

Evening and Weekend Working - Teaching Staff Lecturers in Higher Education

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Due for review:

- 1.1 Paragraph 1.1 of the agreed national text for the Policies and Procedures Handbook sets out the purpose and objectives for the Determination of Duties for teaching staff.
- 1.2 These highlight the need for balance taking into account both the needs and demands of course provision as well as avoiding lecturers undertaking unreasonable work loads. Sections 1.2.3, 1.2.4, 1.3.1 - 1.3.4 (particularly 1.3.4) and section 1.4.2 of that text provide guidance as to how this balance should be achieved.
- 2 A Full-Time Teacher should not normally be required to attend on more than two evening sessions a week. Where they are timetabled to work evenings on a regular basis their timetable should be designed to ensure that it avoids the individual undertaking an unreasonable load or pattern of work. Heads of Department will be asked wherever possible to avoid situations which would normally require individuals to work two non-consecutive sessions in one day.
- 3.1 Weekend working should normally be by request and mutual agreement. A specific requirement to work at weekends will be exceptional, and for most staff will only be for justifiable reasons where they as an individual hold particular responsibilities which in the circumstances only they can reasonably discharge e.g. safety, care of animals. The exception to this for a small number of staff in specialist areas is where the professional nature of the courses with which they are involved requires weekend commitments, in which cases the Head of Department should have mutually agreed separately appropriate arrangements with those individuals on their appointment to the Institution or at the commencement of such arrangements in the case of existing staff.
- 3.2 Where an individual attends on a day at the weekend at the request of the Institution then they should not be required to attend on one whole weekday in the week concerned, or a suitable alternative arrangement should be made only by mutual arrangement which remains within the spirit of clauses 1.1 to 1.4 of the National text of the Policies and Procedures Handbook.