



Polasaí agus Nósanna Imeachta/Policies and Procedures

Code	QA106
Title	Employment of Hourly Paid Teaching Staff
Policy Owner	-
Date	8 April 2014
Approved By	AMT

1.0 Purpose

To outline the policy and procedure (P&P) for hiring hourly paid teaching staff for a short-term period of employment and to ensure the University is in compliance with current employment legislation and University guidelines.

2.0 Description

Hourly paid short-term employment is a means of permitting flexibility in managing the delivery of the academic programs and functions across the University. A fixed-term contract of employment is used to confirm the terms and conditions of work for staff who are engaged for a short term.

Typical reasons for engaging hourly paid staff for short work periods may be as follows:

- A post requires specialist expertise not readily available within the University in the short-term
- To cover short-term staff absences or leave
- Planned staff requirements
- Temporary cover pending recruitment of a post
- Teaching/tutorial or demonstrating experience for undergraduate and postgraduate students
- Temporary and unforeseen increases in workload
- Response to an unplanned/unexpected situation and as a short-term contingency plan

Application

This P&P applies to all hourly paid staff including the following categories of staff: Tutor, Demonstrator and Part-Time Teaching Assistant (Day, Evening and Weekends) – *see Appendix 1*.

The University established hourly pay rates of pay are the only rates which can be used for payment of hourly paid short-term work. **Hourly paid staff can be employed to carry out up to a maximum of 5 contact teaching hours per week in the University during teaching semesters.**

Important Note: a position may not be open to applications from Non-EEA nationals due to work permit restrictions. Please contact the HR office for advice.

Procedure

1. Hourly paid staff must complete and sign the 'Fixed Term Contract of Employment for Hourly Paid Teaching Staff' prior to commencing employment with the University. Hourly paid employment is paid through the Payroll Office using the online electronic timesheet. The contract of employment should be completed both by the Head of School or nominee and by the hourly paid staff member.
2. One copy of the completed and signed contract should be sent to the Human Resources Office by the School/Discipline and one copy must be kept within the School/Discipline. The original contract must be issued to the staff for their information by the School/Discipline. The University will not be able to arrange payment of hourly paid staff unless the contract documentation has been signed, completed and returned to the HR Office.



3. As the nature of the work is short-term, an hourly paid staff member who is re-engaged for a successive academic year within the School/Discipline must complete and sign a new contract of employment. A clear objective reason for the renewal of the contract must be included within the contract by the hiring unit.
4. Where a casual hourly paid staff member is required to work 150 hours or greater over the academic year, the hiring Unit should follow the hiring procedure as outlined in **QA107 Employment of Part-Time Teaching Assistants**. The HR Office will issue a contract of employment and salary will be paid monthly on the Core payroll system.
5. Changes to the Hourly Paid Staff Contract can be outlined in a Contract Adjustment letter (e.g. extending the contract dates) which should be sent to the staff member by the hiring unit as soon as these changes have been identified. A copy of the letter should be kept by the School/ Discipline and a copy sent to the HR office.
6. Where an hourly paid staff member has 4 years reckonable service with the University, they may have gained an automatic entitlement to a contract of indefinite duration. The HR office will provide an annual review of all hourly paid staff to the Colleges and engage with the Dean, Head of School and/or Head of Discipline on individual cases and the issues arising.
7. Where an hourly paid staff member has continuous service over a two year period in line with the Redundancy Payments Act, they may have an entitlement to a redundancy payment. The HR Office will engage with the relevant School or Discipline to identify and advise on those staff who may have obtained this entitlement.
8. A copy of the hourly paid staff members CV must be kept within the School/Discipline.

Guidelines

1. The procedure for payment of hourly paid staff is managed by the Payroll Office and is available on the financial accounting website. All hourly paid staff will be required to complete detailed timesheets to obtain payment for work undertaken.
<http://www.universityofgalway.ie/payroll/>
2. Hourly timesheets should not be forwarded for processing unless the Contract of Employment for Hourly Paid Teaching Staff has been completed and signed by the Head of School or nominee and the Staff member and a copy returned to the HR Office.
3. It is essential that there is a transparent, necessary and objective reason for any renewal of an hourly paid employment contract. This is a legal requirement under the Protection of Employees (Fixed-Term Work) Act 2003. The Head of School or nominee must ensure that an objective reason for the contract has been included within the Contract of Employment for Hourly Paid Staff.
4. All contract documentation must be kept by the School/ Discipline for a period of 2 years.
5. Where applicable refer to University research degree guidelines section 5.11 Employment during Studies within the University's [University Research Degree Guidelines \(section 5.11\)](#).

3.0 Responsibilities:

Name	Responsibility
Director of HR & Organisational Development	Policy Owner
HR Office	As below
Head of School/Discipline	As below
Payroll Office	As below



The Role of the HR Office

- To provide advice to Deans and Heads of School as required seeking advice on the employment hourly paid teaching staff, potential implications and the appointment procedure to be applied.
- To monitor the effectiveness of the policy and propose amendments if deemed necessary.
- To provide annual reports as required to the Deans of College and Heads of School on hourly paid staff employment levels.
- To respond to all Human Resource queries made by the staff member and advise on the content of any documentation.

The Role of the Head of School

- Ensure the Contract of Employment and all documentation for Hourly Paid Staff is completed, signed by both the parties and one copy is kept within the Unit and one copy sent to the HR Office.
- Meet the prospective Staff member, evaluate their qualifications and assess their suitability for the role.
- Discuss the nature of the work and set out the role/extent of the duties.
- Confirm eligibility to work in Ireland. If a work permit is required then the documentation must be in place prior to the individual commencing work.
- Confirm to the HR Office if Garda Vetting is required.
- Ensure the Contract of Employment and all documentation is completed and one copy returned to the HR Office prior to employment commencing.

The Role of the Payroll Office

- To advise on the procedure to be followed for the payment of casual hourly paid staff using the timesheet process. All information is available on the financial accounting website located at <http://www.universityofgalway.ie/payroll/>
- To provide advice to casual staff with queries on PAYE, TAX, PRSI, PRD10 etc. A frequently asked questions section has been provided on the financial accounting website at the above address

4.0 Attachments & Relevant Links

- [Annual Leave for Part-time staff](#)
- [Payroll Office Website](#)
- [Child Protection Policy](#)
- [University Research Degree Guidelines \(section 5.11\)](#)
- [Contract Adjustment letter](#)



Appendix 1

Categories of Hourly Paid Casuals

Tutor / Demonstrator

Qualified individual engaged to provide expertise and support a course or members of academic staff in the performance of their teaching and lecturing duties.

Duties include responsibility for setting up and demonstrating experiments /systems/ methods to students, normally in a laboratory context. Other duties include preparation, meeting with students, tutorials, occasional seminars, coursework correction and associated coursework administration.

Includes postgraduate tutors and or demonstrator; non registered post graduates employed to provide expertise and specialist tutoring and/or demonstrating.

Part Time Teaching Assistant (Day or Evening)

Qualified individual engaged to provide expertise / deliver a module or support academic staff in the performance of their teaching and lecturing duties.

Duties would include responsibility for teaching, preparation, tutorials, academic related work in support of the delivery of courses to students, exam marking, assessments and course related administration work, on line teaching.