



Maynooth University
Human Resources Office

Policy on the Engagement of Occasional Hourly-Paid Staff

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Contents

1. Scope.....	3
2. Objectives	3
3. Definitions	3
4. Circumstances under which an individual may be engaged on an occasional hourly-paid basis	4
5. Ongoing Requirement for Additional Staff	6
6. How to engage Occasional Hourly-Paid Staff	6
7. Terms of engagement.....	6
8. Basic remuneration	7
9. Annual leave and public holidays	7
10. Monitoring, engagement and support.....	7
11. Procedure to engage and appoint occasional hourly-paid staff members	8
12. Employment eligibility	8
13. Garda vetting	8
14. Termination of arrangements.....	9

Engagement of Occasional Hourly-Paid Staff

The University recognises that Departments require a range of working arrangements to ensure the highest standards of work and service are delivered. This policy outlines the guidelines and procedures to be followed where there is a requirement to engage individuals, who are not registered post graduate students, as occasional employees for specific purposes where it is not appropriate or not possible to meet operational needs through regular full-time or part-time employment.

1. Scope

This policy applies to the engagement of individuals on or after the 1st August 2019 on an occasional hourly-paid working arrangement.

This policy does not apply to:

- Registered post graduate students engaged in teaching support roles (please refer to *Policy on the Engagement of Graduate Teaching Assistants*)
- External Lecturers retained to deliver a complete module or modules (please refer to *Policy on Engagement of External Modular Lecturers*).

2. Objectives

The objective of this policy is to inform Departments of the arrangements to apply in respect of the prospective engagement of an individual on an occasional hourly paid basis.

3. Definitions

An occasional hourly-paid member of staff (to be referred to throughout this policy as 'Occasional Staff Member') may be required where:

- i. additional or replacement staff are required on a **once-off basis for a very short period of time** (less than 13 weeks). For example, to support a single specific event or project, or where an unexpected event arises and there is an immediate need for additional or replacement staff) subject to a **strict maximum of 13 weeks employment and 37 hours per week¹ or**
- ii. additional staff are needed for **short periods** from time to time on an **irregular or infrequent** basis². For example, to support recurrent events such as registration, examinations, open days, conferring's, conferences, seasonal maintenance) provided the total hours worked for the University does not exceed 360 hours per calendar year; or

¹ The University will not, under any circumstances, extend such an engagement beyond 13 weeks. For longer periods of engagement, the case must be made for a fixed-term or specified purpose contract role to be established.

² It is not appropriate to rigidly define "short periods" or "irregular or infrequent"; however, what is envisaged by "short periods" is an engagement of 2 to 3 weeks or less, and by "infrequent" no more than 2 or three engagements in an academic year

- iii. there is an ongoing need for a small number of hours' work, not exceeding an average of 6 hours per week to support the functions of the Department in circumstances where the hours worked do not exceed an **average of 6 hours per week**³.

and the need cannot be met from within the agreed headcount for the Department⁴.

There is no obligation on the University to offer ongoing work to an Occasional Staff Member, nor is such a staff member obliged to accept any offer of work that may be made to them.

4. Circumstances under which an individual may be engaged on an occasional hourly-paid basis

It is permissible to engage an individual on an occasional hourly-paid basis on a combination of these arrangements. For instance, an individual may be engaged to provide 4 hours per week administrative support during term time, and engaged for 37 hours per week as an Invigilator during the examinations. These arrangements may extend across multiple departments. However, an individual may only be engaged on such multiple arrangements where their total hours worked per calendar year will not exceed 360 hours combined.

Occasional Staff Members should only be engaged where the need cannot be met from within the core workforce.

³ These limits apply to the individual's total engagement with the University. It is not permissible for several departments or units to a) engage one individual on multiple occasional arrangements exceeding the average of 6 hours per week, or the annual limit of 360 hours per calendar year or b) to ask existing members of staff of the University to exceed these specified limits. It is the responsibility of the Department to ask a prospective occasional hourly-paid member of staff if they have an existing occasional arrangement with the University, and if they do, to ensure that these stated limits would not be exceeded. If the Department believes there are grounds to make an exception to these limits, the Department must consult with Human Resources and obtain approval for the exceptional engagement prior to engaging the individual. It is also the responsibility of the Occasional Staff Member to adhere to the terms on which they are engaged, inclusive of activity limits.

⁴ Occasional Staff Members are not engaged on behalf of the University to undertake research outside of the pedagogical research required to deliver the duties for which they have been engaged.

Category of person	Engagement by the University on an occasional hourly-paid basis
Full-time member of staff of the University.	Not permitted.
Full-time member of staff of a public sector organisation.	Not permitted, except where the individual is engaged as an occasional hourly-paid lecturer, not exceeding 24 lectures and is not engaged to deliver an entire module ⁵ .
Part-time member of staff of the University.	Permitted, subject to the occasional arrangement not exceeding the limits specified in this policy and the average weekly hours worked not exceeding 37 hours.
Part-time member of staff of a public sector organisation.	Permitted, subject to the occasional arrangement not exceeding the limits specified in this policy and the average weekly hours worked not exceeding 37 hours.
Retired member of staff of the University or retired public servant.	Permitted, subject to the occasional arrangement not exceeding the limits specified in this policy.
Postdoctoral Fellow	Postdoctoral fellows are full-time members of staff engaged primarily in research; they are available to the University to support teaching and teaching-related activities in line with the Researchers Career Framework.
Graduate Teaching Assistant (GTA)	A GTA may be engaged to do additional administrative or support duties within the terms of the GTA contract. To ensure an appropriate balance may be achieved between study and work commitments, the average weekly hours worked (teaching support and occasional duties) may not normally exceed the lesser of 20 hours per week or 240 hours per academic year ⁶ . A greater number of hours may be worked per week outside of term-time to a maximum of 360 hours per calendar year.
External Module Lecturer	Permitted, provided total additional engagement on an occasional hourly-paid basis does not exceed 50 hours per year.

There is a range of circumstances where the engagement of an individual on an occasional hourly-paid basis is not permitted or is subject to certain restrictions.

⁵ Lectures must be delivered outside the individual's normal weekly working hours in their substantive post as a public sector employee and when combined, their overall working hours must not exceed 37 hours per week.

⁶ An academic year is a period of time each year (normally September to May). The academic year is divided up into two semesters. A semester consists of 12 teaching weeks and two study weeks, followed by a period of examinations.

5. Ongoing Requirement for Additional Staff

Where there is an ongoing need for additional staff outside the circumstances outlined in this policy, the Head of Department or nominee must make a case to the University to establish a full-time or part-time permanent or fixed-term role. This is the case even where the role is part-time but the number of hours to be worked is unpredictable from year to year, semester to semester, or month to month, and/or where the limits stated above may be exceeded due to the proposed engagement of an individual across multiple departments.

The University's Post Approval Process should be followed.

6. How to engage Occasional Hourly-Paid Staff

The engagement of Occasional Staff Members takes place at Department level. It is the responsibility of the Head of Department (or nominee) to ensure the recruitment process is fair and transparent and that standards of best practice are adhered to when sourcing Occasional Staff Members. It is essential that any member of staff engaged on this basis has the necessary level of skills and experience to carry out the required work.

Where occasional work is being offered for the purpose of assisting research activities, the recruitment and engagement process must also adhere to the relevant provisions of the Funding Agreement.

In all circumstances where an individual is being engaged by the University on an occasional hourly-paid basis, the Head of Department, or their nominee, is responsible for the completion and return of the Occasional Staff Appointment Form to Human Resources. This documentation is to be submitted no less than 10 working days prior to the date of commencement or date of renewal of the engagement.

In addition, where the individual is newly engaged by the University or, is being re-engaged where a period of greater than 6 months has elapsed since the end date of their most recent engagement, it is the responsibility of the Head of Department, or their nominee, to ensure the individual completes and submits the Online Personnel Form a minimum of 5 working days prior to the start date of their engagement.

It should be noted that payroll payments should be made to Irish bank accounts⁷.

7. Terms of engagement

It is a requirement under this policy that an individual engaged on an occasional hourly-paid basis is advised of their rate(s) of pay and the hours they are expected to work; in addition to the start and end date of the engagement. The individual should also be advised of the duties to be performed.

A 'Statement of Terms of Engagement' will issue to the prospective Occasional Staff Member, based on the information provided by the Head of Department, or their nominee, to Human Resources.

⁷ The University may pay an international guest lecturer directly for one or two sessions *per annum*, but payment for any greater volume of work is to be made to an Irish bank account, and emergency tax will apply.

8. Basic remuneration

The fundamental principle in setting remuneration for staff employed on an occasional hourly-paid basis is that the Occasional Staff Member is paid per hour worked at a rate appropriate to the nature of the work undertaken, the number of hours worked and the rates applicable having been agreed in advance with the Head of Department (or nominee). The hourly rates for different activities (administration, grading, laboratory demonstration, tutorials, and lectures) are transparently benchmarked against the salaries paid to full-time academic and administrative staff, where appropriate. The use of hourly rates means that in a significant number of cases the one individual, retained to do different types of work (say, tutorials and grading) may be paid for some of their hours at one rate and other hours at other rates.

It is a matter for the Head of Department (or nominee) to agree in advance with the Occasional Staff Member, the number of hours to be worked per normal working day and per normal working week, and, using the guidelines provided by the University, the hourly rate(s) which will apply.

There are circumstances where Occasional Staff Members are paid per item of work done, usually in relation to the grading of assessments. Where there is an agreed per item rate for assessment and grading, this should be used. Where there is not a per-item rate, the Head of Department (or nominee) should agree in advance an appropriate hourly rate and number of hours to complete the work.

The approved hourly rates, and guidance on when it is appropriate to use different rates, are available at: <https://www.maynoothuniversity.ie/bursar/payroll-office/occasional-and-exam-pay-rates> The rates of pay are gross amounts and therefore are subject to tax, PRSI, USC and any other statutory deductions as may be required.

9. Annual leave and public holidays

An annual leave entitlement of 8% of the total hours worked is provided to Occasional Staff Members. Holiday entitlement is calculated on the basis of 8% of hours worked and is paid automatically by Payroll when hours are claimed each month. It is understood annual leave can be taken during the University's reading weeks, Easter and/or Christmas closure periods and/or the summer months, depending on the nature and circumstances of the engagement.

Occasional Staff Members will be paid public holidays if they have established an entitlement to payment through their work pattern. At a minimum, 40 hours is required to be worked in the 5 weeks ending on the day before the public holiday.

10. Monitoring, engagement and support

Where an occasional hourly-paid arrangement has been agreed, the Department is responsible for monitoring the Occasional Staff Members duties and the number of hours worked each week to ensure the work carried out is consistent with what has been defined and agreed in the '*Statement of Terms of Engagement*'.

The Occasional Staff Member is responsible for informing all Departments in which they work, of any other work they carry out in the University.

It is not expected that a member of staff working on a part-time or occasional hourly-paid basis will receive additional monies under this policy where they work full-time hours through one or a combination of these arrangements. The maximum working hours per week is 37.

The engagement of full-time members of staff on an occasional hourly-paid basis is not permitted.

11. Procedure to engage and appoint occasional hourly-paid staff members

The following procedure applies to the engagement and payment of occasional hourly-paid members of staff. Occasional Hourly Paid Staff may not begin the delivery of their assigned duties until all steps have been completed hereunder.

Once the preferred candidate has been identified, the recruiting Department will inform Human Resources by submitting a completed e-*Occasional Staff Appointment Form (OSAF)*. This form is available online via <https://www.maynoothuniversity.ie/hrforms> and is confirmation that the engagement and payment of the prospective named Occasional Staff Member has been sanctioned by the Head of Department.

The OSAF will be submitted to Human Resources a minimum of 10 working days prior to the commencement of the proposed occasional hourly-paid engagement.

All details on the OSAF must be completed in full. Inaccurate or incomplete OSAFs will have to be resubmitted to Human Resources. This may result in payments and the commencement of the hourly-paid staff member being delayed. Inaccurate or incomplete OSAFs may also delay the issuing of the required Statement of Terms of Engagement, thereby placing the University at risk of being in breach of its legislative obligations.

In addition, prospective Occasional Staff Members must complete the Online Personnel Form (available at <https://www.maynoothuniversity.ie/cgi-bin/hrforms/index.pl>) a minimum of 5 working days immediately before the commencement or renewal of their engagement.

On the basis of the information provided in the OSAF, Human Resources will issue a *Statement of Terms of Engagement* to the individual who is being engaged on an occasional hourly paid basis. The statement is required to be signed by the prospective Occasional Staff Member and returned for counter-signing by Human Resources.

Thereafter, hourly timesheets must be completed in full by the Occasional Staff Member; approved and submitted to Payroll by the requisite deadline each month.

Timesheets will be submitted in a timely manner within one month of the relevant work being carried out.

12. Employment eligibility

Individuals who are engaged on an occasional basis must be eligible to work in Ireland. Proof of such eligibility will be required, where necessary, prior to the commencement of any engagement. All potential engagements are conditional on the individual satisfying the relevant legal requirements to work in this country. Further information may be obtained from Human Resources and from <http://www.inis.gov.ie/en/INIS/Pages/registration-stamps>.

13. Garda vetting

A person employed under this policy may be required to work in roles involving access to, or contact with, children and/or vulnerable persons. In such cases Garda Vetting is required *before* the relevant engagement is commenced, in line with Maynooth University Staff Vetting Policy, and the employment is conditional on a Garda Vetting disclosure considered satisfactory by the University.

Where Garda Vetting is required, the Department should liaise with the Human Resources department, which will facilitate the process.

14. Termination of arrangements

Upon completion of an occasional working arrangement, the engagement will terminate in accordance with the provisions of the *Statement of Terms of Engagement* issued to the Occasional Staff Member, the University's established policies and procedures, and relevant legislation.

The Head of Department should seek advice and support from Human Resources in all instances where it is proposed to terminate arrangements with an Occasional Staff Member who has been engaged on an ongoing or recurrent basis.

Where an arrangement terminates, Payroll will process the Occasional Staff Member's final pay. The Occasional Staff Member may view their ceased employment details online at the myAccount section of Revenue.ie