIT contingent Talent Acquisition Team validate visa/ work rights prior to each new engagement, re-engagement or extension of a contingent T&M worker, and contingent T&M workers are required to advise of any change to their visa or work rights.
- 3.3. RMIT managers must not set any expectation or imply to any contingent T&M worker that RMIT will be able to provide visa sponsorship.
- 3.4. RMIT is committed to all candidates being treated equitably, with care, respect and fairness throughout the recruitment and selection process. RMIT complies with legislation and supports its commitments to gender equity, Aboriginal and Torres Strait Islander workforce to ensure a diverse workforce profile capable of achieving RMIT's strategic objectives. This includes workers hosted through direct contingent employment with RMIT

#### **4. Duration of engagements**

- 4.1. The University will engage temporary contingent T&M workers in circumstances which require project work, when specialised talent cannot be found, or as an interim solution whilst fixed term or continuing recruitment is undertaken.
- 4.2. Contingent T&M worker duration of appointment is initially capped at 6 months. If the contingent T&M worker is required for longer than 12 months, you will need to seek further approval to extend the appointment.

The university must seek advice from the Contingent Talent Team and relevant HRBP if they wish to initially engage a contingent T&M worker for more than 6 months.

If the advice determines engagement is still appropriate, approval in both circumstances is required from the Hiring Manager's one up manager and Finance, documented in Workday.

#### **5. Payment (Recruitment Panel)**

- 5.1. Payment of Contingent T&M Workers will be made via their Recruitment Agency employer based on approved timesheets from the nominated University employee who must hold either continuing or Fixed term employment status

#### **6. Onboarding and Induction**

- 6.1. Induction is as important for hosted T&M workers as it is for RMIT employees. The manager / supervisor is responsible for providing all new contingent T&M workers with an induction to RMIT, their role and the work environment
- 6.2. New contingent T&M workers should be advised by their supervisor of the requirement to complete the mandatory online compliance modules as soon as they start.

Completion is required within one month. Contingent T&M workers must also be advised of any specific RMIT policies and procedures, particularly in relation to OH&S and emergency procedures in workshops or laboratories

- 6.3. The Hiring Manager will need to arrange the relevant equipment, system and campus access for the Contingent T&M Worker.

## **7. Extension of Contingent T&M Worker**

- 7.1. Hiring manager to advise if they wish to extend a contingent T&M worker via written confirmation to their Contingent Talent Advisor. Once confirmed, the Contingent Talent Advisor will liaise with the recruitment agency employer to extend the appointment, action via the system and notify the contingent T&M worker.

## **8. Offboarding of Contingent T&M Worker**

- 8.1. The University has the right to terminate a Contingent T&M Worker early given 2 weeks' notice or immediately in the case of misconduct
- 8.2. The Hiring Manager is required to give written notice of early termination to the Contingent Talent Advisor who will liaise with the relevant Agency supplier.
- 8.3. If the hiring manager does not want to extend a Contingent T&M Worker, written confirmation is to be sent to the Contingent Talent Advisor who will liaise with the Agency Supplier and manage the system offboarding.

## **9. Conversion to RMIT Employment**

At the request of conversion to a fixed-term or continuing RMIT position, the Contingent Talent Team should consult the HR Business Partner to ensure that we have considered the redeployment RMIT talent pool. The Contingent Talent Advisor must liaise with the Hiring Manager to discuss agency fees and to obtain approval prior to progressing with a conversion.