

Frequently Asked Questions - Hourly Paid Lecturers

Hourly-paid staff make a huge contribution to the higher education sector and here at Liverpool Hope University. We rely on the employment of part-time hourly paid academic teaching staff to assist us meet our teaching commitments. The following Frequently Asked Questions should assist with any management and staff queries.

What documents do I need to provide for my employment?

All hourly paid lecturers are asked to provide the following at the time of appointment and before any contract is issued or hours worked:

- Eligibility to Work in the UK documentation, see: <https://www.hope.ac.uk/aboutus/jobopportunities/informationforcandidates/>
- New Starter Form
- P45 or Starter Checklist (replaces the P46)
- Current CV
- Qualification documents/ certificates

The template forms will be provided by your line manager and should be returned to them to sign off.

Note: Right to work checks have been temporarily adjusted since 30th March 2020 due to coronavirus (COVID-19).and may be conducted online via video call during this period. These checks are still **essential** prior to you starting work. Full guidance will be given.

When will I receive a contract?

Once the above documents have been submitted by your line manager / department to Personnel along with an approved Authority to Recruit form, an Appointment Letter and Statement of Particulars will be issued. **You must** return a signed copy of both these documents to confirm your acceptance of the appointment, by the deadline notified.

When will I get my ID card?

ID cards should be worn at all times when on campus and is required for building access. To set up your ID card please email hr@hope.ac.uk with a head and shoulders photo, a selfie from a phone camera is fine. We will confirm by email when your card is ready for collection from the Personnel Office (Gateway Reception during COVID restrictions). Please note that while staff are working off site due to Coronavirus there might be some delay to producing ID cards.

How do I access my Hope email and IT account

Your Hope Log in Username and email are automatically created when you are set up on our Personnel system.

Your line manager will be provided with your details as soon as this has been processed, *Usually* your log in will be in the format:

Username: first six letters of surname plus initial

Email: username@hope.ac.uk

Password: LHU@ssddmmyy (ss is first 2 letters of surname, ddmmyy is your date of birth)

The email log in page can be found [here](#).

Can I work more hours than I am contracted to?

Any additional hours offered after your contract for the Academic year has been issued are subject to approval from the departmental budget holder. While we do not issue multiple contracts in the same academic year Personnel will email to confirm any additional hours approved.

How is my rate of pay decided?

Under the terms of the National Framework Agreement, hourly paid lecturers are paid at the “comprehensive hourly rate” based on Grade 7 of the 51 point pay spine. Please refer to your Statement of Particulars for full information. **New hourly paid lecturers start at the bottom of grade Grade 7** (ie spine point 30).

The rate of pay for hourly paid work includes preparation time, teaching delivery and marking. Occasionally, a manager may offer work that includes only preparation or marking: this is paid at a half rate. This would be discussed with you if such work is offered.

How do I get paid for my hours worked?

Payment is made upon submission of actual hours worked, you can download a **Record of Hours Worked Form** [here](#). This should be submitted to your line manager by the departmental deadline advised for approval and processing. Please do not send forms directly to payroll as they will not be processed.

When will I be paid?

You will be paid on the 20th of each month (for hours worked in the previous month) by credit transfer unless the 20th falls on a weekend in which case you will be paid on the Friday preceding.

Will I receive an annual increment?

Subject to your continuous service, your salary will be incremented each year in August within your current grade until you reach the top of your scale. Full details about continuous service can be found in your Statement of Particulars

Will I be paid for Expenses incurred?

Expenses which you incur in the proper performance of your duties will be reimbursed by Liverpool Hope providing that they have been approved in advance by your Line Manager.

Am I entitled to paid holiday?

Payment in lieu of holiday is already included as a proportion (0.18) of your full hourly rate and is paid at the same time as pay for each hour worked.