

CASUAL TUTOR ENTITLEMENT

Section	Human Resources		
Approval Date	24.11.08	Approved by	Directorate
Next Review	As required	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	4

PURPOSE

To outline the employment conditions for casual tutor entitlement.

SCOPE

All casual tutors.

RESPONSIBILITIES

Primary managers are responsible for explaining to casual tutors their entitlement.

POLICY

- No entitlement or paid time to attend professional development.
- No paid professional development time but welcome to participate in staff development programmes (unpaid time).
- If a casual tutor wishes to participate in professional development NMIT may accommodate them on courses as requested.
- 100% reimbursement of fees for Certificate in Adult Teaching (minimum of 20 teaching hours p.a.).

PROCEDURE

Contact the HR Advisor for forms and for information about the Professional Development programme.

Note:

- * Assistance may also be available from Professional Development budget - discuss with your manager and the HR Advisor.

- * Professional Development may have limited funds for staff development activities not specific to your programme eg attending a teaching skills workshop or representing NMIT at a national meeting - HR Advisor and Manager.

FORMS

Application for Attendance Allowance (Appendix 1)

Application for Reimbursement % of CAT fees

APPLICATION FOR ATTENDANCE ALLOWANCE

1. Attendance at ORIENTATION DAY and/or TEACHING TIPS FOR NEW TUTORS

- * The attendance allowance is \$50.
- * Child care expenses may be reimbursed. Maximum of \$50 per half day.

2. Attendance at TUTOR TRAINING or other PROFESSIONAL DEVELOPMENT COURSES

- * Courses must be directly relevant to work.
- * Casual staff must be contracted by Nelson Marlborough Institute of Technology for a minimum of 50 hours in the current year.
- * The attendance allowance is per half day.
- * No child care is payable.

3. A maximum of \$150 will be paid to an individual per annum.

4. Casual tutors attending the **Certificate in Adult Teaching** will be eligible for a 100% subsidy on their course fees (see separate form). No attendance allowance or child care payable.

APPLICANT TO COMPLETE			
Name		School	
Postal Address			
SD/TT course attended			
Course Number		Number of Hours attended	
Amount claimed		\$	
Child care expenses (please attach receipt)		\$	
TOTAL		\$	
Signed by applicant:			
Signed by course tutor:			

TO BE COMPLETED BY HR ADVISOR			
Approval (signature):		Date	
Charge code to be debited:			

TO BE COMPLETED BY FINANCE					
Processed		Date		Amount:	\$