

[REDACTED]

From: [REDACTED]
Sent: 11th May 2020
To: [REDACTED]
Cc: [REDACTED]
Subject: Please share with the E&HA Panel

Hi [REDACTED]

Agreed process with People Services for dealing with any queries from zero hours supply staff outlined below and attached:

1. Issue raised through the People Services inbox peoplehub@gov.je and they will respond directly to category 1 queries;
2. People Services to liaise with CYPES Senior HR Business Partner (SHBRP) for category 2 queries;
3. If the query does not fit into category 1 or 2 and requires further investigation, then this will be passed to case management team;
4. Case management team conduct table top review of issue against agreed criteria and prepare recommendation for relevant Group Director to review using the attached form;
5. Group Director and SHBRP (with me) decide on case to pay or not and if so, will need Director General sign off;
6. If decision is to pay, Case Management team will link with payroll to arrange payment.

Kind regards,

[REDACTED]

[REDACTED]

Private Secretary to Minister for Education

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ZERO HOUR REVIEW

Name of worker:					
Job Title:					
Department:					
Terms & Conditions:					
Length of service:					
Hours over previous 6 months					
Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1. Reason for the Appeal:					
2. Is this a true zero-hour contact 'as and when' required? See chart below:					
3. Summary:					
4. Recommendation:					
5. Approved: Yes / No					
Signed:			Date:		

ZERO HOUR REVIEW

