



APPOINTMENT OF HOURLY-PAID PART-TIME ASSISTANT LECTURERS IN THE CONTEXT OF MULTI-COLLEGE / MULTI-SCHOOL APPOINTMENTS POLICY

1. INTRODUCTION

- 1.1 This policy was developed to assist with the Appointment of Hourly Paid Assistant Lecturers (HPALs).
- 1.2 The HPAL appointment process is managed by the Head of School who is engaging the HPAL.
- 1.3 Normally, HPALs are engaged by and work in one School. On occasion, a HPAL may be engaged by more than one School or more than one College in the Institute. Furthermore, HPALs may also be engaged on other employment contracts for example as a Tutor Demonstrator.
- 1.4 Heads of School and Directors are obliged to ensure that in appointing a HPAL, they are in full compliance with Institute policy and controls.

2. PURPOSE

- 2.1 The management of the HPAL contract, specifically with respect to the assignment of the appropriate duties will be clearly defined in a consolidated framework document "*The Policy and Procedures for the Recruitment and Appointment of Hourly Paid staff*"* This policy comes in advance of such a policy.
- 2.1 The purpose of this policy is to:
 - clarify the responsibilities of the Head of School at the Appointment stage.
 - ensure that "ownership" of the HPAL contract is clear.
 - facilitate the Institute's ability to provide assurance that obligations under the Protection of Employees (Fixed-Term Work) Act 2003, and the Protection of Employees (Part-Time Work) Act 2001 are fulfilled.
 - satisfy internal audit requirements.

3. RESPONSIBILITY OF THE HEAD OF SCHOOL ON APPOINTMENT OF HPALS

- 3.1 The appointment of HPALs takes place at School level.
- 3.2 It is a requirement that the Head of School or Assistant Head of School interviews the candidate before undertaking to engage him/her. The interview should comply with standard DIT selection policy and procedure specifically in respect of gender balance and record keeping requirements.
- 3.3 At interview the Head of School or Assistant Head of School should confirm the details as set out in the Application Form.

(It is accepted that circumstances may have changed from the time the Application was made and the date of interview). The following details should be confirmed at interview:

- Current employments outside and within DIT
- Employment status
- Current applications in process
- Changes in qualifications
- Current post graduate studies
- Eligibility to work in Ireland

3.4 Following interview, but before any offer of employment is made, documentation and all necessary recruitment checks including verification of essential qualifications and valid Garda National Immigration Bureau (GNIB) or Irish Residence Permit (IRP) cards should be completed by the Head of School. If satisfied, the Head of School should then complete a HPAL Appointment Form. The HPAL Appointment Form must then be signed by the relevant Director and submitted to Human Resources.

3.5 Garda Vetting:

As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment. This additional provision is in the context of the Children and Vulnerable Persons Acts 2012-2016. DIT must have in place the same measures to protect Vulnerable Persons as there are for Children who are under 18.¹

It is important to understand that no offer should be made, nor will a contract issue unless the Garda Vetting process is completed.

3.6 When renewing a previous HPAL contract, the Head of School should complete the appointment form, **in advance of re-engagement**, with updated and any additional information in relation to other employment contracts within the Institute. (See 3.3 above)

3.7 ***In order to support the Head of School and facilitate compliance with policy, every HPAL must be assigned to a Host School.*** From 1/1/2013 the School that appoints the HPAL in the first instance is the Host School.

3.8 If a HPAL already has an existing employment contract, the Head of School is expected to obtain full information in relation to the existing contract at the time of the interview, including the number of hours and in which area of the Institute. If required, Human Resources will facilitate with this information, and/or the Head of School can liaise directly with the Host School. This information will have a significant bearing on contract details, contract hours, and will facilitate Heads of School to comply with current Institute policy.

3.9 In the case where one School wishes to allocate hours to an existing HPAL who is assigned to a Host School, it is expected that there will be communication and agreement with the Host School **before** any arrangement is agreed with the HPAL.

3.10 In order to satisfy audit requirements, Human Resources should be advised by the Head of School of any communications and the outcome in all instances.

¹ *The Senior Leadership Team and the Human Resources Committee decisions of 13th April and 29th September 2017 respectively refers*

4. DETERMINATION OF THE HOST SCHOOL (APPOINTMENTS MADE PRIOR TO 1/1/2013)

4.1 Where existing HPALs are delivering hours in more than one School, a Host School must be identified using one of the following principles:

- For existing CID HPALs, the Host School is the School where the HPAL was assigned for the majority of their hours in the academic year preceding the date on which the CID was awarded.
- For existing Fixed Term HPALs (i.e. those appointed prior to 1/1/2013) the Host School is the School that engaged the HPAL for the majority of his/her hours²
- HR will determine the Host School for appointments made prior to 1/1/2013

4.2 HR will write to each HPAL on appointment, and will inform them of

- (i) their Host School;
- (ii) the requirement for them to channel all job related requests through the Host School.

4.3 The identity of the Host School must be on all correspondence/forms relating to a HPAL.

5. MONITORING OF HPAL CONTRACTS

5.1 The Host School is responsible for monitoring the number of teaching hours delivered by the HPAL **including any teaching outside of the Host School**. The cap of six hours per week applies to the total number of HPAL hours delivered in the Institute.

5.2 HPALs should not be engaged to take up additional hours in another School / College without the agreement of the Host School. Since the Host School is dependent on appropriate communication from other Heads of School in order to monitor overall teaching hours, Heads of School will remain accountable for appropriate inter school communication.

5.3 Each Head of School is responsible for monitoring the duties of all HPALs working within their School. The Host School is **not** responsible for monitoring the duties carried out in other Schools/Colleges where the HPAL may be delivering hours. Any issue regarding HPAL duties carried out in other Schools/Colleges are the responsibility of the Head of School concerned.

5.4 It is the responsibility of the Head of School to ensure that any duties outside the boundaries of the HPAL contract are not assigned to HPALs working in their School. If in circumstances where it becomes apparent that a HPAL has carried out duties over and above those bounded by the HPAL contract, the College Director should immediately flag these instances to HR.**

6. PLANNING FOR ANNUAL HPAL APPOINTMENTS

6.1 Each May, Human Resources will provide each College with a list of HPALs assigned to their Schools on an annual basis to enable planning. Where multiple appointments exist, this information will also be provided.

6.2 This information can be used by Colleges / Schools in planning the cessation or renewal of HPAL staff for the coming academic year. It is also useful in determining length of service per employee.

² This may involve re-assigning existing HPALs. Human Resources will review Appointment Forms for the academic session 2012/13 to determine the appropriate Host School.

7. RESPONSIBILITY OF THE HOURLY PAID ASSISTANT LECTURER FOLLOWING APPOINTMENT

7.1 No HPAL may take up additional employment outside of their Host School without the permission of their Head of School.

*** Internal Audit recommendation with respect to “The control of duties and responsibilities of HPAL’s” directly refers was agreed by SLT in February 2012.*

8. QUERIES

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This policy is subject to operational review.

The owner of this HR policy is the Resourcing & Benefits Manager.

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RELATED POLICIES

HPAL Staffing Model – June 2015