

ARRANGEMENTS FOR THE ENGAGEMENT OF OCCASIONAL LECTURERS

1. INTRODUCTION

These arrangements apply to the engagement of teaching staff on an occasional basis. Such staff are not employees of University of Suffolk and engagement is generally infrequent, irregular, and without mutuality of obligation.

Occasional Lecturers undertake learning and teaching activities; they should not normally be engaged for the purposes of course administration/leadership. Assessment/marketing may be undertaken as necessary with the exception of those engaged at consultant levels (for details on rates D & E contact a member of POD).

A casual worker may be engaged to cover specific work/role for a maximum period of up to 12 weeks.

Engagement beyond this period will require Executive approval, as this triggers a new set of employment rights/obligations (and signals an ongoing need).

Casual workers should not normally be used for:

- Maternity cover or other long-term absences
- Long term vacant posts/secondments

Approval to engage a casual worker must be obtained from the relevant Dean of School in advance in all cases, prior to any individual being engaged on a casual basis. The [Casual Worker Approval Form](#) must be completed and submitted to the Finance and Planning Department for budget approval and the People and Organisational Development Directorate (POD) for employment checks in order for payment to be processed for any work undertaken.

2. RATES OF PAY (AVAILABLE ON INTRANET)

Occasional Lecturer Rate A

Based on Spinal Point 29 of Grade 7. Equivalent to Associate Lecturer level.

Occasional Lecturer Rate B

Based on Spinal Point 34 of Grade 8. Equivalent to Lecturer level.

Occasional Lecturer Rate C

Based on Spinal Point 41 of Grade 9. Equivalent to Senior Lecturer level

In exceptional circumstances

Occasional Lecturer Rate D (i.e. Specialist practitioner expertise)

Based on Spot Salary (please contact POD for this rate)

Occasional Lecturer Rate E (i.e. Expertise at consultant level)

Based on Spot Salary (please contact POD for this rate)

The above rates, with the exception of Rates D and E, do not include any enhancement to reflect preparation time, which should be claimed along with any teaching hours. In order to avoid any disputes, it is usual to agree the number of hours for which payment may be made ahead of any claim being received.

Preparation time will be in line with the University's Workload Allocation model.

3. PAY ARRANGEMENTS

Claims for payment must be authorised by a University of Suffolk manager, usually the relevant Dean of School, and submitted to the People and Organisational Development Team. Payment will be made at the end of the next available calendar month. Details of payroll deadlines are available from the intranet.

Payment will be made by BACS. It is not usually possible for payment by cheque. Other than in the case of self-employed Occasional Lecturers (as determined by HMRC CEST tool), deductions will usually be made for tax and National Insurance.

Self-employed Occasional Lecturers are required to submit invoices with the claim form and will need to provide their taxpayer reference number. University of Suffolk reserves the right to check employment status with the relevant tax office. Exceptionally will Occasional Lecturers be treated as self-employed, and only if the HMRC criteria for self-employment has been met (details of which can be found on the HMRC website or click on link below). Otherwise they will be paid in the normal way and subject to tax and NI.

www.gov.uk/guidance/check-employment-status-for-tax

4. BENEFITS FOR OCCASSIONAL LECTURERS

Occasional lecturers may be granted access to the University IT network, where this is necessary to support their work here. Access to our library may also be granted.

The annual leave entitlement for Occasional Lecturers is 5.6 weeks, pro rata to actual hours worked. No additional payment is due in respect of public holidays or any other days when the University may be closed. The pro rata leave entitlement is claimed by Occasional Lecturers each time they claim for hours worked; the pro rata leave is deemed to have been taken and an appropriate payment made. Pro rata leave is calculated as follows:

Annual leave will be paid at 12.07% of basic pay

Occasional Lecturers are not entitled to other paid benefits such as sick pay, maternity pay, paternity pay. Occasional Lecturers can elect to join the USS pension scheme if they wish.

5. ENGAGEMENT OF OCCASSIONAL LECTURERS

All new occasional lecturers must be provided with the completed 'Welcome to University of Suffolk' document which provides important information regarding teaching here, including Health & Safety procedures and use of equipment & teaching rooms.

Occasional Lecturers are required to complete both sections of the attached claim form prior to claiming payment for the first time in each tax year.

If no work is undertaken for the institution for a period of 6 months the occasional lecturers POD/payroll record will be automatically closed and a P45 will be issued to the home address held on the POD HR & Payroll database.

Prior to engagement the University of Suffolk will require Occasional Lecturers to provide documentary evidence of their eligibility to work in the UK, they must be living in the UK and also undertake any work for the University in the UK, without this no work can be offered or any payment made.

From April 2020 a Statement of Terms will be sent to the occasional worker before, or on the day, they begin work. The worker will be notified of the start date and this statement will apply to any subsequent assignment of the same nature. If there is a change to the previous assignment, for example the rate of pay, then a new Statement must be issued.

Some teaching roles may necessitate a Disclosure & Barring Service check to be provided prior to any work being undertaken. Information and advice about the DBS process is available from the engaging manager or People and Organisational Development team.