

# **EMBU COUNTY GOVERNMENT**



## **BASIC GUIDELINES ON HIRING OF CASUAL WORKERS IN THE EMBU COUNTY PUBLIC SERVICE**

**MARCH, 2024**

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## **FOREWORD**

The growth of casual employment is seen as an outcome of recruitment practices developed to meet internal labour demands in the context of changing labour regulations and changing relationships between organizations and the labour market. Theoretically, casualization leads to the reduction of an organization's operational costs by increasing the ease with which workers can be included and excluded from the workforce.

While casual employment is a function of demand-side factors, the recruitment strategies that stimulate its growth are formed through the hirer's perceptions of the quality and reliability of the available labour supply. It is for this reason that the County came up with these guidelines to streamline the engagement of workers on casual basis.

**Alfred Kamau Mugai**  
**Chairman**  
**Embu County Public Service Board**

## **PREFACE**

The purpose of these guidelines is to provide a framework for the engagement of casual workers to undertake work within departments in the County. This will enable the County to address short term staffing resource needs and maintain an effective service.

These guidelines stipulate the procedures to be followed by departments when engaging casuals.

I am certain that these guidelines will offer a platform for a seamless process of engaging casuals in the County for an improved service delivery.

**Jane M. Wachira**  
**Secretary/CEO**  
**Embu County Public Service Board**

## **Acronyms**

CHRMAC County Human Resource Management Advisory Committee

CPSB County Public Service Board

DHRMAC Departmental Human Resource Management Advisory Committee

## **1.1 BASIC GUIDELINES ON HIRING OF CASUAL WORKERS IN THE COUNTY**

The following will form the basic guidelines on recruitment of casual workers in the County;

- i. Engagement of casual workers will be requisitioned by the respective Department and request submitted to the County Public Service Board for consideration and approval. All requests must be processed by the respective Chief Officer through DHRMAC, CHRMAC before being presented to the County Public Service Board.
- ii. Casual workers will be engaged for work which is casual or seasonal or intermittent in nature or for work which is not of full-time nature, for which regular posts cannot be created.
- iii. Work which is being done by regular staff should be reassessed always before requisitioning for casual workers in order to reassess output and productivity and to see if the work being done by the casuals or proposed to be done by the casuals could be entrusted to regular employees.
- iv. Casual workers will be paid the minimum wages on a daily basis as notified by the Ministry of Labor and Social Protection, through the Regulations of Wages Order published from time to time.
- v. Casual workers will not be engaged for more than one (1) month on a continuous basis. Engaging the casual workers for more than the engagement period without following the stated guideline will attract disciplinary measures to the respective Chief Officer
- vi. A requisition form shall be filled before the engagement of casual workers.
- vii. In hiring of the casual workers, the following must be put in consideration;
  - a) That there is accountability and transparency in picking the casual workers to hire.
  - b) That the principles of inclusiveness and diversity are observed in the process.
  - c) That diversity of the County is taken into consideration when selecting the casual workers to hire.
  - d) That an inventory is maintained by the Department detailing the following;
    - Particulars of the casual workers

- Nature of work and duration hired
  - Daily wages paid to the casual worker
  - Area of origin- county, sub-county and ward
  - Criteria for hiring the casual worker
- viii. The County Public Service Board will be at liberty to request for the inventory and assess if it adheres to the requirements of the legal provisions.
- ix. The supervisor(s) will be expected to maintain a muster roll of the casual workers. The muster roll must be updated on regular basis.

### **1.2 Selection Criteria**

Selection of casual workers shall be guided by the following;

- i) Merit
- ii) Area of specialization
- iii) Gender
- iv) Disability

### **1.3 Selection Procedures**

Selection of Casual workers shall be done through a competitive process and the following procedures shall apply:

- i) All departments shall declare available casual workers vacancies to the County Public Service Board through DHRMAC and CHMARC.
- ii) The County Public Service Board will advertise vacancies for casual workers.
- iii) Advertised vacancies shall include areas of specialization, number of casual workers required, department and duration of casual work, duty station and deadline for application.
- iv) The Chief Officer shall co-ordinate competency placement of Casual Workers in line with CPSB approval.

### **1.4 Termination of Casual Employment**

Termination of casual employment may arise in the following circumstances:

- i) Casual terminates the engagement in writing.

- ii) Employer terminates the engagement in writing on grounds of misconduct.
- iii) Where work is no longer available.



**APPENDIX I:**

**CASUAL WORKER REQUISITION FORM  
EMBU COUNTY GOVERNMENT  
COUNTY PUBLIC SERVICE BOARD**

Name of Requesting Officer: .....

Designation: .....

Department: .....

Number of Casual Worker(s): .....

*(If more than one employee, please attach the list of employees. If not yet identified, please indicate)*

**PART 1: REASONS FOR THE NEED OF A CASUAL WORKER(S)**

1. A casual worker will be needed to fill in for an employee who is on leave in case there is no suitable replacement within the establishment (*Applicable for Job Group D and Below*);

Name of employee on leave: .....

P/NO.....

Designation.....

Department.....

End date of the Employees leave: .....

2. A casual worker will be needed for a specific project/assignment.

Describe the assignment:

.....

.....

.....  
.....

a) Indicate the projects/assignment start date.

.....  
.....  
.....

b) Indicate the projects/assignment end date.

.....  
.....  
.....

3. Additional casual workers may be needed during peak season in the Departmental activity.

Describe the nature of the peak period of activity:

.....  
.....  
.....  
.....

Is there an employee(s) in the department doing a comparable position?

Indicate Yes or No..... if yes, what is (are) the name(s)

.....  
.....  
.....

**PART 2: DURATION**

1. What is the length of the engagement period for the Casual Worker(s)?

.....  
.....

**PART 3: QUALIFICATIONS**

2. What are the required qualifications for this assignment?

.....  
.....  
.....  
.....  
.....  
.....

3. What is the proposed daily wage for the Casual Worker (s) to be engaged on temporary terms?

.....  
.....

**PART 4: BUDGET**

4. Is the temporary position budgeted for?

.....

5. If yes, give details of the budget

.....  
.....  
.....

If no, indicate where the funding will come from?

.....  
.....

6. What is the wage payment mode (Cash, Bank transfers etc.?)

.....  
.....  
.....

**PART 5: REQUISITIONING OFFICER**

Requesting Officer's Name .....  
Department .....  
Signature .....  
Date .....

*(A cover letter from the Chief Officer will need to be attached to this requisition)*

**PART 6: APPROVAL BY COUNTY PUBLIC SERVICE BOARD**

This request for the Casual Worker is Approved/not approved.....  
*(If not approved provide reasons)* .....

If approved;

- a) A maximum of ..... hours per week.
- b) Until the following date (*which cannot exceed one month from the date of CPSB approval*)
- c) Number of casual workers approved .....
- d) Date.....

**Secretary/CEO**

**County Public Service Board:** .....

**Date:** .....

**Stamp**.....