**Edinburgh Napier University**

**Zero Hour Lecturer Guidelines**

1. **What are Zero Hour Lecturers?**

1.1. Zero Hour Lecturers are employed by the University to complete flexible and short- term or unexpected academic requirements, when certain business needs arise, for instance: sickness absence cover or the requirement for short term teaching to deliver a specialist / short-term module. Flexible, short-term requirements may re-occur on an annual (more than annual) basis and therefore, result in a permanent employment relationship between the Zero Hour Lecturer and the University.

* 1. Zero Hour Lecturers are only permitted to work between 8 to 300 hours per academic year, (1 August – 31 July). Zero Hour contracts are no-obligation contracts i.e. Zero Hour Lecturers are not required to accept hours offered by the University and the University is not required to provide them with hours.
  2. The hours of work required by the University are discussed and agreed by the Zero Hour Lecturer and their Line Manager, and timetables are circulated before the commencement of each trimester for the coming trimester. Zero Hour Lecturers must claim for all their hours worked on a monthly basis and are paid one month in arrears.
  3. Zero Hour Lecturers are placed on ***permanent*** [Zero Hour Contracts](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour/Zero%20Hours%20Contract%20August%202015.rtf), which in the main mirror the Academic HE2000 contract apart from the hours and payment sections. Therefore, it is important that they are treated in an equitable manner to staff with contractual hours, for example in terms of activity planning and workload allocation, PDR, communications, development and performance management.
  4. Each Zero Hour Lecturer will be report to a Line Manager and it is the responsibility of that Line Manager to ensure that all issues pertaining to that member of staff are dealt with efficiently and effectively. The relevant Line Manager will be detailed in the Zero Hour Lecturers contract and on HR Connect, if the reporting line is incorrect, it must be corrected, by contacting the relevant HR Adviser, as it can impact WAM.

1. **Recruitment of Zero Hour Lecturers**

2.1. An approved Staffing Authorisation Form (SAF) is required prior to the appointment of a new Zero Hour Lecturer. If there is money within the existing budget, then this can be authorised within the School. Line Managers should consider the existing pool of Zero Hour Lecturers before appointing someone new.

2.2. Zero Hour vacancies are normally advertised, however, in some instances, individuals with certain specialisms are identified to complete short-term flexible or unexpected work for the University and these vacancies are not advertised.

2.3. However, all Zero Hour Lecturers should attend an appropriately constituted panel interview (in-line with the University’s [Appointment Panel Constitution](http://staff.napier.ac.uk/services/hr/Documents/AppointmentPanelConstitution.docx) Document) prior to being offered a Zero Hour contract with the University.

**3. Role Description**

3.1. Zero Hour Lecturers are matched to the generic Level 2 Lecturer Role Profile, within Edinburgh Napier’s Library of [Academic Role Profile (NLARP)](file:///C:/Users/pd94/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/P1PPIGJJ/RoleProfileAcademicLecturerProbationerTeachingandScholarchip.doc): [Probationary Lecturer Teaching and Scholarship (Grade 5)](http://staff.napier.ac.uk/services/hr/Documents/RoleProfileAcademicLecturerProbationerTeachingandScholarchip.doc) or [Probationary Lecturer Teaching and Research](http://staff.napier.ac.uk/services/hr/Documents/RoleProfileAcademicProbationaryLecturerTeachingandResearch.doc) (Grade 5). Please note that they should ***not***be matched to the University’s Level 3 Lecturer Role Profile (Grade 6): [Lecturer Teaching and Scholarship](http://staff.napier.ac.uk/services/hr/Documents/RoleProfileAcademicLecturerTeachingandscholarship.doc) or [Lecturer Teaching and Research](http://staff.napier.ac.uk/services/hr/Documents/RoleProfileAcadmicLecturerTeachingandResearch.doc). Therefore, it is essential to note that they are only expected to be given tasks to complete at the appropriate level, regardless of their previous experience. This is the equivalent to the grade on which the University places full-time / fractional Lecturers who are new to academic teaching when they join the University. If a Line Manager is unsure about what level a task falls within, they can contact their HR Client Partner for clarification.

1. **Workload Allocation and Activity Planning**
   1. In line with the contract of employment, the actual balance of duties and pattern of working will be agreed between the Zero Hour Lecturer and their Line Manager.
   2. The University’s [Workload Allocation Framework](http://staff.napier.ac.uk/services/hr/Documents/Workload%20Allocation%20Framework%202010%20-%202011.doc) (WAM), applies to Zero Hour Lecturers as with all permanent employees. Appropriate allocations should be given for the duties the individual is being asked to complete. Therefore, it is important that the specific objectives and workload required of each Zero Hour Lecturer are discussed with that individual and agreed in advance of the hours worked.
2. **Pay** 
   1. Zero Hour Lecturers are placed on Grade 5, usually commencing at point 34 of the University’s 51 point pay scale (and will increment to point 35 after one years’ service). In exceptional circumstances they may be appointed at point 35, only if a suitable justification is submitted in line with the University’s [Salary Placement Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/Salary%20Placement%20Policy%20Final%202015.docx) and approved by the relevant HR Client Partner. There is no incremental progression beyond point 35 as this equates to the top of the University’s Grade 5 salary scale.
   2. Zero Hour Lectures must receive payment for every hour worked, including: teaching; preparation; class contact; assessment and administration. All hours should be agreed in advance with the relevant Line Manager and be in-line with the WAM Framework and local school arrangements, ensuring they are equitable to other staff members.
   3. Zero Hour Lecturers will also receive payment for holiday entitlement separately each month as it is illegal to roll-up these payments. This is calculated at the rate of 21.5% per hour worked (this calculation is equitable with a Lecturer who is on a HE2000 contract). Holiday pay will be calculated automatically on the [Zero Hour Claim Form](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour/Zero%20Hour%20Claim%20Form.xls) and will appear as a separate line on the payslip. The amount paid to Zero Hour Lecturers as holiday pay is not included in the 300 hour maximum they are permitted to work per academic year.
   4. Zero Hour Lecturers are also entitled to staff development time, which is calculated monthly at the rate of 2% for each hour worked (this calculation is equitable with a Lecturer who is on a HE2000 contract). Staff development will be calculated automatically on the [Zero Hour Claim Form](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour/Zero%20Hour%20Claim%20Form.xls). The scheduling of staff development time should be agreed with the Line Manager at the beginning of each trimester.
   5. Zero Hour Lecturers are entitled to be paid for any confirmed / timetabled hours, if they are absent from work due to sickness, in line with the University’s [Managing Sickness Absence Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/Sickness%20Absence%20Policy.doc).
3. **Pension**
   1. Zero Hour Lecturers are contractually enrolled in the [Scottish Teachers Superannuation Scheme](http://staff.napier.ac.uk/services/hr/workingattheUniversity/pensions/Pages/Pensions.aspx) (STSS). They have the right to opt out should they chose, but will be automatically re-enrolled if they meet the criteria of an eligible job holder, as outlined in workplace pension legislation. They can opt out of auto-enrolment but only once they have been in the scheme.
4. **Confirmation of Hours** 
   1. Zero Hour Lecturers should be advised by their Line Manager at the earliest opportunity before the commencement of each Trimester whether there is a requirement or them to teach and if so their timetabled hours. If agreed, they will be issued with a teaching timetable outlining their hours of work at the beginning of each trimester (provided locally by the School / template available within the School).
   2. Zero Hour Lecturers should be informed by their Line Manager, by email or at a one to one meeting, of any changes to their teaching requirements as soon as decisions are made, in-line with other staff, this includes the right to attend any relevant meetings.

**8. How to Claim Hours**

8.1. It is the Zero Hour Lecturer's responsibility to accurately record all hours worked for the University, and claim for these hours in a timely manner. If hours are not claimed for accurately and in a timely manner the University is unable to make historical payments.

8.2. Each month the Zero Hour Lecturer must complete a [Zero Hour Claim Form](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour/Zero%20Hour%20Claim%20Form.xls), detailing their hours worked. This must be authorised by the relevant budget holder. The completed form must then be forwarded to the School office by no later than the 5th of every month to ensure payment.

8.3. The School office will input individual Zero Hour claims onto the School [Zero Hour Summary Sheet](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour/Zero%20Hour%20Lecturer%20Summary%20List.xls) along with all the other Zero Hour claims for that month and submit the spreadsheet to the Payroll Department to process.

8.4. It is important that Zero Hour lecturers submit their forms on a monthly basis and do not claim for more than one month at a time. This ensures payments are made in a timely and accurate manner and allows the School to monitor its payroll costs in line with its budget.

**9. If Working Hours are Expected to and / or Exceed 300 Hours in an Academic Year?**

9.1. It is important that Zero Hour Lecturers only complete short-term and flexible or unexpected work for the University. If planning indicates that a Zero Hour Lecturer will be required to work in excess of 300 hours in any given Academic year, the School should consider raising a SAF for a part-time / full-time, fixed term / permanent position. If approved, these opportunities will normally be advertised to ensure fairness and equity, and any relevant Zero Hour Lecturer can apply and compete for the post.

9.2 At the end of each Academic year, Deans of School are expected to review the usage of Zero Hour Lecturers in their area, particularly focusing on Zero Hour Lecturers who have worked close to or above the 300 hour limit. Again at this time, consideration should be given to whether part-time / full-time, fixed term / permanent positions are more appropriate. Line Managers can seek advice from their HR Client Partner.

**10. Induction**

10.1 The HR&D department is in the process of developing a tailored 2 hour / half day Academic Induction specifically for Zero Hour Lecturers. Information will become available about this session as soon as possible. The expectation is that all Zero Hour Lecturers must attend this Academic Induction and will be paid for their attendance by the relevant School.

10.2 Zero Hour Lecturers are also welcome to attend the University’s full Academic Induction, however, they will not be paid for their attendance at this two day event.

10.3 Zero Hour Lecturers are eligible to apply for professional recognition through the University's Continuing Professional Development Framework, [ENRoute](http://staff.napier.ac.uk/services/hr/development/acprofdev/enroute/Pages/about.aspx). The framework offers staff the opportunity to gain professional recognition for their achievements in teaching and supporting learning through the award of fellowship of the Higher Education Academy in an appropriate category. Time for preparation for recognition will be included within the existing staff development provision pro-rated to the hours the Zero Hour Lecturer works. Like all staff in the University, these staff will be able to access local support and no fee is payable to apply for recognition.

**11. External Work (paid or unpaid) and Other Appointments**

11.1. Once the Zero Hour Lecturer has agreed to work the hours requested, they will be expected to complete those contracted hours and duties agreed. In line with their contract of employment they can accept other work out with the agreed times, however they should always notify their Line Manager in advance of any such appointments which will be permitted where:

(a) there is no conflict of interest; and

(b) the activity does not interfere with the proper performance of their duties

**12. Leave**

12.1*Sickness Absence*

Zero Hour Lecturers may be entitled to be paid for any confirmed / timetabled hours, if they are absent from work due to sickness, in line with the University’s [Managing Sickness Absence Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/Sickness%20Absence%20Policy.doc). Where Occupational Sick Pay does not apply there could still be entitlement to pay under normal Statutory Sick Pay rules.

12.2 *Maternity / Paternity / Adoption*

Zero Hour Lecturers are covered by all University policies including the University’s [Maternity](http://staff.napier.ac.uk/services/hr/Documents/Policies/Maternity%20policy.docx) / [Paternity](http://staff.napier.ac.uk/services/hr/Documents/Policies/Paternity%20Policy.docx) and [Adoption](http://staff.napier.ac.uk/services/hr/Documents/Policies/Adoption%20Policy.docx) policies. In relation to payment for these leave types, average weekly earnings will be based on an average of the eight-week period before the Qualifying Week (QW), this is the 15th week before the week baby is due. Where Occupational Pay does not apply there could still be entitlement to pay under normal Statutory Pay rules.

**13. PDR**

13.1. Line Managers should conduct Professional Development Reviews (PDR’s) with all their Zero Hour Lecturers, where clear objectives and workload allocation (in-line with the Workload Allocation Framework) should be discussed. However, due to the short-term, flexible and unexpected nature of many Zero Hour contracts, this is not always practicable and the cycle of a Zero Hour Lecturers employment does not always fit with a Schools PDR cycle. In these instances, a reduced version of the PDR process should still take place which includes discussion between the Zero Hour Lecturer and their Line Manager about workloads and the University’s expectations.

**14. Performance Management**

14.1 Any performance issues that may arise in relation to Zero Hour Lecturers should be addressed and managed in-line with University procedures, e.g. Staff Development, Employee Support and Disciplinary. In summary, any issues of performance, attendance or conduct should be brought to the Zero Hour Lecturer’s attention at the earliest opportunity, providing examples or evidence of where their performance, attendance or conduct has been less than expected at the University.

**15.** **HR Connect**

15.1 Zero Hour Lecturers have access to HR Connect and can log in, to view and update their personal details, view their payslips and book onto University learning events.

**16. Leaving the University**

16.1 A Zero Hour Lecturer’s appointment can be terminated with one months’ notice in writing by either the employee or the University. This may be varied by mutual agreement. If a Zero Hour Lecturer has not worked for a period of 52 weeks their employment will be terminated, following a checking process with the School.

16.2. In either case a [Leaver’s Form](http://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/LeaversForm%20August%202015.doc) should be completed and sent to the relevant HR Adviser to process, prior to the 5th of the month.

**17. Useful Documentation**

[Academic Zero Hours Contract](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour/Zero%20Hours%20Contract%20August%202015.rtf)

[Zero Hours Claim Form](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour%20Claim%20Form.xls)

[Zero Hour Summary Sheet](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour/Zero%20Hour%20Lecturer%20Summary%20List.xls)

[Probationary Lecturer Teaching and Scholarship](http://staff.napier.ac.uk/services/hr/Documents/RoleProfileAcademicLecturerProbationerTeachingandScholarchip.doc)

[Probationary Lecturer Teaching and Research](http://staff.napier.ac.uk/services/hr/Documents/RoleProfileAcademicProbationaryLecturerTeachingandResearch.doc)

[Zero Hour Lecturer – Line Manager Checklist](http://staff.napier.ac.uk/services/hr/Documents/Zero%20Hour%20Lecturer%20-%20Line%20Manager%20Checklist.docx)

[Leaver’s Form](http://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/LeaversForm%20August%202015.doc)