



### Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA107
<b>Title</b>	Employment of Part-Time Teaching Assistants (PTTAs)
<b>Policy Owner</b>	-
<b>Date</b>	8 April 2014
<b>Approved By</b>	AMT

#### 1.0 Purpose

To outline the guidelines, policy and procedure (P&P) for the recruitment of a Part-Time Teaching Assistant on a fixed-term contract of employment. The P&P has been developed to ensure the University is in compliance with current employment legislation and University guidelines.

#### 2.0 Description

A Part-Time Teaching Assistant (PTTA) is employed on a fixed-term contract of employment where the end of the contract is determined by an objective condition such as the arrival of a specific date, the completion of a specific task or the occurrence of a specific event.

A 'PTTA Contract of Employment' is issued where the intention of the Unit is to employ an individual who is working more than 150 hours per annum or working greater than 20% of a full time employee over the contract period. The employment is salaried and a fixed-term contract of employment is issued to confirm the term and conditions of work for the engagement.

Reasons for engaging a PTA may be as follows:

- Planned staffing requirements
- Where funding has been provided to cover a period of unpaid leave, sick leave or temporary cover pending recruitment of a post
- Temporary and unforeseen increases in workload over the academic term
- Where specialist skills are required for the delivery of a teaching module
- Response to an unplanned/unexpected situation and as a short-term contingency plan

#### Application

A Part-Time Teaching Assistant (PTTA) is typically engaged to deliver a particular teaching module on an undergraduate or postgraduate program or short-term and non-accredited programs. In addition they may be required to undertake tutorials, demonstration or other related academic duties including assessment of assignments, examination correcting and/or student support. **PTA's can be employed to carry out up to a maximum of 9 contact teaching hours per week in the University during teaching semesters.**

#### Procedure

1. A Part-Time Teaching Assistant who is required to work more than 150hrs per annum for all employment across the University will be issued with a formal contract of employment.
2. Prior to employing the PTTA, the Discipline or Programme Director, as relevant, must seek the approval of the Head of School or the Unit Director for the appointment of the individual with regard to their academic standing and their suitability to undertake the teaching envisaged.

**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.



Where applicable refer to University research degree guidelines section 5.11 Employment during Studies University Research Degree Guidelines (section 5.11)

3. The HR Office must receive confirmation that there is a budget for the post. This may be confirmed by email confirming that the salary will be paid from the existing PTTA budget.
4. Where the School is intending to employ a PTTA for a position which is greater than a 0.50 (half-time) post, the School will also need to seek the approval of the Registrar and Deputy-Presidents Office before the employment can commence. The School should provide details of the proposed PTTA contract to include details of the reason for and duration of the employment. Where the proposal refers to the increase in FTE of an existing PTTA contract, the same details should be provided included the proposed increase in FTE. The Registrar and Deputy-Presidents Office may need to consult with the Dean of the relevant College and /or have the request considered by Priorities Subcommittee of Academic Planning and Resource Committee (APRC). Consequently, such requests should be submitted in good time before the date on which it is proposed the contract becomes operative. A decision will issue by the Registrar and Deputy-Presidents Office copied to the HR Office.
5. In order for the HR Office to draft the PTTA contract of employment, the hiring School must confirm the essential details under the Terms of Employment (Information) Act 1994-2001. The following information will be required:
  - Start date and finish date of the fixed-term employment
  - The objective reason as to why a permanent contract is not being issued to the individual
  - Confirmation of the duties of the post (or attach a job description)
  - Confirmation of the weekly working hours or the total hours required for the employment
  - The salary will then be confirmed by the HR Office on the basis of the hours provided
6. A Part-Time Teaching Assistant is paid at the mid-point of the full time Grade 3 salary, monthly in arrears. The employee is paid pro rata with their FTE, meaning their salary will be based at the relevant percentage of a full time salary paid over the contract period (e.g. 25% post = 0.25 FTE or 25% of a full time employee). **Important:** The hourly rates of pay for short-term or casual employment should NOT be used in establishing the salary and working hours of a Part-Time Teaching Assistant. Please contact the HR Office for further advice.
7. The HR Office will issue the offer of employment including documentation which needs to be completed on appointment.
8. On receipt of the following documentation, the HR Office will appoint the PTTA in post and ensure payment of salary:
  - Signed contract of employment
  - CV
  - Proof of Qualifications
  - Proof of Identification
  - Work Authorisation (where applicable)
  - PRD10 Form Pension Related Deduction Employment Declaration
  - Statutory Declaration Form
  - Employment Record Form
9. It is essential that there is a transparent, necessary and objective reason for any renewal of a PTTA employment contract. This is a legal requirement under the Protection of Employees (Fixed-term Work) Act 2003. The Head of School must ensure that an objective reason for the contract has been included within the PTTA contract.
10. Where a PTTA employee has 4 years reckonable service with the University then they are likely to have gained an automatic entitlement to a Contract of Indefinite Duration. The HR Office will provide a report annually of all PTTA employees for the Priorities Sub Committee of Academic Planning and Resource



Committee (APRC) and send relevant sections to the Deans of College and Heads of School, detailing the FTE of contract, funding source, number of year service, employment status and engage with the relevant Head of School on individual cases and the issues arising.

11. Where a PTTA employee has continuous service over a two year period then they may have an entitlement to a redundancy payment. The HR Office will engage with the relevant School to identify and advise on those employees who may have obtained this entitlement.

### 3.0 Responsibilities:

Name	Responsibility
Director of HR & Organisational Development	Policy Owner
HR Office	See Below
Head of School or Nominee	See Below

#### The Role of the HR Office

- To issue the offer and contract of employment.
- To provide advice to Deans and Heads of School as required seeking advice on the employment of PTTA employees, 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 to the Priorities Sub Committee of Academic Planning and Resource Committee College and Schools and provide information and advice to Heads of School on the engagement and re-engagement of PTTA employees and the entitlement of employees to a contract of indefinite duration and or redundancy payment.
- To respond to all Human Resource queries made by the employee and advise on the content of any documentation.

#### The Role of the Head of School (or nominee)

- Meet the prospective employee, 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 in accordance with the Child Protection Policy.
- Ensure the Contract of Employment and all documentation is completed and returned to the HR Office prior to employment commencing. An employee will not be formally appointed to the PTTA post without the necessary paperwork as outlined at section 2(8) being completed and received by the HR Office.

### 4.0 Attachments & Relevant Links

- [Annual Leave for Part-Time staff](#)
- [University Research Degree Guidelines \(section 5.11\)](#)
- [Child Protection Policy](#)