

FAQs for Clients

What are the measures for Payment to Contingent Workers (temporary workers on long-term assignment) impacted by COVID-19?

Government guidance is that if contingent workers are unable to work due to COVID-19, for example, due to sickness, self-isolation, or the temporary closure of offices/schools, they should be paid at 80% of their pay rate up to a maximum of £2,500. We will be applying this as of the week beginning 20th April 2020, subject to agreement with you, the hiring school.

Do schools have to pay teachers who are not working?

The purpose of the Guidance notes for Payments to Suppliers for Contingent Workers is to provide measures that contracting authorities can use to implement with Contingent Workers who have been affected by COVID-19. These measures aim to:

- protect the livelihood of Contingent Workers and avoiding claims of unnecessary Statutory Sick Pay from the Supply Chain;
- protect against the risk that some may attend work when they should be self-isolating, thereby potentially infecting wider teams and the broader general public;
- protect against the risk of losing critical workers to jobs in other sectors because they are not getting paid;
- protect Supplier revenue with the intention of keeping them solvent so they remain a part of our ongoing supply chain in the future.

Why do I have to pay a margin and is the margin reduced?

Paying the Supplier margin provides the revenue to help keep them solvent so that the Supplier can remain part of the ongoing supply chain and provide the required level of service.

Why are candidates not being furloughed and the government paying their wages?

Because government have provided recent guidance for contingent workers who are impacted by COVID-19. This guidance advises schools to continue to pay contingent workers who would still be on assignment had schools been open. The payment rate is equal to that of the furlough process.

What is the process for me to approve timesheets for workers?

This will be our standard timesheet process, via email alert that timesheets are awaiting confirmation. Should you not have access to your email you can contact us in writing to confirm and we will process, accordingly.

If a candidate is working fewer days as the school has less work due to fewer children numbers, do they get paid for the non-working days too? If so, at what rates?

Candidates are paid for 80% of their agreed assignment days for those days not worked. For days they are working, they are paid in full.

What if I know my candidate is working in another job, do I still have to pay?

Candidates are entitled to take a second job, as long as it is outside the times they would have been engaged by the school.

What if my candidate has returned home outside the UK?

Candidates who have flown home and reside outside the UK will not be eligible for these payments. Therefore, there will be no charge.

What if I do not want the candidate to come back when the school is re-opened?

Please notify us about this at your earliest opportunity and we can support you with ongoing requirements.

Does a wage reduction of 80% apply to candidates who are still working?

No. These candidates are paid at their full agreed rate in the normal way.

How are you providing an open and transparent approach to provide schools with comfort?

We will be keeping a record of all payments made to Contingent Workers on the basis described in the Payment to Contingent Workers Impacted by COVID-19 guidance (see attached), which will be available on an 'open book' basis to HMRC, as required.

How do I know Empowering Learning Ltd are not claiming furlough as well as charging the schools?

Empowering Learning assure their clients that Contingent Workers will only receive payments from one route depending on their current assignment status. We will operate in line with and demonstrate complete transparency as required by government guidance for this.

Financial Illustrations

As a supplier we will calculate the worker's rate to identify and pay the 80% figure. We have decided that the simplest way to achieve this is for workers to submit a timesheet in the normal manner where possible, but for any period of COVID-19 related absence, timesheet submissions will be for 80% of the normal working hours as explained in the examples below.

If the worker's standard rate is less than £156 per day, they, and you, will notice a drop in days on their timesheet to reflect the 80% criteria. See examples below:

Daily Pay Example:

- If usual days are 5 per week, 80% is equivalent to 4 days per week. Therefore, a timesheet should be submitted for 4 days for the absent days due to COVID-19 (5 days x 80% = 4 days).
- If working part time and the usual days are 3 days per week, that is equivalent to 2.4 days per week (3 days x 80% = 2.4 days rounded up to 2.5). Therefore, a timesheet should be submitted for 2.5 days for the absent days due to COVID-19.

Hourly Pay Example:

- If a worker's usual hours are 37.5 per week that is equivalent to 7.5 hours per day. Therefore, a timesheet should be submitted for six hours per day for the absent days due to COVID-19 (7.5 hours x 80% = 6 hours).
- If working part-time, the hours should be amended accordingly. For example, if the normal hours worked each day are five hours per day, a timesheet should be submitted for four hours if absent due to COVID-19 (5 hours x 80% = 4 hours).
- In the event that a Contingent Worker usually works different hours on different days this can be accommodated in the simplest manner possible for the case in question such that the total hours submitted for the week are an accurate reflection of 80% of the normal hours submitted in a normal working week.

Agency workers whose monthly pay exceeds £2500:

Timesheets will be submitted for agency workers who are unable to work due to reasons of COVID 19 whose monthly pay means that they would exceed the cap. However, their daily maximum earnings will be subject to a cap of £125 per day to a maximum of 20 days in the calendar month, giving a total gross pay of £2,500.

Accordingly, if the worker's standard daily rate is higher than £156.25 you will notice a drop in the daily charge rate to reflect compliance with the maximum payment cap of £125 pay per day.

The £2,500 per month cap relates to gross pay, excluding statutory costs such as NI, holiday pay, apprenticeship levy and pension, and supplier margin. These costs should continue to be applied where applicable as normal in addition to gross pay rate to the Contingent Worker.