



Information Sheet No. 2

JOB SUBSTITUTION

We should appreciate the valuable contribution volunteers make and adhere to the principle that volunteers should not encroach on the work of paid employees or substitute for them.

The criteria below are for guidance only and cannot be expected to cover all situations. For example you may consider it appropriate to use a volunteer where voluntary work is the only way to relieve distress or meet an urgent need.

The degree to which these criteria are applicable must ultimately be a matter of judgement for individual organisations.

We would consider volunteers are being substituted for paid employment if they are:

- * Working for a commercial or profit making organisation
- * Performing jobs or tasks in statutory or voluntary organisations that were formerly carried out by paid employees
- * Performing jobs or tasks in statutory or voluntary organisations that are still carried out by paid employees
- * Performing jobs or tasks that are primarily about personal or physical care, for instance washing and toileting
- * Performing jobs or tasks which, because of their continuous repetitive or unattractive nature require to be paid
- * Performing jobs or tasks for organisations or individual with the means to employ someone. This would include funds available through an organisation or individual's own resources or available through external funding and grants

- * Performing jobs or tasks that are the legal responsibility of someone else
- * Performing jobs or tasks for employees who are in dispute with their employers

DISCLAIMER

This information sheet is intended for guidance only. East Riding Voluntary Action has endeavoured to check that details are correct, but please seek independent advice before applying the guidance to your organisation.