

5. ENGAGEMENT OF OCCASSIONAL LECTURERS

All new occasional lecturers must be provided with the completed 'Welcome to University of Suffolk' document which provides important information regarding teaching here, including Health & Safety procedures and use of equipment & teaching rooms.

Occasional Lecturers are required to complete both sections of the attached claim form prior to claiming payment for the first time in each tax year.

If no work is undertaken for the institution for a period of 6 months the occasional lecturers POD/payroll record will be automatically closed and a P45 will be issued to the home address held on the POD HR & Payroll database.

Prior to engagement the University of Suffolk will require Occasional Lecturers to provide documentary evidence of their eligibility to work in the UK, they must be living in the UK and also undertake any work for the University in the UK, without this no work can be offered or any payment made.

From April 2020 a Statement of Terms will be sent to the occasional worker before, or on the day, they begin work. The worker will be notified of the start date and this statement will apply to any subsequent assignment of the same nature. If there is a change to the previous assignment, for example the rate of pay, then a new Statement must be issued.

Some teaching roles may necessitate a Disclosure & Barring Service check to be provided prior to any work being undertaken. Information and advice about the DBS process is available from the engaging manager or People and Organisational Development team.