



COUNTY GOVERNMENT OF LAIKIPIA
COUNTY PUBLIC SERVICE BOARD

Guidelines for Management of Casual Employees in the County

June 2020

CHAPTER ONE: INTRODUCTION

1.1 Context

The County Government of Laikipia has been hiring casual employees to undertake temporary work in the departments of Water, Environment&Natural Resources, Medical Services&Public Health and Administration&Public Service.

It has been established that though the County is in need of the services offered by this category of staff, there are no policy guidelines to manage recruitment and supervision of the same.

These guidelines have been formulated to give guidance on the management of casual employees who will be engaged on a contract of service for a period of three months or less. It is hereby emphasized that where the staffing need is recurrent or in excess of three months period, employees will be recruited on contract or the service will be outsourced.

1.2 Purpose/justification of the guidelines

These guidelines are meant to provide information to all stakeholders in the management of casual employees and to provide clarity of roles for different players. The main objectives of the guidelines are;

- (i) To streamline the recruitment, selection and engagement of casuals.
- (ii) To regulate supervision of casuals.
- (iii) To provide for clear termination procedures of casuals.
- (iv) To enhance transparency, inclusivity and regional balance in engagement of casuals.
- (v) To improve performance of the casuals.

1.3 Scope of the guidelines

This guideline applies to all departments of the County Government of Laikipia and her agencies.

CHAPTER TWO: RECRUITMENT PROCEDURES FOR CASUAL EMPLOYEES

2.1 Role of the Chief Officer

The Chief Officer of the respective department will;

- (i) Identify temporary tasks in the department that cannot be performed by existing staff.
- (ii) Liaise with the Chief Officer-Finance for budgetary provisions.
- (iii) Raise the demand to recruit casuals to the County Secretary and justify the same.
- (iv) Advertise the vacancies in all public notice boards/ offices within the locality where the vacancies exist upon approval by the County Public Service Board.
- (v) Constitute the selection panel and select successful candidates

- (vi) Forward the report to the County Secretary for appointment.
- (vii) To designate officers to supervise the appointed casuals.

2.2 Role of the County Secretary

The role of the County Secretary will be;

- (i) To receive and interrogate requests for engagement of casuals
- (ii) To liaise with the Board for approval of the same
- (iii) To Communicate the approval to the Chief Officer
- (iv) To issue appointment letters as per the attached Appendix 1
- (v) To issue notice of termination in accordance with the law where need be.
- (vi) To coordinate the management of the casuals

2.3 Role of the Chief Officer, Finance

The Chief Officer Finance, will be responsible for;

- (i) Confirmation of availability of funds to engage casuals.
- (ii) Payment of wages when they become due to the casuals

2.4 Role of the County Public Service Board

The role of the County Public Service Board will be;

- (i) To scrutinize the request to recruit casuals in regard to the numbers and financial implications of the undertaking.
- (ii) To approve requests for engagement of casuals.
- (iii) To confirm the list of successful candidates.

CHAPTER THREE: LEGAL FRAMEWORK

These guidelines are compliant with the relevant provisions of the following laws;

- (i) Labour Relations Act 2007.
- (ii) The Employment Act of 2010
- (iii) The County Government Act 2012

CHAPTER FOUR: MONITORING AND EVALUATION

The County Department responsible for Public Service will monitor and evaluate the extent to which the processes of the guidelines have been adhered to. This periodic monitoring and evaluation will be done quarterly, and a report shared with office of the county secretary and the board.

Appendix 1: Contract Of Service For Casual Employment

COUNTY GOVERNMENT OF LAIKIPIA



OFFICE OF THE COUNTY SECRETARY

P.O BOX 1271-10400

NANYUKI

Email:info@laikipia.go.ke

Ref:

DATE:

Name and address of the Successful Candidate

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CONTRACT OF SERVICE FOR CASUAL EMPLOYMENT

I am please to inform you that you have been offered a contract of service for casual employment in the County Government of Laikipia for a period of days/months.

Your duties will entail the following:

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You will be paid a daily/monthly wage amounting to Kshs..... the total of which will be paid at the end of the specified period. This amount is subject to statutory deductions.

This appointment will commence from and will terminate on

If you accept the offer on the terms set out in this letter, please sign on the space provided below and return a copy to the undersigned.

I, accept and the terms and conditions set out in this offer.

COUNTY SECRETARY

COUNTY GOVERNMENT OF LAIKIPIA