**Local Agreement for the Employment of Part Time Hourly Paid Staff**

**1.** **Context**

1.1 (Name if college) recognise the responsibilities placed on them by the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed Term Employees (Prevention of Less Favourable Treatment Regulations 2002.

1.2 The college agree not to use permanent part-time hourly paid contracts from the date of this agreement.

1.3 The college is committed to maximising continuity of employment for all staff and to issue part-time hourly contracts in line with the terms of this agreement.

**2. Scope**

2.1 This agreement applies to all part-time hourly paid staff.

**3.** **Policy**

3.1 The college is committed to fair work and will review hourly paid staff as part of the annual workforce planning process, budget planning cycle and the curriculum planning cycle. The need for staff employed under these contracts will be reviewed in each learning area annually following the process laid out in section 6 below, taking into consideration the sustainability of the curriculum.

3.2 This policy also recognises the existence of the notion of ‘Fair Work’ as a feature of Welsh government policy.

3.3 All part time hourly paid lecturing staff must be paid on the relevant pay scale dependent on their qualifications, i.e. Unqualified Scale, Main Grade or Upper pay spine. Qualified lecturing staff, as defined by the .............regulations, will be allowed access to the upper pay spine.

3.4 The college will reflect their efficiency days when calculating the hourly rate of pay.

3.5 Annual increments shall be awarded to the hourly paid staff from 1st August on the same basis as full-time staff and every two years on the upper pay scale points 2 and 3.

3.6 The days and times staff are required to work will be in accordance with the teaching timetable for the relevant term, a copy of which will be supplied to the member of staff. Such timetables will be determined at the discretion of the College and may be subject to change. Where there is a change in demand, the College reserves the right to amend the schedule, giving two weeks’ notice.

3.7 All hourly paid lecturing staff (HPLs) are entitled to an appraisal/staff development and review.

3.8 The requirements of the National Workload Agreement will apply to this group of staff.

**4.** **Assimilation Process**

4.1 The college agrees to start moving staff who have previously been issued a permanent part-time hourly paid contract onto either a fractional or full-time permanent contract, if they meet the criteria laid out in section 6 below.

4.2 The assimilation process will start on............ and be completed by …..............

4.3 In academic year 22/23 (year 1) the following group of staff will be reviewed …....................and offered new contracts.

4.4 In academic year 23/24 (year 2) the following will be reviewed ................will be offered new contracts.

4.5 In academic year 24/25 (year 3) the following categories will be assimilated.

**5.** **Payment Methodology**

5.1 The formula for calculating the hourly rate of pay based on the National contractual terms is as follows:

* **Basic Hourly Rate** = Annual Salary divided by Annual Hours. Annual hours = 37 hr Working week x 52 weeks/year = 1924
* **Additional Time** = 20 minutes per teaching hour to cover preparation and marking.
* **Total hourly rate** = Basic Hourly Rate + Additional Time

5.2 When part time hourly paid staff are asked to attend for departmental duties payment will be made at the basic hourly rate.

5.3 **Holiday Pay calculation**: Annual Leave + Statutory Days x 7.4 hrs/day equals total holiday hours per year e.g. 46 + 8 x 7.4. Holiday pay element is either Basic Hourly Rate or Total Hourly Rate multiplied by 0.198 depending on whether the hours worked are teaching hours or departmental duty hours. Non- teaching duties do not attract preparation and marking time.

5.4 Actual rate of pay will be either ‘Total Hourly Rate’ or ‘Basic Hourly Rate,’ as appropriate, + Holiday Pay Element, reflecting local efficiency days.

**6. Review procedure**

6.1 Hourly Paid and fixed term Lecturers can apply to have their contracts converted to fractional or full time when the college are considering employing them for a fourth consecutive year.

6.2 Applications for conversion to fractional or full-time employment status may be initiated by a Head of Department or an HPL, but both must agree that conversion appears appropriate and that the HPL can fulfil the expectations of a fractional or full-time lecturer post. A written submission, jointly endorsed, should be made to the college.

6.3 All applications should provide evidence of duties undertaken and the time spent on each area on an annual basis.

6.4 Where an HPL’s application for conversion is not supported by the Head of Department, the HPL may make a written submission direct to the College.

6.5 Where the College does not believe conversion to fractional or full-time status is appropriate, it will explain its ‘objective justification’ for this decision that will be provided in writing.

6.6 Where an HPL is dissatisfied with this written explanation, the HPL may appeal to an appeal panel consisting of …................ Panel members will not be from the same Department as the HPL, and care must be taken to avoid any conflict of interest.

6.7 If, following the above process, it is determined that the range of activities for which the College will continue to engage the HPL will not justify a future conversion to a fractional or full-time appointment, this must be made clear to the HPL. However, the HPL is not prohibited from applying again for fractional or full-time status if circumstances change.