

## Tutor Payment FAQs for Cluster Based Teaching 2023-24

### **What are your payment route options?**

We employ tutors in one of two ways:

1. Self-employed individuals.
2. Teaching Support Roles (TSR - directly employed by the University)

### **Self-employed Contractor for Cluster Based Teaching (CBT)**

- Competitive rate of £86.66 per hour
- Paid mandatory CBT tutor training (at basic rate of £58 per hour)

### **Teaching Support Role (TSR) Contract**

- Competitive rate of £65 per hour (inclusive of annual leave entitlement\*\*(see below))
- Paid mandatory CBT tutor training (at uplifted rate of £65 per hour inclusive)

### **How does self-employment work?**

Tutors who are self-employed would be granted University Associate status, providing your teaching as a service for the University, rather than being employed directly by the University. You would be assigned to Cluster Based Teaching and the relevant teaching blocks to provide teaching for the Cluster Based Teaching part of the Medicine degree for Year 5 at University of Bristol. You would provide regular invoices for your work to be paid, but would be responsible for your own tax, national insurance etc.

### **How does a TSR contract work?**

CBT tutors working on a TSR contract will be employed on Grade K as a 'Senior Associate Teacher' within the University of Bristol. You will be assigned to CBT and the relevant teaching blocks in the normal way and then a total number of working hours over the course of the academic year will be calculated for you. A TSR contract will be produced by the Employee Services team within Human Resources and sent to you detailing your full terms and conditions. You will be asked to provide evidence of your right to work in the UK and a new UCard will be issued to you. You will complete a timesheet on a monthly basis to claim for the hours you have actually worked within a month.

### **Why is the University offering TSR contracts?**

The University is committed to reducing casualisation; that is, avoiding the unnecessary employment of individuals through insecure working arrangements. The University has committed to trade union partners that it will offer more secure contractual arrangements if there is a clear case to do so.

TSR contracts are part of the suite of working arrangements the University has available that are best suited to individuals working a regular number of hours over a longer period. For additional benefits to being employed under a TSR contract, please see the benefits list below.

### **What happens if I am sick and cannot work?**

If you are self-employed the CBT team will attempt to arrange cover from the wider pool of CBT tutors. You will not be paid sick leave and will not receive payment for those hours not worked.

If an individual on a TSR contract is sick, the CBT team will still attempt to provide cover from the wider pool of CBT tutors. If you are sick, you may be eligible to receive pro-rata sick leave for the missed session: one month's paid sickness leave within the first year of service, increasing to two months' paid sickness leave after one year's continuous service and three months' paid sickness leave after two years' continuous service. For this purpose, a month's pay is calculated by dividing the total hours in the contract by 12 to give an equivalent entitlement in hours.

If you are sick and are unable to teach, claims for sick pay should **not** be claimed by yourself, this is submitted by the CBT administrator to Payroll who will process it on behalf of the tutor.

### **How did we calculate the hourly rate for TSR contracts?**

We reviewed the number of working hours required to be an CBT tutor and took this into account to calculate the TSR hourly rate. We have also factored in pension contributions, likely sickness, and cover costs as well as other on-costs to calculate the TSR hourly rate. CBT tutors are paid a market rate well above that of the standard Grade K TSR hourly rate to reflect the clinical skills and experience they bring to the course, but they are paid at a lower hourly rate compared to being self-employed (as additional costs are covered, and additional benefits offered).

The self-employed rate considers the additional costs of being self-employed.

### **Can I be in a pension scheme on a TSR contract?**

Yes, you will be eligible to join the Universities Superannuation Scheme (USS) and may be auto enrolled on starting on a TSR contract. You can opt out of the pension scheme should you wish but there is no payment in lieu of the employer's pension contributions. Unfortunately, it is not possible to work as a TSR and join the NHS Pension Scheme at the University.

### **Will I be able to take annual leave?**

**\*\*Annual leave is paid as part of the total hourly rate as 12.07% on top of the base hourly pay for TSR contracts. This reflects the annual leave accrued from working and is not bookable separately. The base hourly rate will show on your pay slip and the annual leave will show as an additional line. These two combined equal the advertised pay rate for CBT tutors on TSR contracts.**

For 23-24, effective from 1<sup>st</sup> September, the base hourly rate is £58. With the addition of 12.07% annual leave enhancement this equates to an hourly rate of £65, as advertised.

There is no paid annual leave for those on self-employed contracts. Again, this is reflected in the higher hourly rate.

### **How do I claim for payment?**

On a TSR contract you will be provided with a University e-mail account, which you will need to access and check regularly for updates on pay claims. You can set an out of office to ask any nonautomated senders to re-send their e-mails to an alternative secure e-mail account you access on a more frequent basis, such as an nhs.net account. (A secure email account is suggested as emails containing sensitive information about students may also be sent to your University email account). You will also have access to MyERP (the University's integrated HR and finance system) to make claims and download your payslip.

As a self-employed individual you will still be provided with a University email account in order to access teaching material. You will need to submit regular invoices as a PDF quoting a purchase order number (set up by the CBT admin team) to [purchasing-invoices@bristol.ac.uk](mailto:purchasing-invoices@bristol.ac.uk) and copy in [phc-teaching@bristol.ac.uk](mailto:phc-teaching@bristol.ac.uk)

### **How do I complete a timesheet if I am on a TSR contract?**

A guide to using ERP is available on the intranet at <https://uob.sharepoint.com/sites/myerp/SitePages/Getting-paid-hpts.aspx>.

### **Can I switch from one payment route to another throughout the academic year?**

Tutors should carefully consider which payment route would be best for them this academic year, as we would be unable to change this after the year has begun.

### **What happens if I agree to work more hours than I was contracted to?**

Any additional hours will be paid at the normal hourly rate – you will need to claim for these via MyERP if you are on a TSR contract. Those who are self-employed will need to invoice for additional hours.

### **What happens if I work fewer hours than I was contracted to at the start of the year?**

Those on TSR contracts will not receive any additional payment for any hours contracted that they did not fulfil and claim for over the academic year.

Self-employed individuals are only paid for hours worked and invoiced for over the academic year.

### **What are the benefits of being on a TSR contract as an CBT tutor?**

- Occupational Maternity pay
- Occupational Sick pay
- Pay rate inclusive of annual leave entitlement
- Paid mandatory e-learning (this does not need to be completed each continuing year)
- Support with submitting evidence for your educational role as part of your clinical appraisal
- Access to staff benefits <http://www.bristol.ac.uk/jobs/staff-benefits/>
- Access to staff support <https://www.bristol.ac.uk/hr/wellbeing/>
- Access to University training, support and educational development
  - o <http://www.bristol.ac.uk/bilt/staff-development/pgcap/>
  - o <http://www.bristol.ac.uk/bilt/staff-development/create-hea-fellowship/>
  - o <https://www.bristol.ac.uk/tlhp/courses/fmed/>

These benefits are not available for self-employed tutors. This is reflected in the differing rates of pay.