**Casual Engagement Policy**

# Introduction

This document outlines the Faculty’s policy for engaging and paying casual workers. The policy is based on consistent and transparent pay rates and provides a robust and fair framework for identifying and engaging casual workers. This policy document is for staff and casual workers.

The policy and documents are reviewed regularly. For the latest information please go to the [Faculty’s casual policy pages](http://www.nottingham.ac.uk/arts/careers/casual-engagement-policy.aspx).

# Eligibility to work, number of hours

UK legislation requires employers to undertake checks which establish eligibility to work in the UK. Each year, when registering to undertake work, you will be asked to provide evidence of eligibility to work documentation, e.g. passport, visa, national identity card.

Most students are eligible to work during their studies, subject to restrictions of UK Government policy, University policy and the requirements of any studentship or funding award held. The [UK Council for International Student Affairs](https://www.ukcisa.org.uk/Information--Advice/Working/Can-you-work) provides information regarding the eligibility of international students to work during their studies. Currently, University policy on the maximum permissible hours (inclusive of preparation, delivery and marking) for PhD students is 6 hours per week averaged over the year but please see the University’s [Quality Manual](http://www.nottingham.ac.uk/academicservices/qualitymanual/researchdegreeprogrammes/policy-on-students-who-teach.aspx) for any updates.

In addition to the above, some roles may have additional eligibility criteria. Please check the relevant section in this policy.

**Work must not commence until the casual engagement is in place as retrospective claims for work cannot be made and will result in no payment being made.**

# What’s covered in the document

A casual worker is someone who is able to work on a flexible basis, usually for a short period of time, to meet changing demands and peak workloads. Casual workers are not employees of the University of Nottingham. Casual workers have no obligation to be available for work and the University has no obligation to provide work. Casual workers have neither service conditions nor continuity of engagement. Casual workers are paid for the hours they work plus an additional payment equivalent to 12.07% per hour (based on the hourly rate) in lieu of paid holidays. More information about casual workers may be found on the [University’s Casual Workers webpages](http://www.nottingham.ac.uk/hr/guidesandsupport/recruitmentandinduction/engagement-types/casual-workers/index.aspx).

Casual workers within the Faculty of Arts are:

* + - * [Accompanists](#Accompanists) (Recital Exam)
			* [Administrators](#Administrators)
			* [Demonstrators](#Demonstrators)
			* [Instrumental Tutors](#InstrumentTutors)/Workshop Accompanists
			* [Research Affiliates](#ResearchAffiliates)
			* [Student Ambassadors](#StudentAmbassadors)
			* [Teaching Affiliates](#TeachingAffiliates)

In addition this document details the Faculty’s policy for payment of [Visiting/Guest Speakers](#VisitingGuest).

# Accompanists (Recital Exam)

Accompanists provide a subsidiary musical accompaniment to a student singer, instrumentalist or choir.

Students taking Music’s Performance module are responsible for arranging an accompanist(s) for the end of year assessment. The Department provides a list of Approved Accompanists and where the chosen Accompanist is from this list, the cost up to a maximum (amount varies according to the year of study) is covered and paid to the accompanist by the University. Any costs incurred above the maximum are the responsibility of the student, with payment being made directly to the Accompanist(s). No costs are covered if the chosen Accompanist is not on the Department’s list.

Students are responsible for contacting an Accompanist(s) to arrange accompaniment for their recital and any required rehearsals. Self-employed Accompanists are paid on receipt of invoice in line with University practice and timescales. Other Accompanist’s are administered through HR.

# Administrators

These roles are engaged for a range of activities, such as conference support, data, information and project administration.

* 1. Rate of pay

These roles are reviewed against the University’s Administrative, Professional & Managerial job family to determine the level of the role. Pay rates are calculated from the first point of the appropriate level in the University pay scale. University pay scales are reviewed annually.

* 1. Engagement

Normally administered through Unitemps for registered students and HR for non-students.

# Demonstrators

Provide basic assistance and support in a laboratory, practical session or field work activity, for example.

* 1. Rate of pay

The University’s standard Demonstrator rate. University pay rates are reviewed each year.

* 1. Engagement

Normally administered through Unitemps for registered students and HR for non-students.

# Instrumental Tutors/Workshop Accompanists

Instrumental Tutors provide progressive instrumental teaching appropriate to the student’s needs and capabilities. Instrumental Tutors are able to demonstrate in lessons and teach to a high standard of proficiency within the tutor’s own specialism.

Workshop Accompanists provide professional-level musical accompaniment to support teaching.

* 1. Rate of pay

Benchmarked against the average hourly rate of pay for Instrumental Tutors across the UK provided by the Incorporated Society of Musicians and the rate of pay of other universities.

* 1. Engagement

Self-employed Instrument Tutors are paid on receipt of invoice in line with University practice and timescales. The casual engagement for non-self-employed Instrumental Tutors is administered normally through Unitemps for registered students and HR for non-students.

# Research Affiliates

Research Affiliates are primarily responsible for assisting and supporting research activities by undertaking, for example:

* Literatures searches
* Developing questionnaires
* Conducting surveys
* Carrying out analyses and tests
* Drafting of reports
* Transcription/Translation
	1. Rate of pay

Research Affiliates are positioned within the University’s Research & Teaching job family at level 4a or level 4 as appropriate. Pay rates are calculated from the first point of the appropriate level. University pay rates are reviewed each year.

* 1. Engagement

Normally administered through Unitemps for registered students and HR for non-students.

# Student Ambassadors

Student Ambassadors represent their Department/School at a variety of events and share their experience of studying at Nottingham. Such events include (but are not limited to):

* Open days
* UCAS visit days
	1. Rate of pay

The University’s standard Student Ambassador rate.

* 1. Engagement

Normally administered through Unitemps.

# Teaching Affiliates

Teaching Affiliates are engaged to deliver aspects of module delivery under supervision. Teaching Affiliates manage their own activity, reflect on practice and development of teaching skills and are required to have an understanding and knowledge of their subject/discipline gained through a degree or equivalent qualification. A Teaching Affiliate’s specific duties include (but are not limited to):

* Administration
* Office hours (Teaching Affiliates engaged to deliver seminars across a whole module or as a Module Convenor should be paid one hour per week during that semester)
* Preparation
* Teaching
* Assessment (including formative if specified in course/module specification)

MA students are not normally engaged as Teaching Affiliates.

**Head of School approval is required for a Teaching Affiliate to be Module Convenor.**

**Head of School approval is required for a Teaching Affiliate to create new content for lectures/modules**. Creating new content for delivery in a lecture is not normally part of the Teaching Affiliate role. Creating new content is defined as writing a new lecture or completely rewriting an existing lecture to incorporate a significant and substantial amount of new material; refreshing an existing module before delivery is not considered to be creating new content. On the rare occasion it may be required, in advance of making the casual engagement a case must be made to the Head of School using the approval request form and approval obtained.

* 1. Rate of pay/allocations
* The skills, qualifications and/or experience of someone engaged as a Teaching Affiliate on a casual basis have no bearing on the rate of pay.
* Teaching Affiliates initially fall within the Research & Teaching job family at level 4a.
* Where the Head of School has approved that a Teaching Affiliate is the M**odule Convenor**, the rate of pay for that module is level 4.
* **Office hours**: one hour per week, paid either at Level 4a rate where a Teaching Affiliate is engaged to deliver seminars across a whole module or at Level 4 rate if the Teaching Affiliate is convening a module during the semester. Maximum allocation is one hour per week regardless of the number of modules or seminar groups.
* Exam guidance and feedback is the responsibility of the Module Convenor. Where appropriate, seminar content can include dedicated exam revision and guidance to allow focussed discussion on exam preparation. Teaching Affiliates who are engaged as Module Convenors can be allocated up to 2 additional hours for coursework/exam feedback as appropriate.
* Where the Head of School has approved that a Teaching Affiliate create **new content**, a one-off payment will be made at level 4 as per the Teaching Norms. Where a Teaching Affiliate then delivers this new content they will receive payment for delivery only as the preparation allocation is included in the payment for developing the content.
* TAs delivering seminar teaching are required to attend the lecture or lectures associated with that seminar, i.e. if teaching seminars in three weeks of an 11-week semester, attendance of the lectures relating to those seminars is required rather than all of the lectures in the semester. Payment will be made as per the Teaching Norms at level 4a.
* If a TA is required by the School to attend meetings, e.g. School/Dept meetings, the time for this will be paid and it will be stated clearly in the letter of engagement so that TAs are not left unsure about whether attendance is required.
* Where a Teaching Affiliate is required by the School to attend an **induction** session the rate of pay is level 4a regardless of the specific hourly rate of pay for any other casual engagement.
* **Evening Class language tuition** is paid at level 4 rate to account for the level of autonomy required to administer and teach these classes. For **preparation**, payment of one hour per hour for is made for the first time of delivery only, contact time is paid for repeat delivery/ies of the session.
* **All other language provision** is paid at level 4a. For **preparation,** payment of one hour per hour for is made for the first time of delivery only, contact time is paid for repeat delivery/ies of the session. In addition an allocation equivalent to one hour per hour of contact time at level 4a is made for each language teaching hour requiring regular assessment activity, e.g. where regular marking of exercises and/or short writing pieces submitted by students. In practice, this applies to grammar and writing hours rather than conversation hours.
* Please see teaching norms for all allocations.
* **Please be aware that workload and number of hours allocated may be subject to minor changes due to confirmed student numbers and the actual volume of work assessed.**
	1. Supervision

Teaching Affiliates engaged to provide PhD supervision are paid at Level 5. Those engaged to provide MA supervision are paid at Level 4.

* 1. Teaching norms

The Faculty of Arts teaching norms specify the amount of time allocated to each activity.

* 1. Eligibility requirements

In order to be eligible to apply and be considered for teaching you must meet the following criteria:

* Degree or equivalent in relevant subject area or the equivalent in professional qualifications and experience
* Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.
* Ability to creatively apply relevant approaches to teaching and learning support.
* Sufficient breadth or depth of specialist knowledge in the relevant subject area.
* Ability to build relationships and collaborate with others, both internally and externally.
* Demonstration of a strong commitment to teaching.
* Knowledge and awareness of teaching standards and principles and core teaching skills.

Additionally, if you are a student registered on a research degree at the University of Nottingham, you must have successfully completed your annual review process in order for your application to be considered for any teaching opportunity.

10.5 Engagement

Any vacancies in the Faculty will be advertised through Unitemps.

10.6 Evaluation of teaching

Teaching Affiliates are assessed once in each year they have a casual assignment. Assessment has two parts: teaching observation and Student Evaluation of Teaching (Evaluate). The Head of Department/Teaching Affiliate Co-ordinator/nominee is required to observe the teaching of each Teaching Affiliate and to complete and sign Evaluation of Teaching Observation form. This assessment will determine whether the Teaching Affiliate is working to an appropriate standard and to define any areas where improvement and development is needed.

10.7 Next steps in case of difficulties

Queries regarding admin-type issues (such as timing of payments, how to claim payment, inaccuracies of the workload letter) should be directed to the School Management and Research Office in the first instance. If this does not result in resolution please contact the Faculty Operations Manager based in the School.

For academic and workload issues the [Faculty Code of Practice](http://www.nottingham.ac.uk/arts/careers/casual-engagement-policy.aspx) outlines the responsibilities of academic staff working with Teaching Affiliates. If Teaching Affiliates have any concerns about the work they are being asked to do or any other academic matter, in the first instance they should speak to the Module Convenor, Departmental Director of Education and Student Experience or Head of Department/Section as appropriate. If this does not result in resolution, please contact the Head of School or School Director of Education and Student Experience.

# Visiting/Guest Lecturers

The University defines a Visiting/Guest Lecturer as an individual who provides a one-off talk or a short series of talks on a subject about which he or she has specialist knowledge, and which is not part of the core curriculum. Visiting/Guest Lecturers can be remunerated for their contributions through travel and subsistence expenses and/or a fee for their work.

11.1 Payment/expenses

It is accepted that certain professionals will provide their services for a specific fee whilst others may offer their services in kind, with travel and subsistence costs reimbursed. It is at the discretion of Head of Department/Section as to whether a fee is offered and the amount. If a fee is to be offered the HoD/nominee should in the first instance consult the Faculty Operations Manager/Nominee, who will provide guidance on an appropriate fee in line with the Faculty of Arts Teaching Norms. This will ensure any fee is consistent with the work undertaken/contribution made. The total value of remuneration should not exceed £300 unless approval from the Head of School is given.

11.2 Letter of Engagement

This letter acts as a formal invitation to the individual, detailing the work and remuneration offered (or agreed). The letter of engagement should be on University letterhead and based on the template/example held by the School Management and Research Office (SMRO).

11.3 Method of payment where it has been decided that a Visiting/Guest Lecturer is to be remunerated by reimbursement of travel and subsistence expenses only

The individual should be provided with a Non-Staff Expense Claim form. This should be signed and submitted to the School with receipts, which may be submitted electronically.

11.4 Method of payment where it has been decided that a Visiting/Guest Lecturer is to be paid a fee and/or expenses

The individual should be provided with a V1 Visiting/Guest Lecturers Form. It should be part completed where possible by the appropriate administrator. This should be returned signed and submitted to the School, with receipts if reimbursement of travel expenses/subsistence has been agreed. The form and receipts may be submitted electronically.

The Letter of Engagement and completed V1 form should be submitted to Payroll for review, who will then pass it to Payment Services to process.

11.5 Method of payment where an individual has submitted an invoice

SMRO staff should complete a [Non-Employment Status Application form](https://www.nottingham.ac.uk/fabs/finance/forms/index.aspx) (NESA). The individual should not be asked to complete this form however they may be asked for specific content, i.e. personal details such as their bank account details, address and unique tax payer reference. SMRO should arrange for the individual to be set up on Agresso so that a purchase order can be raised and the invoice processed.

# Termination of Engagement

Where not specified above, all casual engagements automatically terminate whenever you have completed the tasks for which you were engaged, and the University has no obligation to offer you any other work or engagements in the future. Both parties can terminate the arrangement at any time upon one week’s notice in writing, if one or both parties wish to end the engagement.

All casual engagements are subject to satisfactory performance. Underperformance will result in termination of the assignment.

# Self-employment

It is the responsibility of the University to determine the employment status of all individuals. That an individual is registered for self-employment does not mean the engagement with the University allows payments to be via invoice (and therefore without PAYE statutory deduction).

Determining an individual’s relationship with the University is complex and is achieved by considering a number of factors. In order to establish employment status, SMRO will complete a NESA form. If the self-employed status is approved, SMRO will process payment on receipt of an invoice.

# Travel expenses & parking permits

Travel expenses and parking permits for casual workers (excluding Visiting/Guest Lecturers) are paid in exceptional circumstances only, after approval from the Faculty Pro Vice Chancellor (FPVC) for Arts, granted in advance of the casual engagement. Approval process: the member of staff wishing to pay the travel expenses should email a brief rationale to the FPVC. No action should be taken until a response is received.