

Slide 1

Employing Personal Assistants

Obstacle or Opportunity?

## Slide 2

### Choices

- Employing your own
- Using an agency
- University as employer
- Other students/University staff
- Community Service Volunteers
- Combination of above

Slide 3

Employing Personal Assistants

University as Employer

- Recruiting
- Employing
- Training
- Supervision and Support
- Grievance and Discipline

## Slide 4

### Employing Personal Assistants

#### Recruiting

- Job descriptions/person specifications
- Advertising
- Short listing
- Interviewing
- References
- Offering employment

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Employing Personal Assistants

Employing

- Contract of employment
- Time sheets
- Payment

Slide 6

Employing Personal Assistants

Training

- Disability Equality
- Job specific
- Access to general training

Slide 7

Employing Personal Assistants

Supervision and Support

- Who's the boss?
- Feedback from students and PAs

Slide 8

Employing Personal Assistants

Grievance and Discipline

- Using University systems
- Student's role
- Advisor's role

## Slide 9

### Employing Personal Assistants

#### Using Agencies

- Meet with them first
- Make sure they understand the role
- Insist on 'regular' workers and backup

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[Marnie.Roadburg@ed.ac.uk](mailto:Marnie.Roadburg@ed.ac.uk)

Disability Coordinator, University of Edinburgh

Tel: 0131 650 6828

Text: 0131 650 9371

[www.disability-office.ed.ac.uk](http://www.disability-office.ed.ac.uk)

[P.D.Brown@dundee.ac.uk](mailto:P.D.Brown@dundee.ac.uk)

Director, Scottish Disability Team

Tel: 01382 345498