

TUTORING BY ALLIED STAFF MEMBERS

Section	Human Resources		
Approval Date	22.09.08	Approved by	Directorate
Next Review	As required	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	4

SCOPE

Allied staff are primarily employed by the Nelson Marlborough Institute of Technology (NMIT) in a support role to teaching delivery. Situations occur, however, where general staff are asked to tutor in emergency situations or where they are best suited to undertake specialised classes.

DEFINITIONS

ASM	Academic Staff Member
Manager	Director, Head of School (HoS), Campus Manager or Team Leader
CCH	Course Contact Hours

PROCEDURE

- 1 Heads of Schools wanting to approach allied staff members about contributing to their teaching programmes need to inform the Director of Teaching and Learning and seek approval of the allied staff member's Manager before employing that allied staff member in a casual teaching capacity during normal working hours.
- 2 Teaching commitments, whether inside or outside normal duty hours, attract the appropriate part time ASM rate of pay, incorporating the designated hourly rate times the agreed multiplying factor.
- 3 Full time allied staff who teach during their normal hours of duty will be paid at part time ASM rates for actual hours taught and their general hours and pay for the week will be reduced as per 6 below.
- 4 A regular teaching commitment over a set period (eg 3 hours per week x 12 weeks) should not normally exceed 4 hours per week within normal duty hours. Human Resources Staff must be advised at the time such a commitment is entered into so that the appropriate pay adjustments can be made.
- 5 Where a allied staff member exceeds or is likely to exceed 100 CCHs of teaching in any one year, such teaching having taken place during that allied staff member's normal hours of employment, the staff member's allied staffing position will be reduced by an appropriate proportion and the balance made up by the staff member's appointment as a proportional tutor.

Example: Allied staff member 1.0 plus teaches 200 CCH.

Staff member becomes:

.75 general staff member
.25 proportional tutor (200/800)
1.00 Total

- 6 A allied staff member teaching less than 100 CCHs per annum, general hours of employment are reduced by the actual class contact hours taught times the multiplying factor.

Example: allied staff member teaches 4 CCH in a week. His/her rate is assessed at part time ASM rate x 1.6.

Therefore, total hours of teaching = $4 \times 1.6 = 6.4$ duty hours.

Accordingly, staff member's allied hours for that week are reduced by 6.4 duty hours.

Thus staff member is paid

* $37.5 - 6.4 = 31.1$ hours at allied staff rate
* 4 CCH tutor rate = 6.4 @ tutor duty rate
37.5 Total hours paid