

**Contract of Employment – Teaching Support Staff**

* ***Please add this contract request form to your Discipline’s folder on Sharepoint for approval and processing.***
* ***Please ensure that all relevant items from checklist below are included when uploading by the 5th of the month prior to commencement date.***

***A copy of this contract request form must also be provided to the employee and another kept on file in the unit. Where applicable and feasible, HR will issue a formal temporary contract of employment to all pensionable employees. Please note that due to the high volume of contracts to be issued at present, it may take time to issue confirmation.***

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| **SECTION A: TO BE COMPLETED BY THE HEAD OF SCHOOL/DISCIPLINE/UNIT *(or nominee)*** |
| Name: | NUI Galway **Staff** ID (if known): |
| School/Discipline/Unit:  | Job Title: Teaching Support Staff (Note: this title should not be altered) |
| Start Date of Employment:  | End Date of Employment:  |
| Cost Centre(s): DThe budget code **must** be a D account.  |
| 1. Is the employee a registered student of NUI Galway? [ ]  Yes No [ ]

**If Yes:** Please refer to [QA245 5.11 Employment during Studies within the University](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf).  |
| 1. Is the employee currently employed elsewhere in NUI Galway or elsewhere in the Irish Public Sector?[ ]  Yes No [ ]

**If Yes:** The offer of employment is contingent on the appointee holding no more than a 1 FTE in the public sector for the duration of this contract.**Employee must provide further details below.** |
| 1. Is the employee a retired member of staff of NUIGalway or of any other Irish Public Sector Employer? [ ]  Yes No [ ]

**If Yes:** The offer of employment may be subject to HEA approval and so a **business case must be submitted** to tss@nuigalway.ie **Employee must provide further details below.** |
| 1. Is the employee required to have a work permit or student visa? [ ]  Yes No [ ]

An individual is not eligible to work in NUI Galway unless the required work permit documentation has been obtained. A position may not be open to non EEA nationals due to work permit restrictions. Please contact the HR Office for further advice. **If Yes:** I have viewed the original and a verified copy of the work permit/student visa is **attached**.  |
| 1. Is Garda Vetting required for this post? [ ]  Yes No [ ]

You are required to confirm if Garda Vetting is required for this post in accordance with the [Child Protection Policy.](http://www.nuigalway.ie/media/humanresources/publicdocuments/policiesprocedures/QA127-Child-Protection-Policy.pdf)As outlined in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, Garda Vetting is required for all employees who work with children or vulnerable people as part of their **normal** working duties. |
| Reports To (Line Manager HoD/HoS only):  |
| Please complete: (see point B in Instructions for Completion below)**The objective reason why a temporary contract is being issued rather than a permanent contract of employment is that…**If related to studies or research please specify; **No contract can be issued without this detail** |
| Description of Duties Required (and/or attach job description): List specific modules/breakdown of hours per module where applicableOr other duties as may be assigned by your Line Manager. |
| Work Location:Their place of work will be at (*insert location*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ however this may change in accordance with the demands of the service. Expenses will not be paid for a change of location. Adequate notice will be given in event of any change. |
| Pay and Hours of Work DetailsThe Payment applicable to this employment is confirmed as follows:

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| --- | --- | --- | --- |
| Description of Work and Pay Rate | **Hours Per Week\*** | **Total No of Hrs required** | **Have they been paid on the Casual Teaching staff hourly rates for the last 2 consecutive years?** |
| No | Yes |
|  | Please indicate rates which apply: |
| Teaching Payment **\*NOTE:Teaching Payment includes 1 hour of teaching & 1 hour of preparation. Please only list the number of actual hours teaching.**  |  |  | €49.71\* | [ ]  | €55.24\* | [ ]  |
| Tutorials |  |  | €24.87 | [ ]  | €27.62 | [ ]  |
| Academic Related Duties**Note: if Teaching hours required, note that 1 hour of ARD is already included with each hour of Teaching payment listed above.** |  |  | €24.87 | [ ]  | €27.62 | [ ]  |
| Laboratory Demonstration |  |  | €16.76 | [ ]  | €18.49 | [ ]  |
| Undergrad Demonstrator |  |  | €10.50 | [ ]  | €10.50 | [ ]  |
| Essay Corrections*(for feedback purposes/not related to examination marks)* |  |  | €10.50 | [ ]  | €10.50 | [ ]  |

**\*The Teaching Payment includes 1 hour of preparation** *Please note that this is a contract request form and does not become a valid contract until it has been confirmed by HR. It is therefore subject to change.* If a formal temporary contract of employment is issued by HR, it will result in a salaried post paid monthly through Core, and the salary will be confirmed on the basis of the total hours worked with an additional 8% of hours included for the applicable annual leave entitlement. It will be paid pro rata and initially on the mid-point of the full-time Grade 3 salary scale. The salary will be spread evenly over the duration of the contract period. If the hours decrease or the contract ends earlier than planned, any overpayment of salary will be automatically recouped. If required, manual adjustments will be applied to PRSI weeks for non-working periods. The College/Unit will need to budget for approximately 20% overheads to include the employer’s PRSI and pension contribution. **\*Up to maximum 9 contact teaching hours in the University per week applies****If the dates of employment or hours of work increase please complete a** **Contract Adjustment Form** **and** **upload to sharepoint for approval and processing.** |
| Approximate cost to budget: €\_\_\_\_\_\_\_\_\_(Note: this is not the salary payable to the employee)(Hours x Hourly Rate) + 8% Annual Leave + 20% Overheads.Please use TSS calculator on TSS tracker or contact tss@nuigalway.ie for assistance if required. **Approved by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Head of Discipline/School/Unit (or nominee)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **UMT Member/Designee – Garda Vetting & Budget Approval**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**HR Office** **Please list the names of any Managers/School Administrators etc who should be copied on HR confirmation of contract email to employee for information purposes:** 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Checklist prior to submitting to TSS:**

* **Form fully completed?** [ ]
* **CV attached?** [ ]
* **If applicable, verified copy of work authorisation/student visa attached?** Yes[ ]  N/a [ ]

**(Employees should *not* commence without relevant work authorisations).**

* **Garda Vetting confirmation?** Yes[ ]  n/a [ ]
* **Business Case where required**

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| **SECTION B: TO BE COMPLETED BY THE EMPLOYEE** |
| **Title:** | **Forename(s):**  | **Surname:**  | **PRSI Class:** |
| **Date of Birth:** | **PPS No:****Note: if you don’t have a PPS no. yet, you should submit same to HR within 6 weeks of commencing employment.** | **Phone No:**  | **Nationality:**  |
| **Address:**  |
| **NUIG Email address:****Personal email address (for initial correspondence):****Staff id no. (if known):** |
| **Bank Name & Address:** |  |
| **BIC:** |  | **IBAN:** |  |
| **In case of emergency, please contact: (Next of kin)****Name:****Phone number:** |
| 1. **Are you currently a a registered student of NUI Galway?** [ ]  **Yes No** [ ]

**If Yes, please state course title *and* expected completion date:** |
| **Are you currently employed elsewhere in NUI Galway or elsewhere in the Irish Public Sector?**  [ ]  **Yes No** [ ] **If Yes, please complete:**

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| --- | --- | --- | --- |
| Name and Address of Employer | Position Held | Hours of Work per week | Part time/ Full time |
| 1. |  |  |  |
| 2. |  |  |  |

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| 1. **Are you in receipt of a Public Service Pension Scheme?** [ ]  **Yes No** [ ]

**If Yes, please provide details of the same:** |
| **3. Are you currently employed elsewhere in Private Sector?**  [ ]  **Yes No** [ ] **If Yes, please complete:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Position Held | Hours of Work per week | Part time/ Full time |
| 1. |  |  |  |
| 2. |  |  |  |

**If you are also employed in the Private Sector, please confirm that you have read and understand the following:**[**https://www.nuigalway.ie/media/innovation/files/Conflict-of-Interest-and-Conflict-of-Commitments-(QA413).pdf**](https://www.nuigalway.ie/media/innovation/files/Conflict-of-Interest-and-Conflict-of-Commitments-%28QA413%29.pdf)[ ]  **Yes No** [ ] [**https://www.citizensinformation.ie/en/employment/employment\_rights\_and\_conditions/hours\_of\_work/working\_week.html**](https://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/hours_of_work/working_week.html)[ ]  **Yes No** [ ]  |
| 1. **I confirm that I am resident in Ireland :**  [ ]  **Yes No** [ ]
 |
| TERMS **AND CONDITIONS OF EMPLOYMENT:** |
| 1. This appointment is contingent on the appointee holding no more than a 1 FTE in the public sector for the duration of this contract.
2. The name of your employer is NUI Galway and your place of work is located on the Main University Campus, NUI Galway or if elsewhere then confirmed by your manager in Section A above.
3. In order to ensure payment you **may** be required (*unless confirmed otherwise by HR*) to submit an [Hourly paid Teaching Support Staff Timesheet](http://www.nuigalway.ie/media/financialaccounting/payroll/Hourly-Paid-Teaching-Staff-Timesheet.xlsx) with payment made in arrears for the hours of work completed. This should be submitted in the month after the work is carried out as your HR record must be closed off within 3 months of your last payment due to Revenue rules. Please check your confirmation of contract email from HR prior to submitting timesheets as this email will confirm how you will be paid (ie. via monthly pay or by timesheet).
4. Under the Organisation of Working Time Act, 1997, an hourly paid employee is entitled to a holiday entitlement based on 8% of all hours worked as well as the applicable public holiday entitlement. Both payments should be claimed on the timesheet.
5. Access to a pension scheme is available under the Personal Retirement Savings Account (PRSA) facility. Details of this can be obtained from the Pensions website - <http://www.nuigalway.ie/pensions-and-investments/pensionschemes/prsas/>
6. The University reserves the right to terminate this contract prior to the specified date in accordance with the provisions of The Minimum Notice and terms of Employment Act 1973-2005.
7. The Unfair Dismissals Acts 1977 to 2015 and Minimum Notice and Terms of Employment Act 1973 to 2005 shall not apply to the termination of this contract where such termination is by reason only of the expiry of the fixed term/specific purpose.
8. At least 2 weeks’ notice is required if you wish to resign from the post.
9. The terms of the University’s Grievance, Disciplinary and Anti-Bullying policies apply to all employees. These are available on the HR website at <http://www.nuigalway.ie/human-resources/staff/during-employment/policies-procedures/>
10. The terms of the University’s sick leave policy apply to all employees. The terms and conditions of this policy are available on the HR website -<http://www.nuigalway.ie/media/humanresources/documents/policiesandprocedures/QA105-Sick-Leave-Policy.pdf>
11. All employees are obliged to comply with current health and safety guidelines/regulations. Please refer to the H&S website - <http://www.nuigalway.ie/health_safety/>
12. University policies applicable to all employees are available on the HR website (or in hardcopy by request) at <http://www.nuigalway.ie/human-resources/staff/during-employment/policies-procedures/>
13. To ensure compliance with University policies, procedures and working time legislation you are required to declare employment outside of this contract in writing to the Human Resources Office.
14. This appointment is made subject to Garda Vetting where applicable in line with University’s Child Protection Policy.
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| I understand and accept this contract on the terms and conditions of employment as stated above. I confirm that the information I have provided is true and accurate to the best of my knowledge. I also confirm that I am aware that I can access a copy of the University’s Policies on the NUI Galway website and can obtain a hard copy on request from the HR Office.**Signature of Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Please note that this is a contract request form and does not become a valid contract until it has been confirmed by HR. It is therefore subject to change.*Please refer any queries in relation to your contract to your manager in the first instance before contacting tss@nuigalway.ie  |

**Instructions for Completion**

**The Manager (Section A)**

1. This contract of employment must be completed for all teaching support staff **prior** to the commencement of their employment with the University. The Agreement must be signed by Head of Discipline/School/Unit (or nominee) as well as the UMT Manager for budget approval purposes (refer to policy QA270). The original documents are uploaded to relevant Sharepoint folders. One copy must be kept in the Discipline/School/Unit and one copy given to the employee.
2. This contract is used to confirm the terms and conditions of work for employees engaged for a short term period of employment. Typical reasons for this type of employment may be as follows:
* Specialist expertise which is not readily available within the University *in the short term*
* To cover short term staff absences, leave or temporary cover pending recruitment of a post
* To allow short term teaching/tutorial or demonstrating experience for undergrad and post graduate students.
* Temporary and unforeseen increases in workload or in response to an unplanned/unexpected situation and as a short term contingency plan.
* Planned staffing requirements in the short term (ie pending recruitment of a post).
1. Under the Protection of Workers Legislation there is a legal obligation on an employer to confirm why an employee, on renewal of their contract, is not being offered work on a permanent or indefinite basis. This is known as the “objective reason for the employment” and the Head of School/Discipline/Unit is required to confirm the same for this contract.
2. Where such an employee has 4 years’ reckonable service with the University then they may have gained an entitlement to a contract of indefinite duration on renewal of their employment. The HR Office will consult with the Head of School/ Discipline/Unit as necessary.
3. Where such an employee has 2 years’ continous service with the University then they may have gained an entitlement to a redundancy payment on termination of their employment. The HR Office will consult with the Head of School/ Discipline/Unit as necessary.

**The Employee (Section B)**

1. The procedure for the payment of [Hourly paid Teaching Support Staff Timesheet](http://www.nuigalway.ie/media/financialaccounting/payroll/Hourly-Paid-Teaching-Staff-Timesheet.xlsx) is managed by the Payroll Office.
2. Detailed information for the completion of these timesheets and the process for payment and the relevant deduction of tax is available on the Payroll website at <http://www.nuigalway.ie/payroll/payrollinformation/>
3. You must ensure that all documentation required for this employment has been included with the contract of employment.