

## PART-TIME TEACHERS

The arrangements relating to the employment and remuneration of part-time teachers have been agreed with the Teachers' Salaries and Conditions of Service Negotiating Committee.

### RENUMERATION

All qualified, part-time teachers shall be remunerated for each hour worked at a rate based on the annual rate of salary that would be appropriate if they were employed in a full-time capacity as follows: -

- (a) If employed for a period of less than 12 months at an hourly rate determined by dividing the annual rate of salary by 1265;
- (b) If employed for a continuous period of 12 months or more in such other circumstances as the Department of Education may determine, at a monthly rate determined by dividing the annual rate of salary by 32.4 and multiplying by the contracted hours per week and dividing by 12;
- (c) If unqualified, at a fixed hourly rate to be determined in the Teachers' Salaries Determinations.

### CONDITIONS OF APPOINTMENT

Each employer will determine the number of hours a part-time teacher is to be employed and the length of contract (e.g.) 12 months or less). In determining the ration of class contact and directed time, employers should use the rate of 1 additional hour of directed time for every 3 hours spent teaching children in a formal situation. Employers may aggregate non-teaching time to enable all part-time teachers to take part in staff meetings, parents' meetings, in-service training or other such activities as the employer may determine to include within the directed time.

A part-time teacher appointed after 1 August 1990 for a continuous period of 12 months is eligible for: -

- (a) Sick leave in accordance with the Teachers' Salaries Determinations;
- (b) Maternity leave in accordance with the Teachers' Occupational Maternity Scheme;
- (c) Complete their probationary period in accordance with arrangements laid down by the Department of Education and the Teachers' Eligibility Regulations laid down by the Department of Education and the Teachers' Eligibility Regulations (NI) 1987;
- (d) For promotion and other allowances;
- (e) To have such service admitted for the purposes of the Teachers' Superannuation Regulations (NI) 1977.

Salary will be paid at monthly intervals in line with the normal payment for full time teachers.

The part-time teacher shall not be employed for more than 1265 hours in any school year (32.4 hours per week) and shall not be paid more by way of salary in respect of accumulated service than he/she would have received had he/she been employed in a full-time permanent capacity throughout the year.

Where a teacher is required to undertake additional directed time beyond that provided in his/her contract he/she will be paid on a pro-rata basis for each extra hour. The reason for the additional hours should be recorded in Section A of the Monthly School Return.

**A Summary of the Conditions is attached as an Annex for easy reference.**

	<b>Part-time teachers appointed for a period of less than 12 months</b>	<b>Part-time teachers appointed for a period of 12 months or more</b>
<b>Contract of Employment</b> (at Employer's discretion)	Daily Basis	Annual basis Note: A teacher who is appointed to replace a teacher who had a 12 month contract shall be regarded as continuing that contract
<b>Salary Placing</b>	Shall be placed on the main teachers' salary scale having regard to qualifications and/or experience as though appointed in a full-time capacity	Shall be placed on the main teachers' salary scale having regard to qualifications and/or relevant experience as though appointed in a full-time capacity
<b>Payment of Salary</b>	A qualified teacher shall be remunerated at 1/1265th of annual salary for each hour. An unqualified teacher shall be remunerated at the appropriate fixed hourly rate	Shall be remunerated at a monthly rate calculated by dividing the annual full-time salary rate by 32.4, multiplying by contract hours per week and dividing by 12
<b>Incremental Progression</b>	An increment on the teachers' main salary scale shall be awarded on completion of the equivalent of 12 months full-time service, unless paid on a fixed hourly rate	An increment on the teachers' main salary scale shall be awarded on completion of the equivalent of 12 months full-time service
<b>Promotion Allowances</b>	At the discretion of the employer	At the discretion of the employer
<b>Vacations</b>	Unpaid	Unpaid
<b>Exceptional Closing</b>	Paid	Paid
<b>Absences owing to illness</b>	Unpaid	Paid in accordance with the illness or other Teachers' Salaries (NI) Regulations 1987 - amended to include such part-time teachers
<b>Maternity Leave</b>	Unpaid	Paid in accordance with the Teachers' Salaries (Maternity Absence) Regulations (NI) 1987 amended to include such part-time teachers
<b>Probation</b>	With effect from 1 August 1990 the probationary period may be completed even whilst serving in a part-time capacity	With effect from 1 August 1990 the probationary period may be completed even whilst serving in a part-time capacity
<b>Directed Time</b>	A part-time teacher shall undertake directed time at	With effect from 1 August 1990 the probationary

	a ration of 1 hour for every 3 hours class contact time	period may be completed even whilst serving in a part-time capacity
<b>Additional Class Contact Hours</b>	At the discretion of the employer	At the discretion of the employer
<b>Superannuation</b>	Not admissible	All service shall be admissible for purposes of the Teachers' Superannuation Regulations (NI) 1987

## PROCEDURE

The Employing Authority shall complete form TR142 for each part-time teacher appointed except those employed on a casual, daily basis. The completed form should be attached to the Appointment Form (form TR23) and both should be forwarded to the Department of Education, Teachers' Branch without delay.

## TEACHERS EMPLOYED ON A PART-TIME BASIS IN GRANT AIDED SCHOOLS

Summary of the Payment of Salary and Conditions of Service Effective from 1 August 1990 (to be read in conjunction with DENI Circular 1990/35).

Summary of:

- the Contract of Employment
- Salary Placing
- Payment of Salary
- Incremental Progression
- Promotions Allowances
- Vacations
- Exceptional Closings
- Absences Owing to Reasons e.g.
- Illness
- Maternity Leave
- Probation
- Directed Time
- Additional Class Contact Hours and Superannuation

Which can be obtained from DENI Circular 1990/35.