

Joint Negotiating Committee for Higher Education Staff

Academic Staff Sub-Committee

**GUIDANCE ON PAY FOR HOURLY-PAID LECTURERS
IN POST-92 INSTITUTIONS (excluding Scotland)**

March 2004

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The AUT did not agree the final document.

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LECTURERS IN POST-92 INSTITUTIONS (excluding Scotland)

1. INTRODUCTION

This guidance for higher education institutions and their academic staff has been developed in partnership between employers' and trade unions' representatives within the Joint Negotiating Committee for Higher Education Staff (JNCHES) in order to assist in the development of good practice in accordance with the terms of the Framework Agreement for the Modernisation of Pay Structures (July 2003).

The agreed principles underpinning all aspects of the Framework Agreement include the principle that institutions shall adopt pay and grading structures which provide for salary and career progression to attract, retain and motivate staff, rewarding appropriately their knowledge, experience and contribution.

2. PART-TIME EMPLOYEES

Under the terms of the Framework Agreement, part-time academic staff are entitled to the same fairness and equity of treatment as full-time staff. Their posts shall be subject to the same role analysis process as for full-time employees, to determine their appropriate pay grade and thereby help ensure equal pay for work of equal value. Once the proper pay grade is identified, part-time staff should be paid a proportion of the full-time annual salary for that pay grade, calculated by reference to the proportion of the full-time working week and year that they work.

In introducing new arrangements under the terms of the Framework Agreement, institutions are also recommended to ensure that they are in accord with the Fixed-Term Employees Regulations 2002 by following the guidance set out in the JNCHES Guidance on Fixed-Term and Casual Employment (June 2002).

3. HOURLY-PAID LECTURERS IN POST- 92 INSTITUTIONS (excluding Scotland)

3.1 Post- 92 institutions in Scotland

This part of the guidance does not apply to post-92 institutions in Scotland as they are not party to or covered by the national agreement in force on 31 July 2003.

3.2 Current national agreement

Under this national agreement, there are three hourly rates for lecturers in post-92 institutions. After the introduction of the new Framework, such rates will be determined by institutions because of the requirement to use role analysis to ensure equal pay for work of equal value. This guidance highlights the main issues which institutions will need to consider, in partnership with locally recognised trades unions, in calculating pay for hourly-paid lecturers after new pay structures are introduced under the terms of the Framework Agreement.

3.3 Comprehensive “scheduled teaching hour” rate

One of the features of the current national hourly rates is that they include payment for more than one hour’s teaching. In addition to payment for scheduled teaching, they also include remuneration for all work done in connection with teaching - such as preparation for teaching, setting and marking of projects and assignments, setting and marking of examinations, supervision of examinations, completion of registers, provision of data and related course administration, and keeping up-to-date with knowledge of the subject. Additionally, holiday pay, which is calculated separately, is included in the rate.

3.4 Calculating the hourly rate

Role analysis/job evaluation should be used to determine the appropriate salary grade for hourly-paid lecturers. Once the proper pay grade is identified, the standard weekly hours for posts in that pay grade can be used to calculate the hourly rate from the annual full-time salary for the grade.

3.5 Payment for related work

There are two alternative approaches to payment under the new job-evaluated arrangements:

(a) payment for each hour worked to deliver effectively the teaching and any other related duties required by the institution. Holiday pay will be separate and in addition, paid either at the same time as payment for teaching or at the time holiday is taken;

(b) calculation of a comprehensive “scheduled teaching hour” rate (or rates) which already includes, as in the current national agreement, payment for all related work - but not holiday pay which will be separate and in addition, paid either at the same time as payment for teaching or at the time holiday is taken.

3.6 Calculating a comprehensive “scheduled teaching hour” rate

A comprehensive “scheduled teaching hour” rate includes payment for teaching and all other duties. However, unlike the current national hourly rate, it would exclude holiday pay which should be paid as a separate payment at the same time as payment for teaching or at the time holiday is taken. To calculate a comprehensive

“scheduled teaching hour“ rate, institutions need to consider all the requirements of the job particularly by reference to the information used in the role analysis of the post. This information will indicate the level and range of demand required of the post-holder in relation to all associated duties, including necessary assessment and development work within periods of the year when formal teaching occurs. Subject to job requirements, typically this will mean payment for 1.5 additional hours for each hour’s teaching, for such associated duties. This ratio may need to be varied to reflect particular job requirements and current local contractual arrangements.

EXAMPLE (using salary scales for August 2004)

assimilation to the single spine

national comprehensive hourly rate (including other duties and holidays) is £31.41;
deduct pay for other duties (divide by 2.5) = £12.56;
calculate annual salary (£12.56 x 37 hours per week x 52 weeks pa) = £24,173;
assimilate to new spine in accordance with Appendix F of Framework Agreement, at point equal to or immediately above their current pay, ie to £24,886 (pay point 30).

after assimilation to single spine

annual salary equivalent (including holiday pay) is thus £24,886;
basic hourly-rate (including holiday pay) is £12.93;
comprehensive hourly-rate (x 2.5) including payment for all other duties (and holiday pay) is £32.34;
separately identify holiday pay (x 0.15)¹ of £4.85, from the comprehensive hourly payment for teaching and other duties of £27.49.

¹ NOTE Details in respect of holiday pay were set out in the national agreement on implementation of the holiday provisions of the Working Time Directive for hourly-paid lecturers (October 1998). To provide equivalent pro-rata holiday pay (including public and other holidays) the comprehensive hourly-rate already includes an additional 17.62%. This corresponds to 15% of the total inclusive rate. Consequently, to calculate the actual amount paid in respect of holidays the comprehensive hourly-rate is multiplied by 0.15.
