



**London  
South Bank  
University**

EST 1892

# Sessional and Occasional Lecturers' Employment Procedure

Human Resources Department

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## 1. PURPOSE AND SCOPE

- 1.1 These procedures detail the processes for the employment and payment of Sessional Lecturers (permanent and fixed term) and Occasional Lecturers and their contractual arrangements. Sessional and Occasional Lecturers are academic staff employed to undertake scheduled teaching and teaching related duties for part of the calendar year, referred to as an 'academic session' in this procedure. An academic session is typically an academic year but may be a semester, term, over the summer period or to coincide with NHS quarters/years. These procedures do not apply to academic staff employed to work 52 weeks a calendar year undertaking the full range of lecturing duties including academic management and planning and institutional and staff development activities. Such positions (known as fractional lecturers where part time) should be appointed using the University's Recruitment and Selection Procedure.

## 2. DEFINITIONS AND TYPES OF CONTRACT

- 2.1 Sessional Lecturer - permanent

Sessional Lecturers will carry out scheduled teaching and teaching related duties during an academic session, typically for between 30 to 38 weeks per year where semesters apply. Where semesters do not apply, for example programmes delivered for the NHS or teaching programmes over the summer period, teaching weeks will be as applicable for the relevant academic session or as they change during a session. Salaries of Sessional Lecturers will be paid in equal instalments over twelve months and will be calculated by reference to the proportion of the full time working week and year to be worked.

- 2.2 Sessional contracts will be ongoing (permanent) and will not require renewing at the beginning of each academic session. However, hours of work for Sessional Lecturers will change from session to session depending upon teaching and operational requirements. Such changes in hours will be notified to Sessional Lecturers at the beginning of the relevant academic session, or as they occur. Fixed Term Sessional Lecturer (Hourly Paid Lecturer - HPL)

Where teaching is to be carried out for a small number of hours or over a limited, short period a Fixed Term Sessional Lecturer contract may be issued. Such contracts will only be issued where fixed term arrangements can be justified. Such circumstances may be:

- Hours worked per week are small and payment over 12 months would not be practicable
- An unpredictable/unplanned short term staff absence
- A temporary increase in workload
- Where student demand is particularly uncertain
- An unplanned short term contingency plan
- The need for specialist expertise not otherwise available
- Input from specialist practitioners
- Until recruitment processes are completed.

There are two types of Fixed Term Sessional Lecturer (HPL) contracts:

### 13 Month Contracts

Fixed Term Sessional Lecturer (HPL) contracts will normally be issued for a period of 13 months. This will enable contracts to be extended when a lecturer returns to teach during a subsequent session after a 'temporary cessation of work', without having to be made a leaver from the University. Payments under Fixed Term Sessional Lecturer (HPL) contracts will be made in equal monthly instalments over the period the lecturer works (which may be a shorter period than the period of the contract) for the number of hours worked. Schools/Departments will be required to confirm any

increases/decreases in the number of hours worked before final payments are made. If contracts are not extended within 13 months they will terminate automatically at the end of the fixed term period.

#### **Short term contracts (for less than 12 months)**

Where it is clear that a Fixed Term Sessional Lecturer (HPL) will not be returning for a subsequent session, short term contracts for less than 12 months may be issued. Payments under these contracts will be made in equal monthly instalments over the period worked (which will be the same period as the contract) for the number of hours worked. These temporary contracts will terminate automatically at the end of the fixed term period.

2.3 The payments procedure for Sessional Lecturers is detailed at annex A.

#### 2.4 OCCASIONAL LECTURERS

Occasional Lecturers will be employed where teaching is required for no more than six hours in one block (day) in an academic session (typically semesters, terms, over the summer period or to coincide with NHS quarters/years).

Occasional Lecturing contracts will be issued only on a very exceptional basis in those limited circumstances where a one off, specialist lecture is required.

If a lecturer is required to do more than six hours or a repeat occasional contract is required in the same session, then a sessional contract and arrangements must be used.

### **3. RESPONSIBILITIES AND BUDGET ALLOCATION**

#### 3.1 Budget Allocation

Schools and Departments are responsible for setting, agreeing and monitoring funding to cover the employment of Sessional and Occasional Lecturers as part of the annual budget setting process managed with the Finance Department and in accordance with relevant 'Letters of Delegation'.

#### 3.2 Recruitment and Appointment

Schools and Departments are responsible for the recruitment and appointment of Sessional and Occasional Lecturers and for submitting all relevant documentation to enable contracts and payments to be made. Within the guidelines and parameters laid down in these procedures, Schools and Departments will be responsible for determining the types of contracts offered, whether permanent sessional, fixed term sessional (HPL) (for 13 months or shorter periods) or occasional, and the hours and weeks to be worked.

The Human Resources Department will be responsible for monitoring the recruitment process, assessing salaries and issuing relevant contracts of employment where recruitment and appointment processes have been satisfactorily completed.

Further details of the recruitment and appointment processes and required documentation are included in section 4 and section 5 of this procedure for Sessional Lecturers (permanent and fixed term) and Occasional Lecturers.

#### 3.3 Payments

Schools and Departments will be responsible for monitoring the hours worked by Sessional and Occasional Lecturers and for advising Human Resources of payments to be made, including variations where hours worked are increased or decreased.

The Human Resources Department will be responsible for processing salaries and payments through the Payroll Department.

Further details of the payments arrangements are included in annex A of this procedure.

## 4. RECRUITMENT OF NEW SESSIONAL LECTURERS – permanent and fixed term (HPL)

### 4.1 Job Description and Grade

The grade of Sessional Lecturer posts will be determined through the HERA job evaluation process. A list of scheduled teaching and teaching related activities that Sessional Lecturers may undertake and typical selection criteria for such posts are listed in HPL1 form - Sessional Lecturer Job Description. This generic Sessional Lecturer role has been evaluated at HERA grade 7. If this job description is significantly varied, it should be submitted to Human Resources for evaluation under the HERA job evaluation scheme.

### 4.2 Advertising

Schools and Departments should contact the HR Service Desk at: [hrrsd@lsbu.ac.uk](mailto:hrrsd@lsbu.ac.uk) or phone #6200 if they need to advertise for Sessional Lecturer appointments.

### 4.3 Recruitment of a new Sessional Lecturer

Schools and Departments may appoint new Sessional Lecturers without advertising providing the following procedure is applied:

- **Interview**

All new Sessional Lecturers whether permanent or fixed term (HPL) should be interviewed to establish that they meet the selection criteria for the post, as detailed in the job description and to cover the 'check list' of information detailed on form HPL3 relating to the role.

The interview should be conducted by at least two members of staff from the School or Department who have been trained in the University's Recruitment and Selection Procedure. Typically Interview panels should be drawn from the Dean, Head of Division and Course Director for the units/courses to be taught by the Sessional Lecturer.

The following items should be covered at the interview and provided to Human Resources with the HPL3 Check List form.

- **Interview Result Form – (HPL4)**

This should be completed to confirm the Sessional Lecturer meets the selection criteria for the post and to recommend the areas/units/courses suitable for teaching.

- Up to date CV (including home address) or application form
- Job description (form HPL1)
- Qualifications held by appointee (if required under the job description)

Appropriate academic and professional qualifications must be checked. Copies should be signed to indicate originals have been seen.

- **Evidence of Permission to work in the UK**

Documents that may be provided to show proof of permission to work in the UK are available at the Home Office's UK Border Agency web site (see annex C for link).

Such documents must be checked for all appointees and copies signed to indicate originals have been seen.

If the HPL has a Tier 4 Student Visa and studying at a university other than LSBU, they must provide you with a list of current term dates for their place of study.

- **References**

Schools and Departments should ensure that references are obtained where required. Normally two references should be sought. Where appropriate, employment over the last three years should be covered. Academic references should be sought where an individual has not been in employment for three years or more. Form HPL6 is a standard letter that can be used to obtain references. If recruiters consider that references are not required, the reason for this must be indicated on the Check List form HPL3.

- **Criminal record Disclosure and Barring Service (DBS) Check**

If required under the University's Policy on the use of the Disclosure and Barring Service (see annex C for link to document).

- **Payments procedures**

Salary and payments processes should be explained as part of the interview process for new joiners. The payments procedure for permanent Sessional Lecturers and Fixed Term Sessional Lecturers (HPLs) is detailed at annex A.

The Interview Result form HPL4 and Check List form HPL3 and appropriate documents must be provided to Human Resources before a contract can be issued and any payment made to a Sessional Lecturer. The requirement for evidence of permission to work in the UK is a legal one, and Sessional Lecturers must not commence work without the School or Department having seen such a document. Nor should they commence work before the DBS check process has been completed, if required. The requirement for evidence of appropriate qualifications and references over the last three years is an internal audit and insurance requirement and if not collected, Schools or Departments will need to evidence and document why these are not required on Check List Form HPL3.

## 5. APPOINTMENT OF SESSIONAL LECTURERS

The School or Department should complete and forward to the Human Resources Department form HPL2 - Authorisation to Appoint a Sessional Lecturer (with forms HPL3 and HPL4 for a new appointee) in order to:

- Appoint a new Sessional Lecturer (permanent or fixed term temporary (HPL) for 13 months or shorter)
- Extend the contract of an existing fixed term Sessional Lecturer (HPL) on a 13 month contract
- Confirm or change the hours of work of a permanent Sessional Lecturer at the beginning of an academic session
- Increase/decrease the hours of an existing Sessional Lecturer (permanent or fixed term temporary (HPL))
- Issue an additional hours contract to existing salaried or sessional staff.

Forms must be received by Human Resources within the required timescales and at least one week before the Sessional Lecturer is due to commence teaching.

The Human Resources Department will issue the appropriate contract, variation to contract or hours to the Sessional Lecturer's home address.

## 6. SALARIES AND RATES OF PAYMENT

### 6.1 Rates of Pay

Sessional lecturing posts, based on the generic job description (HPL1), are graded 7 under the HERA job evaluation process. Sessional rates of pay are detailed at annex B.

Sessional Lecturers' and Occasional Lecturers' salaries and rates of pay will be based on the scheduled teaching hours they deliver and the associated teaching related activities required to deliver such teaching. For each scheduled teaching hour delivered, they will be expected to undertake a further 1.5 hours of teaching related duties.

Sessional Lecturers and Occasional Lecturers will be paid a 'comprehensive scheduled teaching hourly rate' which incorporates payment for both elements of scheduled teaching and associated duties. Permanent Sessional Lecturer contracts will also detail payments for scheduled teaching and associated duties on an annual salary basis.

## 6.2 Pay periods and pay dates

Sessional Lecturer annual salaries, where salaries are ongoing (permanent), will be paid in equal instalments over twelve months.

Fixed Term Sessional Lecturers (HPLs) on 13 month contracts will be paid in equal instalments over the period worked - which may be for a shorter duration than the period of the contract. (Typically for work during an academic year, the contract will be for 13 months from October to October and payment will be over 10 months from October to July).

Fixed Term Sessional Lecturers (HPLs) on contracts covering a teaching session of less than 12 months will be paid in equal instalments for the duration of the contract and the period they work.

Occasional Lecturers will be paid for the number of hours worked and claimed on the Occasional Lecturer Claim and Payments form (HPL2) form.

All payments will be subject to receipt of relevant forms and documentation by the Human Resources Department within the required timescales.

Payments will be in arrears and paid by direct credit transfer. Where the required forms and documentation are received in the Human Resources Department by the deadlines set for each month, payments will commence from/be made on the 22nd of the following month.

Schools and Departments are responsible for monitoring and advising Human Resources of increases/decreases in hours worked, and final payments may be withheld if resultant adjustments to pay are required. See payments procedure at annex A.

## 6.3 Differential Rates of Pay

Where a full time member of the University's established staff undertakes Sessional work during his/her normal hours of work under his/her substantive contract, the rate of pay will be the difference between his/her substantive rate of pay and the appropriate hourly rate. This is known as the 'differential' rate. Only where such work is carried out in addition to the substantive contract and outside normal hours of work will the full sessional hourly rate be paid.

# 7. INDUCTION, PROBATION, APPRAISAL AND STAFF DEVELOPMENT

## 7.1 Induction

Schools and Departments should put in place induction sessions for all new Sessional appointments (whether permanent or temporary (HPL)) to explain processes such as payments and contracts, as well as teaching programmes, role requirements, orientation, policies and procedures, academic standards and introduction to any other requirements and protocols relevant to a teaching role.

Schools and Departments should contact their HR Business Partner Team if they would like support in setting up induction programmes for new Sessional Lecturer employees.

## 7.2 Probation and Appraisal

A probationary period is required if appointee has no teaching experience and/or if probation has not been successfully completed as a lecturer at another HE or FE institution.

Sessional Lecturers should be monitored through probationary periods in accordance with their contracts or employment. They should normally be included in the academic appraisal process, peer observation teaching scheme and staff development activities to support their teaching and teaching related duties unless there is agreement otherwise or their employment is for such a limited period that such arrangements are impractical.

Where Sessional Lecturers are required to attend the University for such 'non teaching activities', the standard hourly rate of pay may be claimed.

## 8. OCCASIONAL LECTURERS

### 8.1 Responsibility for Occasional Lecturers

An Occasional Lecturer is appointed directly by the School or Department and such an appointment must be authorised before the lecturer commences work.

### 8.2 Payments Procedure for Occasional Lecturers

An Occasional Lecturer will be paid by completion of a form HPL2 -. The payment must be approved by the Dean/Head of School / Head of Department and the cost code for payment included on the form. The form must be forwarded to the Human Resources Department no later than the deadlines set for each month.

Occasional Lecturers should only be appointed for the limited scope of six hours per academic session and payments cannot be made until all relevant documentation is received by the Human Resources Department, specifically permission to work in the UK, and the information included on the Payroll Information Requirements form, including personal, bank, tax and NI details. Occasional Lecturers will also be required to complete and submit the University's Equality and Diversity form, HESA questionnaire.

## 9. CONTACTS

For further information and advice concerning these procedures, please contact the HR Service Desk at: [hrrsd@lsbu.ac.uk](mailto:hrrsd@lsbu.ac.uk) or phone **#6200**.



## **HPL1 – SESSIONAL LECTURER JOB DESCRIPTION**

**Job Title:** Sessional Lecturer

**School/Department:**

**Reporting to:**

**Unit(s) to be taught:**

Grade 7

**Purpose of Job:**

To undertake scheduled teaching and teaching-related duties on the above unit(s) to meet the syllabus and curriculum requirements set by the University.

**Scheduled Teaching Activities include:**

- a) Lectures
- b) Seminars, tutorials, laboratory, workshop and studio sessions.
- c) Recognition for the requirements for the assessment and marking of student assignments and examinations.
- d) Supervision of projects, dissertations, field study visits, industrial placements, teaching practice, clinical practice, distance learning, invigilation and revision sessions. Feedback in relation to student assignments.
- e) Pastoral tutorials of students

**Direct Teaching Related Activities include:**

- a) Preparation
- b) Setting and marking of examinations and assignments
- c) Preparation of individual course unit documentation
- d) Liaising with colleagues on course delivery
- e) Maintaining course and subject records
- f) Preparation of student reports
- g) Maintaining scholarship by appropriate subject updating related to assigned teaching duties
- h) Interviewing prospective students
- i) Attending course boards and examination boards
- j) Attending appropriate short courses and conferences.

**Selection Criteria:**

- A. Qualification(s):
- B. An extensive and detailed knowledge of the subject area and / or relevant research experience.
- C. A proven ability to communicate with staff and students.
- D. Especially if laboratory based teaching, knowledge of Health and Safety regulations relating to work area.
- E. Able to demonstrate an understanding of equality and diversity, and its practical application.



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## **HPL2 – AUTHORISATION TO APPOINT A SESSIONAL LECTURER - PERMANENT OR FIXED TERM (HPL)**

Please click the following link to access form HPL2:

<http://extranet.lsbu.ac.uk/hr/Policies Procedures Forms/HPL2 form for Sessional and or Hourly Paid Lecturers.xls>

## **HPL3 – NEWLY APPOINTED SESSIONAL LECTURER CHECKLIST**

This form should be completed by the appointing School/Department for each newly appointed permanent Sessional Lecturer or Fixed Term Sessional (HPL). Once completed as required with all the documents detailed below, it should be forwarded with forms HPL4 - Interview Result form and HPL2 - Authorisation to Appoint a Sessional Lecturer to the Human Resources Department for a contract to be prepared.

**Name of Sessional Lecturer:**

**School/Department:**

**Home Address:**

**Recruitment authorised by HR:** Yes/No\* (attach email)

**Interview Result form (HPL4) completed and attached:** Yes/No\*

**CV attached:** Yes/No\*

**Job description completed and attached:** Yes/No\*

**Copies of qualifications signed and attached (if required):** Yes/No\*

**Copy of permission to work in the UK signed and attached:** Yes/No\*

**For Tier 4 visa holders: A document listing current year's term dates from place of study:** Yes/No\*

**References obtained and attached (if required):** Yes/No\*

**Pay procedures, including pension enrolment, explained and copy provided to lecturer:** Yes/No\*

**DBS (criminal record) check required:** Yes/No\*

**Payroll Information Requirements form, completed and attached:** Yes/No\*

**University's Equality and Diversity form, completed and attached:** Yes/No\*

**HESA questionnaire, completed and attached:** Yes/No\*

\* Please delete as appropriate. If any documents are not required (such as references or qualifications, please indicate below why):

### **PLEASE RETURN TO HR**

Forms HPL2, HPL3 & HPL4 and all relevant documents must be submitted at least one week before a contract can be issued.

Where all relevant forms and documents are submitted to HR by the deadlines set for each month payments will commence from/be made on the 22nd of the following month.

For all new appointees to existing or new posts, whether permanent or temporary, please submit an ICT Hardware Purchasing Order at least three weeks in advance where new IT hardware is required



## HPL4 – INTERVIEW RESULT FORM

Post: Sessional Lecturer in the School/Department of:

Names and positions of interviewers:

Date of interview:

Candidate's name:

Selection Criteria	Score*	Comments to support assessment
A.	Qualifications required (please detail)	
B.	Extensive and detailed knowledge of the subject area and/or relevant research experience	
C.	A proven ability to communicate with staff and students	
D.	Knowledge of Health and Safety regulations (essential if covering laboratory work)	
E.	Able to demonstrate an understanding of equality and diversity, and its practical application	

\*Criteria exceeded – 3, fully met – 2, partially met – 1, not met – 0.

I recommend the appointment of the above to the position of Sessional Lecturer:

Signed ..... (Chair) Date .....

Recommended areas/units/courses of teaching:	
HERA grade and any recommendations for	
spine point/rate of pay	
Is a probationary period required?	
(required if appointee has no teaching experience and/or if probation has not been successfully completed as a lecturer at another HE or FE institution).	Yes/No

## **HPL5 – SESSIONAL LECTURER REFERENCE LETTER**

**STRICTLY PRIVATE AND CONFIDENTIAL**

[Name and Address of Referee]

[Date]

Dear [Name of Referee]

Re: [Name of Sessional Lecturer]

**Application for the post of Sessional Lecturer in [subject area]**

The above has given your name as a referee in connection with an application for the post detailed above. I enclose a job description for the post.

I should be grateful for your opinion of the applicant's suitability for the post, taking into account how you consider s/he meets the selection criteria for the post (as detailed in the job description), particularly in terms of experience, ability, skills and knowledge. Any other relevant information you are able to give would also be most appreciated. I should be grateful if you would reply to me as soon as possible.

May I assure you that your reply will be treated in the strictest confidence and take this opportunity of thanking you in advance for your co-operation.

Yours sincerely,

[Head of Department / Division name and position]

Enc: Job description

## **PAYMENTS PROCEDURE**

### **1. Sessional Lecturer Payments**

Sessional Lecturers will be contracted to undertake a number of teaching hours during a specified academic session. An academic session will normally be an academic year typically for between 30 to 38 weeks per year where semesters or terms apply. Where semesters do not apply, for example programmes delivered for the NHS or teaching programmes over the summer period, teaching weeks will be as applicable for the relevant academic session.

Individual contracts will state the teaching hours a Sessional Lecturer is contracted to work during the appropriate academic session. Contracts will also detail the pro rata annual salary and/or 'Comprehensive Scheduled Teaching' hourly rate of pay for each hour of teaching delivered. For each scheduled teaching hour delivered, Sessional Lecturers will be expected to undertake a further 1.5 hours of teaching related activities.

### **2. Pay Dates**

Pay day will be 22nd of each month and payments will be made monthly in arrears by direct credit transfer. Commencement or changes in payments will be dependent upon Human Resources receiving notification and documentation from the relevant School or Department by the deadlines set for each month.

Notification by Schools or Departments of Hours Worked

It will be the responsibility of the Head of Department /Division to ensure that records of hours actually worked are kept and that Human Resources is notified of any increases or decreases in hours worked. Only on submission of an HPL2 form (or a spreadsheet or similar form submitted by the School/Department which includes the same information) will payments commence. This information must be submitted to Human Resources by the monthly deadlines for payment on the 22nd of the following month.

An HPL2 form (or equivalent information on a spreadsheet/alternative form) should be completed by a School or Department where additional hours are worked or notification given to Human Resources where hours are reduced. Schools/Departments must notify Human Resources of such increases/decreases in hours before final payments for an academic year or the final pay date under a fixed term contract are made.

### **3. Pay Periods**

Pay periods will depend upon the type of contract that has been issued as follows:

#### **3.1 Permanent Sessional Lecturer contracts**

Salaries of permanent Sessional Lecturers will be paid in equal instalments over twelve months. Typically where semesters during an academic year are worked, twelve equal payments will be made between October and September (inclusive). Adjusted payments for increases/decreases in hours will similarly be spread over a twelve month pay period with any final adjustments being made with September payments.

#### **3.2 Fixed Term Sessional Lecturer contracts (HPLs)**

Payments for Fixed Term Sessional Lecturers (HPLs) will be made in equal monthly instalments over the period worked based on the number of hours worked.

Where teaching is on a semester basis, typically there will be five pay days during semester one: October to February inclusive, and five pay days during semester two: March to July.

The final payment of each semester will be adjusted to take into account the actual number of hours worked during the semester. Where these are fewer, in total, than the number stated in the individual contract the final monthly payment will be reduced to reflect this.

### 3.3 Occasional Lecturers

Occasional Lecturers will be paid on completion and submission of the HPL2 form for the total number of hours authorised on the form. A maximum of 6 hours per academic session can be claimed on an Occasional Lecturer form.

Where forms are completed and submitted to Human Resources (with all the relevant authorised documentation) by the deadlines set for each month payments will be made on the 22nd of the following month.

## 4. Variation to Hours and Payments

The nature of Sessional and Occasional Lecturer contracts and roles means that hours of work may be subject to frequent change and variation at short notice. Hours are likely to change at the beginning of academic sessions dependent upon available funding, teaching requirements and student demand for courses. Allocation of hours and resultant payments may also be delayed at the beginning of academic sessions and adjustments may have to be made to payments at the end of academic sessions or fixed term contracts. The University will undertake to make payments in accordance with processes outlined in these procedures, but late payments and adjustments may be necessary from time to time.

## 5. Pension Enrolment

Sessional Lecturers (permanent and fixed term HPL's) and Occasional Lecturers will automatically be enrolled into the Teachers' Pension Scheme (TPS) on appointment. If they wish to opt out, they will need to contact Teachers' Pensions direct to get an opt-out form. When completed, the employee should return the form to the University's Pensions Administrator in the Payroll Department.

If the opt-out process is not completed within three months of the employee's start date, they will still be able to opt out of the pension scheme but they will not be able to reclaim any contributions already made.

For advice about payments or further information, please contact the HR Service Desk at: [hrsd@lsbu.ac.uk](mailto:hrsd@lsbu.ac.uk) or phone **#6200**.

For advice about pension enrolment, please contact the Pensions Administrator in the Payroll Department.

## SESSIONAL LECTURER RATES OF PAY

HOURLY PAID AND SESSIONAL RATES OF PAY (WITH ACAD LONDON WEIGHTING) WEF 1 AUG 2017 GRADE 7

### Hourly Paid Rates

Spine Point	Hourly Rate			Holiday Pay			Total
	Basic	LW	Total	On Basic	ON LW	Total	
30	35.96	3.71	39.66	6.34	0.65	6.99	46.65
31	37.03	3.71	40.73	6.53	0.65	7.18	47.91
32	38.13	3.71	41.84	6.72	0.65	7.37	49.21
33	39.27	3.71	42.98	6.92	0.65	7.57	50.55
34	40.45	3.71	44.15	7.13	0.65	7.78	51.93
35	41.65	3.71	45.36	7.34	0.65	7.99	53.35
36	42.90	3.71	46.60	7.56	0.65	8.21	54.82

### Full Time Equivalent Annual Sessional Salaries

Spine Point	Annual Rate			Holiday Pay			Total
	Basic	LW	Total	On Basic	ON LW	Total	
30	£27,671.10	£2,851.45	£30,522.55	£4,876.90	£502.55	£5,379.45	£35,902.00
31	£28,495.76	£2,851.45	£31,347.21	£5,022.24	£502.55	£5,524.79	£36,872.00
32	£29,347.62	£2,851.45	£32,199.07	£5,172.38	£502.55	£5,674.93	£37,874.00
33	£30,223.29	£2,851.45	£33,074.74	£5,326.71	£502.55	£5,829.26	£38,904.00
34	£31,127.01	£2,851.45	£33,978.46	£5,485.99	£502.55	£5,988.54	£39,967.00
35	£32,055.39	£2,851.45	£34,906.84	£5,649.61	£502.55	£6,152.16	£41,059.00
36	£33,013.52	£2,851.45	£35,864.97	£5,818.48	£502.55	£6,321.03	£42,186.00

*NB: Apply the following calculation for pro-rata Sessional Salaries*

FTE Annual Salary X Number of standard hours worked per week (37) X 30 weeks per year(52)

Standard Hourly rates (Hourly Rate ÷ 2.5)

Spine Point	Hourly Rate			Holiday Pay			Total
	Basic	LW	Total	On Basic	ON LW	Total	
30	14.38	1.48	15.86	2.53	0.26	2.80	18.66
31	14.81	1.48	16.29	2.61	0.26	2.87	19.16
32	15.25	1.48	16.74	2.69	0.26	2.95	19.69
33	15.71	1.48	17.19	2.77	0.26	3.03	20.22
34	16.18	1.48	17.66	2.85	0.26	3.11	20.77
35	16.66	1.48	18.14	2.94	0.26	3.20	21.34
36	17.16	1.48	18.64	3.02	0.26	3.29	21.93



## **LSBU Hyperlink Details**

### **DBS Checks - Policy on the use of the Disclosure and Barring Service**

[www.lsbu.ac.uk/hr/docs/crb-disclosure-policy.doc](http://www.lsbu.ac.uk/hr/docs/crb-disclosure-policy.doc)

### **Equality and Diversity Form**

[www.lsbu.ac.uk/hr/docs/Equality and Diversity Form.docx](http://www.lsbu.ac.uk/hr/docs/Equality and Diversity Form.docx)

### **HESA Questionnaire**

[www.lsbu.ac.uk/hr/docs/hesa-collection-notice-and-questionnaire-for-all-staff-to-complete.doc](http://www.lsbu.ac.uk/hr/docs/hesa-collection-notice-and-questionnaire-for-all-staff-to-complete.doc)

### **HPL2 form**

<http://extranet.lsbu.ac.uk/hr/Policies Procedures Forms/HPL2 form for Sessional and or Hourly Paid Lecturers.xls>

### **ICT Hardware Purchasing Order**

[www.lsbu.ac.uk/ict/helpdesk/purchasing.shtml](http://www.lsbu.ac.uk/ict/helpdesk/purchasing.shtml)

### **Payroll Information Requirements form**

<http://www1.lsbu.ac.uk/hr/docs/information-for-payroll-31MAR16.docx>

### **Recruitment and Selection Procedure**

<http://extranet.lsbu.ac.uk/hr/Policies%20Procedures%20Forms/Recruitment%20and%20Selection%20Policy%20and%20Procedure.docx>

## **EXTERNAL HYPERLINK DETAILS**

### **Home Office – UK Visa and Immigration**

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/571001/Employer\\_s\\_guide\\_to\\_right\\_to\\_work\\_checks.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/571001/Employer_s_guide_to_right_to_work_checks.pdf)

### **Teachers' Pensions**

[www.teacherspensions.co.uk/members/member-hub.aspx](http://www.teacherspensions.co.uk/members/member-hub.aspx)