

## Temp To Temp, Temp to Bank and Temp to Perm Process

<b>Policy Number</b>	43
<b>Version</b>	4
<b>Policy Contact</b>	Matthew Betteridge
<b>Date Issued</b>	1 <sup>st</sup> November 2017
<b>Reviewed</b>	15 <sup>th</sup> May 2024
<b>Next Review Date</b>	15 <sup>th</sup> May 2025
<b>Approved by</b>	OneCall24 Policy Team

### Introduction

OneCall24 is committed to supporting our clients in their strategies to onboard workers and meet their internal staffing needs. This policy outlines the processes for managing temporary workers transitioning to other temporary roles, bank positions, or permanent roles within client organisations.

### Temp to Temp (T2T)

- **Understand Trust Policies:** Familiarise yourself with the trust's policies regarding T2T transfers and required non-working periods.
- **Compliance Check:** Ensure that candidates who have worked for the trust or another agency comply with the stipulated timeframe before engaging on behalf of the end user.
- **Communication:** When in doubt, communicate with the trust to establish firm timelines to understand when the worker can re-engage with the trust.
- **Alerting Trusts:** If a worker who previously worked with OC24 starts working at the trust through another agency, inform the trust for them to investigate.
- **Charging Policy:** Currently, OC24 does not charge for T2T transfers. Any potential charges require Director approval.

### Temp to Perm

- **Support Trust Strategies:** Understand and support the trust's intentions regarding engaging workers on a temp to perm basis.
- **Transparency:** Maintain transparency in communications with the trust about the status and process of temp to perm transitions.
- **Charging Policy:** OC24 does not currently charge trusts for transitioning temporary workers to permanent roles. Any changes to this policy would require Director approval.

### Temp to Bank

- **Support Trust Strategies:** Understand and support the trust's intentions regarding engaging workers on a temp to bank basis.
- **Transparency:** Maintain transparency in communications with the trust about the status and process of temp to bank transitions.
- **Charging Policy:** OC24 does not currently charge trusts for transitioning temporary workers to bank positions. Any changes to this policy would require Director approval.

**Review**

This statement will be reviewed annually as part of our commitment to upholding professional standards. It may be altered from time to time in the light of legislative changes, operational procedures or other prevailing circumstances.