

**Procedures for the Recruitment and Employment of Hourly Staff**

**Introduction**

This procedure sets out the principles for the recruitment and employment of hourly staff members, including the employment of students on an hourly basis, in accordance with the University’s policies and with employment legislation. UL needs to maintain flexibility whilst ensuring that sound recruitment and staff management practices are in place to attract suitable hourly staff and manage their employment.

**Objectives**

The objectives of this procedure are to:

* Enable UL to attract suitably skilled, qualified, experienced, motivated and student-focused hourly employees
* Provide a comprehensive, managed approach to the recruitment and employment of hourly staff
* Ensure appropriate hourly employment levels within UL’s overall staffing
* Set out procedures for the employment of hourly staff
* Provide information in relation to the terms and conditions of employment of hourly staff to help ensure that such staff are provided with adequate information and support

**Scope**

This procedure applies to staff employed on an hourly basis at UL, including, but not limited to, academic staff, support staff, medical staff, teaching staff and students employed on an hourly basis[[1]](#footnote-1). The procedures apply to all new staff employed on an hourly basis on or after 1 August 2015. Refer to the **Student Agreements for Research Students** section for more information.

The head of department/manager must identify the annual spend on hourly staff in the annual recruitment planning process.

The term ‘hourly paid staff’ refers to employees who are engaged by the University on an as-required basis to fulfil specific assignments for the University from time to time. An hourly paid contract does not give an employee a guarantee of any fixed number of hours of work, nor is there any obligation on hourly paid staff to accept assignments of work from the University.

**Emergency Recruitment of Hourly Staff**

The Emergency Recruitment process is designed to permit the hiring of individuals on an emergency hourly basis without the necessity of a competitive search or documentation being completed immediately. In limited emergency circumstances where illness, injury, death or an unexpected retirement, resignation or reassignment has occurred, the hiring manager, in conjunction with Human Resources (HR), may authorise a temporary, emergency assignment not exceeding one semester. The individual selected must meet the minimum qualifications of the position. An offer of employment may not be made until final approval is given by HR by email. The email will be retained as the record of the approval for the emergency hourly recruitment.

The emergency recruitment of staff other than hourly staff will follow the procedures for the recruitment / appointment of academic staff (less than 12 months) or the procedures for the recruitment / appointment of support staff (less than 12 months) i.e. recruitment committee approval is not required.

**Payment of Hourly Staff**

All hourly staff will be engaged and paid by the hour (according to the hourly rates available from HR).

Hourly employees will be paid for the hours they work and for annual leave accrued in accordance with the Organisation of Working Time Act, 1997.

**Induction**

All hourly staff should be adequately inducted into the University working environment by the HoD/ line manager.

**Termination**

Hourly employment is subject to satisfactory performance in accordance with the expectations set by the staff member’s line manager. Where an hourly staff member’s performance is deemed to be unsatisfactory, the employment may be terminated during a contract period.

**Student Agreements for Research Students**

Research postgraduate students in receipt of a UL scholarship/bursary for the purpose of carrying out research must enter into a [Postgrad Agreement](http://www.ul.ie/graduateschool/sites/default/files/docs/Research%20Postgraduate%20Agreement.pdf) (Appendix 1) with their head of department. Clause 4 of the agreement states: *“As part of the general educational programme for full-time postgraduate research students the University usually requires students to undertake academic support as part of the scholarship award. You will be required to give a maximum of [****X – complete as appropriate****] hours per week support for laboratory and/or tutorial work”.* Postgraduate research scholarships are awarded for set periods of time.

UL operates an [Hourly Payment for Postgraduate Students](file:///R:\Quality\HR%20Documents%20in%20Operation\Forms%20&%20Documents\CX016%20Hourly%20Payment%20for%20Post%20Graduate%20Students.docx) (Appendix 2) for those research students who fall outside of the scholarship cohort. This policy makes direct reference to the provisions of Clause 4 as set out above (postgraduate agreement) and differentiates between research students who are in receipt of a stipend or scholarship and those who are not, i.e., students who are ‘self-funded’. The students in the self-funded group are required to enter into an agreement with their supervisor and head of department with respect to the classification and limitation of hourly payments (“*You will be allowed to give a maximum of [****7****] hours per week and you may receive financial support at agreed rates approved by the Dean*”) for ‘support for laboratory, teaching and/or tutorial work’. The University deems such hours to be part of the student’s research postgraduate development programme and limited to that programme.

It is a requirement that the above agreements be entered into by research students and their supervisors/heads of department.

**Procedure for Recruitment and Employment of Hourly Staff**

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| **Step** | **Responsibility** |
| **1. Recruitment and selection** |  |
| 1a. Assess the need for an hourly staff member. Define the work to be conducted, i.e. key duties and timeframe. Determine appropriate selection criteria and budget and prepare job description. Complete hourly staff job description (Appendix 3). | Hiring manager |
| 1b. Approve recruitment activity within the agreed hourly budget. Any deviations from the agreed budget must be agreed in advance with the dean or director. | Hiring manager |
| 1.c Initiate recruitment process or access established pool of candidates to source suitable candidates through agreed recruitment methodology (e.g. internal and/or external advertising, referral, etc.) | Hiring manager/HR |
| 1d. Assess the candidate’s knowledge, skills and motivation using information gathered from the candidate’s application form, CV and interview against the job description and key selection criteria. It is not necessary to form a selection panel but it is required that there be more than one person involved in the selection process and that a formal interview be conducted. Recruitment details must be forwarded to HR for the relevant personnel file. | Hiring manager/HR |
| 1e. Ensure that the candidate has the required qualifications and, if relevant, Garda Síochána clearance.   * Teaching staff need to demonstrate the required competencies for the proposed assignment. * Medical teaching and tutoring staff must have the relevant qualifications and appropriate registration, e.g. Medical Council, An Bord Altranais, CORU. * Hourly academic staff must have relevant qualifications and/or strong industry experience. * Evidence of qualifications in the form of certified copies of the official qualification must be forwarded to HR with the recruitment file. | HR |
| 1f. Those recruiting and hiring a candidate must declare any potential conflict of interest. | Hiring manager/HR |
| **2. Required qualifications and work permits** |  |
| 2a. Ensure that required competencies and qualifications are verified. | Hiring manager/HR |
| 2b. Record mandatory qualifications on the HR system.  Note: Incomplete paperwork without certified copies of qualifications, licences or registrations will not be approved and will be returned to the hiring manager. Intent to obtain is not sufficient. | HR |
| 2c. Ensure that the successful candidate has the necessary work permits to work in Ireland and obtain copies of same or evidence that same is not required, where applicable. | HR |
| **3. Confirm employment details** |  |
| 3a. Once the appointee has been selected, agree with the appointee:   * start and end dates * hours of work * rate of pay (according to the hourly rates available from HR) | Hiring manager/HR |
| 3b. Complete the Hourly Paid Staff Set-Up Form (Appendix 4). | Candidate/hiring manager/HR |
| **4. Approval of employment** |  |
| 4a. Approve the hourly engagement.  Note: Employment will not be approved until the necessary documents have been submitted, including, but not limited to, evidence of appropriate qualifications (where relevant) and work permit/evidence that same is not required (where relevant). | Hiring manager/HR |
| 4b. An email, including the contract, will be sent to the candidate to offer the employment. | Hiring manager/HR |
| **5. Assignment approval** |  |
| The candidate must confirm their assignment by accepting the terms and conditions of employment (in writing).  Note: The candidate must not commence work until the assignment has been approved and they have accepted their terms and conditions of employment (in writing). | Candidate |
| **6. Commencement** |  |
| Assign a supervisor to be responsible for managing the hourly staff member, monitoring the number of hours worked and assessing their performance. | Hiring manager |
| **7. Induction** |  |
| It is the hiring manager’s responsibility to ensure local induction for the hourly staff member. The induction will include (but will not be limited to):   * Discussing and confirming the duties so the staff member understands their obligations. * Introducing the staff member to team members, colleagues and the work area. * Providing the staff member with the necessary resources to undertake their work (e.g. access to workstation, email account, library card, an entry in the University’s web staff contact directory and outside-hours access when required). * Introducing the staff member to relevant policies and procedures. | Hiring manager |
| **8. Payment** |  |
| 8a. Hourly staff must submit a timesheet through Core HR for approval by the HoD/manager. Payment will occur on a monthly basis as per hours of work and rates of pay.  Note: Submit a budget variation notice to the dean or director when it is envisaged that inadequate budget is available for the payment of hourly staff for approval. | Hourly staff/HoD or manager  HoD or manager/dean or director |
| 8b. In each monthly pay period, ensure timesheets for hourly staff members are submitted by close of business on the date advised by HR/Finance. | HoD/manager |
| 8c. Authorise the hours submitted. | HoD/manager |
| **9. Professional development** |  |
| Ensure hourly staff members have access to professional development, if required. | HoD/manager |
| **10. Hours of work** |  |
| Hourly staff may not exceed seven (7) hours per week averaged over a 12-month period. | HoD/manager |
| **11. Accountability for recruitment/spend** |  |
| The HoD/manager is accountable to the dean of faculty/director for the recruitment and spend of hourly paid staff within their area of control. To assist with this responsibility, HR and Finance will issue a quarterly report to the HoD/manager/dean/director detailing the staff employed in the period, the amount paid within the period and the hourly rate applied to individuals. | HoD/manager |

**Appendix 1**

[**Postgrad Agreement**](http://www.ul.ie/graduateschool/sites/default/files/docs/Research%20Postgraduate%20Agreement.pdf)

**Appendix 2**

[Hourly Payment for Postgraduate Students](file:///R:\Quality\HR%20Documents%20in%20Operation\Forms%20&%20Documents\CX016%20Hourly%20Payment%20for%20Post%20Graduate%20Students.docx)

**Appendix 3**

**See Job Description Template on Page 7 (below)**

**Appendix 4**

[**Hourly Paid Staff Set-Up Form**](CF014%20Hourly%20Paid%20Staff%20Set%20Up%20Form.doc)

**Appendix 3**

**Job Description Template**

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| **HOURLY STAFF JOB DESCRIPTION** |
| **DATE:**  **DEPARTMENT:**  **REPORTS TO: Head of Department**  **HOURLY RATE (Available on HR web pages):** |
| **MINIMUM QUALIFICATIONS (Amend as appropriate):** |
| **DESCRIPTION OF DUTIES (Examples - Amend as appropriate):**  'Lecture' means any educational delivery described as a lecture in a course or subject outline, or in an official timetable issued by the University, that is a primary form of education delivery where information on the subject topic is delivered to the students for the first time. Duties include:   * preparation * contemporaneous assessment (which takes place during a lecture) * student consultation immediately prior and following the lecture * administration associated with the lecture   'Tutorial' means any educational delivery described as a tutorial, session, design studio or seminar in a course or subject outline, or in an official timetable issued by the University, that is a supplementary form of education delivery which is a facilitated discussion where matters already covered elsewhere in a program are discussed, clarified or elaborated. Duties include:   * preparation * contemporaneous assessment (which takes place during a tutorial) * student consultation immediately prior and following the tutorial * administration associated with the tutorial   Other Academic Activity includes all other work that is required to be performed, being work in the nature of, but not limited to:   * the conduct of practical classes, demonstrations, workshops, student field excursions; * the conduct of clinical sessions; * consultation with students, including being available online for student enquiries; * supervision; * attendance at lecturers or other teaching activities of other staff as required; * attendance at departmental and/or Faculty meetings and meetings and briefings with staff as required.   This list is not intended to be exhaustive, but is provided by way of examples and guidance. |

1. The procedures do not apply to student demonstrators or lab aides (dishwashers) hired for a maximum of two semesters or external examiners, visiting lecturers and course critics. [↑](#footnote-ref-1)