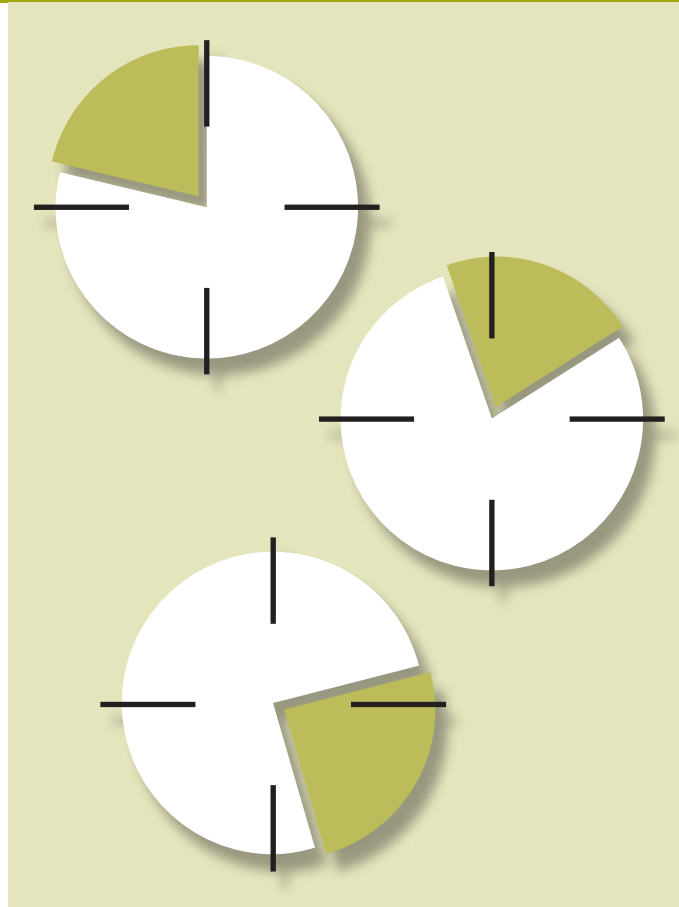


EMPLOYMENT ADVICE

Part-time work

ATL's guide to your rights and responsibilities



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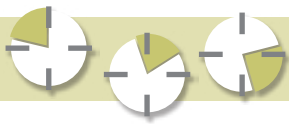
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Background

ATL receives many calls from members who are either working part-time or are considering reducing their hours.

ATL endorses a positive approach towards flexible and part-time working as good employment practice.

There are many advantages, for both the employer and the employee, in adopting a positive approach to part-time working.

For the employee, there is increased choice and flexibility. For example, working part-time could ease the way back into work after a career break, or after leave to bring up children or after illness. You might be considering winding down towards retirement, or considering working in semi-retirement?

For the employer, other advantages might include being an employer of choice, supporting progressive employment practice, thereby aiding recruitment and retention. Part-time working offers more potential flexibility in matching the staffing needs of the service.

Employees with certain caring responsibilities (covered later in this guide) enjoy legal rights to request flexible working. However, it is ATL's view that all staff should have the right to request to work more flexibly, including working part-time. We believe that an employer should consider such a request seriously, and grant it if it can be accommodated without excessive cost or inconvenience.

So, what rights should you have if you do work part-time? ATL considers that part-time employees should enjoy all the same rights and responsibilities as full-time employees, but on a pro-rata basis. No more, no less.

Of course, on occasion, practicalities will need to be negotiated. For example, when should a part-time member of staff be required to attend the same INSET training as a full-time member of staff? Such examples are discussed later in the guide.

Unfortunately, a minority of employers treat part-time staff less favourably than their full-time counterparts. In some schools this can mean contracts of employment for part-time staff where hours and pay are altered without the agreement of the employee; it can also mean an employer's expectation that a part-time member of staff is present for more than a pro-rata division of other duties.

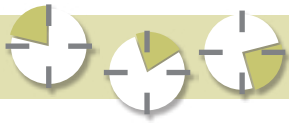
Because of these problems, legislation was introduced to protect part-time workers against being treated unfavourably in comparison with their full-time colleagues. ATL provides support to any member who faces unfavourable treatment on the basis of working part-time.

If you work part-time, or are interested in reducing your hours, this guidance should help address some of the questions you may have.

If, having read this advice, you have any further questions or queries about part-time work, please contact your school representative, branch secretary or ATL's London office.

ATL membership subscriptions

Teachers working less than 0.6 of a timetable are eligible for a reduced subscription rate, as are support staff who work less than 15 hours a week. Full subscription details are available on ATL's website at: www.atl.org.uk.



Introduction

There are two sources of rights for employees: firstly, the protections provided by relevant Acts of Parliament and, secondly, those set out in the contract of employment.

ATL has produced advice notes on the statutory rights of teachers in the maintained and independent sectors, as well as advice on the statutory rights of support staff. These advice notes are available from ATL's website.

Your right to a statement of particulars of employment

Your employer has a legal duty to give you a written statement of the particulars of your employment within two months of you starting your job. The statement should contain your hours of work, holiday entitlement and place of work. Your employer should also state the title of your job and a brief description of the work for which you are employed.

Your *contract of employment* is comprised of the written statement of the particulars of employment, together with (depending on individual circumstances) the letter of appointment and other particulars of your employment that are provided to you in instalments or contained in separate collective agreements. All of these might be referred to, or contained in, a contract of employment that you and your employer sign.

If you work as a teacher in the maintained sector, the annually revised School Teachers' Pay and Conditions Document (STPCD) will apply to you, as will the Conditions of Service for School Teachers in England and Wales. The latter document is more popularly known as the Burgundy Book. Please note that *the Burgundy Book* does not apply to Northern Ireland. In Scotland, members should refer to the Scottish Negotiating Committee for Teachers handbook.



Rights and responsibilities for staff currently working part-time

What statutory protection do part-time employees have?

Part-time employees are covered by the *Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000* (the Regulations). Under the terms of the Regulations, a part-time employee has the right not to be treated less favourably than a full-time colleague as regards the terms of their contract of employment, or by being subjected to any other detriment on the grounds of their part-time status, unless this can be *objectively justified*. Although there is no definition of this term the Department of Trade and Industry (DTI) Guidance notes state that:

‘Less favourable treatment will only be justified on objective grounds if it can be shown that the less favourable treatment is:

- to achieve a legitimate objective, e.g. a genuine business objective;
- necessary to achieve that objective; and
- an appropriate way to achieve the objective.’

‘Employers and employees may disagree about what constitutes objective justification’.

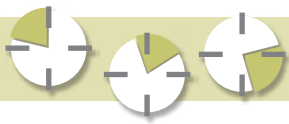
Please see below for more information about objective justification.

What can I do if I think I’m being treated less favourably than my full-time colleagues?

In an attempt to resolve disputes, the Regulations provide that a part-time employee can make a written request for a statement in writing from their employer, detailing the reasons for the less favourable treatment. The employer must provide the written statement within 21 days of the request. You can use this request procedure to ask your employer about the reasons for the less favourable treatment and, depending on the answer, an assessment can be made as to whether the reason or reasons given will be objective justification. You can also submit the statement as evidence if you decide to pursue a claim under the Regulations.

If you decide to challenge your employer, you may make a complaint to an Employment Tribunal that the employer has infringed these Regulations. The complaint must be lodged within three months of the date on which the less favourable treatment occurred. If, under the procedure above, your employer, without reasonable excuse, deliberately omits to provide a written statement or provides an evasive or equivocal response then a tribunal can draw adverse inferences, including an inference that your employer has infringed the right not to be less favourably treated under the Regulations. This will not be conclusive, guaranteeing success at the Employment Tribunal, but it will be very helpful to your case.

Members who feel they have been treated less favourably than their full-time colleagues should seek guidance from their ATL rep, branch secretary or from ATL, and certainly before making a complaint to the Employment Tribunal. Ideally you should contact us at a much earlier stage for advice, for example, before you lodge the written request.



What are my rights regarding unfair dismissal and redundancy?

Your rights are the same as those of your full-time colleagues. Employees continuously employed by the same employer for one year or more have the right to pursue a claim for unfair dismissal. Employees continuously employed by the same employer for two years or more have the right to claim a redundancy payment. For further information about redundancy, please see ATL's publications, *Redundancy in maintained schools* (product code PE10) and *Redundancy in further education* (product code PE11). Both publications are available free to members by calling ATL despatch on 0845 4500 009 and quoting the product code; alternatively, both can be downloaded from the Resources section of ATL's website.

What comparison would I need to make to show less favourable treatment under the Regulations?

You would have to draw a comparison between your treatment and that of a full-time colleague doing the same, or broadly the same, kind of work.

Can I be automatically selected ahead of my full-time colleagues if the employer declares redundancies?

No. Redundancy criteria must not discriminate against part-time workers. Any policy which has this effect is likely to be in breach of the Regulations and may also be indirect sex discrimination.

Can my employer rearrange the days on which my hours are allocated?

This will depend on the details in your contract.

Teachers

Most teachers are employed to work specific hours (not days) and these are allocated in accordance with the needs of the school. If those needs change or vary then the headteacher may be able to alter the days on which you work provided they do this reasonably. Clearly, when doing so, the headteacher should balance the needs of the school with their obligation to try and ensure that teachers have a reasonable work-life balance. In the state sector this is a binding contractual requirement in the STPCD. However, if your contract stipulates the days of your employment then you will be in a stronger position to argue that these should not be changed unless discussed and agreed. In Northern Ireland, there is no binding contractual requirement regarding a reasonable work-life balance. This is an element within the national agreement in England and Wales that does not apply to Northern Ireland.

Support staff

Support staff are generally employed on fixed hours contracts, to be worked on certain days. Again, if the days are stipulated in the contract it is clear that they are the required days to work. Schools should be equally mindful of work-life balance issues for support staff and should not attempt to require them to attend on days when they are not contracted to work.

Further education lecturers

The programme/work schedule for each part-time employee should be determined in advance, in accordance with the college's practices for comparable full-time employees. Again, if your contract stipulates the days of



your employment then you will be in a stronger position to argue that these should not be changed unless discussed and agreed. If this is not the case, then the colleges should still be mindful of work-life balance issues.

Can my employer deny me access to training that is being offered to my full-time colleagues?

No. According to the DTI, part-time workers often encounter difficulty in obtaining access to training, especially career-orientated development or vocational training. Either they are excluded entirely, or, though they are in theory entitled to attend, their other responsibilities prevent them from participating because of inconvenient hours. Denying part-time workers access to training will be deemed less favourable treatment unless the employer can prove objective justification.

Can I be directed to attend all staff meetings and on INSET days?

Our view is that part-time teachers should attend a pro-rata share of staff meetings and INSET days and these should be allocated on days when the teacher is normally at school/college.

If you are required to attend for INSET on a day when you do not normally work then this may be lawful provided the employer can show objective justification. For example, your school may say that attendance of all teaching staff at INSET days is essential for personal and professional development and for the efficiency of the school. This is likely to satisfy the objective justification stipulation.

You may wish to argue that the INSET days should be prioritised, so that you attend the days most relevant to your work. Your employer will then have to show that your attendance at more than the pro-rata allocation (and possibly attendance at all days) is necessary to meet the particular objective, that the objective is legitimate and that requiring you to attend is an appropriate way of achieving that objective.

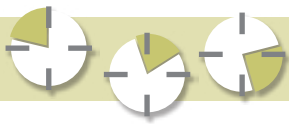
If you are required to attend for INSET on a day when you are not normally in school then you should either be paid or given Time Off In Lieu (TOIL). If you are required to attend but will not be paid or given TOIL then this can be less favourable treatment if your full-time colleagues are being paid.

The employer may argue that they do not have to pay you or give you TOIL as there is enough capacity in your directed time hours to accommodate the direction. If the employer makes this case you should ask them for a detailed written breakdown of your directed time. If you have concerns about the breakdown please contact your local ATL branch.

If support staff are asked to attend meetings or INSET days outside of their contracted weeks and hours they should be paid for those extra hours and/or days. It is usually in the interest of support staff to be included in training days but if they are above and beyond their contractual requirement as much notice as possible should be provided. Confirmation that they will be paid should be provided well before the training takes place.

When giving notice do I calculate this on a pro-rata basis?

No. There should be no difference in the notice periods for full and part-time employees.



Rights and responsibilities of those seeking to work part-time

Do full-time employees have the right to reduce their hours to part-time?

No. However, those employees with 26 weeks' continuous service who are either:

- parents or guardians of either a child under the age of six or a disabled child under the age of 18; or
- caring for an adult who is married to, or the partner or civil partner of, the employee or a near relative or a person living at the same address as the employee have a *right to request* flexible working, i.e. to reduce their hours.

Such a request must be considered seriously by their employer, although there is no automatic right to reduce hours, to work part-time or to work flexibly.

There is a legal procedure that must be followed. The request should be made in writing and within 28 days of receiving the application the employer must either:

- send a written notice to the employee agreeing the request; or
- meet with the employee to consider the request and notify him/her of their decision within 14 days of the meeting.

Before submitting the formal written application it may be worth making informal enquiries to *sound out* your employer about reducing your hours. This way you may find out what their concerns are and you may be able to address them in your application.

The employer can reject a request for flexible working if it places too much of a burden on the school/college. There are eight statutory reasons for refusal that can be given, which are:

- burden of additional costs;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work amongst existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during period employee proposes to work;
- planned structural changes.

The employee has 14 days in which to appeal against a refusal to comply with the request.

When drafting your appeal you should:

- check that the reasons given by the employer fall within one or more of the above categories;
- check for weaknesses in the employer's case, i.e. do their reasons stack up?
- see if there is room for a creditable compromise. If there is, then pitch for it.

If your appeal is rejected and you believe this to be unfair, then you may wish to consider taking out a grievance against your employer and, ultimately, you may decide to go to an Employment Tribunal to pursue your rights. Please contact ATL before taking this action and, in any event, at the earliest possible stage.



Clearly, not all members will meet the flexible working application criteria. This should not deter a member from submitting a request to work part-time outside of the criteria. Again, when doing so try to pitch your application to your employer. For example, you may have a colleague who is interested in increasing his/her hours and, with your colleague's agreement, you may wish to include this in your request. ACAS lists flexitime, job sharing and shift working as common types of flexible working. Therefore, a request for flexible working could feasibly include a request for a reduction in part-time hours or an increase in hours on certain days; for example, if you wanted to compress hours earlier in the week and increase your time away from work at the end of the week.

Further information on flexible working is contained in ATL's publication *Family, work and you*, which is available free to members.

Disability discrimination

I am disabled. It would help if my employer agreed to reduce my hours. Would this be a reasonable request to make?

You must have a disability as defined in the terms of the *Disability Discrimination Act 1995*. If this is the case, an employer must consider any request to make *reasonable adjustments* to an employee's workplace in order that they can carry out their duties efficiently. Reducing an employee's hours can be a reasonable adjustment.

Sex discrimination

Are there situations in which discriminating against a part-time worker could also count as sex discrimination?

Possibly. If an employer offered its part-time employees less favourable terms and conditions than their full-time colleagues this could be in breach of sex discrimination legislation.

Reducing your hours

If my employer agrees to reduce my hours do I need to have a new contract?

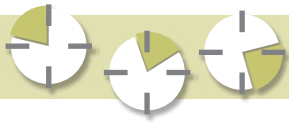
Your current full-time contract could be changed to reflect your new position as a part-time employee or to reflect an agreed change in hours. The change could be agreed by an exchange of letters, with your employer setting out your changed hours and pay and other terms and conditions and asking for your written agreement. In this case your current contract would be varied by your acceptance in writing of the contents of the letter. Alternatively, the school could send you a new contract of employment and ask you to sign it. The new contract should mirror your existing terms and conditions, where possible, but show proportional reductions to reflect the part-time arrangements.

Your contract may be varied by oral agreement but you should agree in writing with your employer any changes as this may be the cause of dispute in the future.

Fixed-term contracts

I have a part-time fixed-term contract. When it expires do I have the right to have a permanent contract?

The *Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations* limit the use of successive fixed-term contracts to a maximum of four years (from 10 July 2002). After four years, the employee is entitled to be regarded as permanent, unless the employer can show an objective justification for their continuing fixed-term status.



If you have been employed on two or more fixed-term contracts, for four years since July 2002, you have the right to a permanent contract of employment, unless the school can provide objective justification to not make you a permanent employee. Contact ATL as outlined below if you require additional assistance.

How do I confirm that my employment should be made permanent?

You should write to your employer asking for a written statement confirming your permanent status, or alternatively giving the objective reasons why the contract remains fixed-term. The statement must be provided within 21 days of your request. If an employee has to proceed with a claim in an Employment Tribunal to establish a right to a permanent contract, this claim must be registered whilst they are still in employment.

What counts as objective justification?

The Regulations do not specify examples of *objective justification*. Until case law is established this might include contracts for positions for which funding exists only for a limited period.



Teachers' pensions

How does working part-time affect my pension entitlements?

If you are a teacher/lecturer employed in pensionable part-time service, you are eligible to receive the same Teachers' Pension Scheme (TPS) benefits as your full-time colleagues, including death benefits, survivors' pensions and infirmity benefits. (In Northern Ireland, the teachers' pension scheme is known as the Teachers' Superannuation Scheme and in Scotland, the teachers' pension scheme is known as the Scottish Teachers Superannuation scheme.)

From 1 January 2007, part-time teaching/lecturing will automatically count towards your retirement benefits. A teacher starting a new part-time post will no longer be required to make a part-time pension election. However, pension contributions will only be deducted automatically if you have started a new part-time post or if there is a change in your existing contract. If you have not started a new post and wish to contribute to the TPS, you will **still** need to make a part-time election.

Part-time teaching/lecturing prior to 1 January 2007 was not automatically pensionable. Part-time teaching/lecturing prior to 1 January 2007 would have only counted towards a teacher's retirement benefits if they had previously made a part-time election.

Independent sector pensions

In the independent sector, whilst approximately 70% of teachers are members of the TPS, a significant minority are not. The implications of working part-time on your pension will always need to be checked with your pension provider.

Support staff pensions

I am a part-time member of the teaching support staff. How is my pension calculated?

If you work in the state sector as a part-time member of the teaching support staff, you will automatically be a member of the Local Government Pension Scheme (LGPS). The Northern Ireland equivalent to the LGPS is the Northern Ireland Local Government Officers' Superannuation Committee (www.nilgosc.org.uk). In order to calculate your retirement benefits you should first work out what your period of membership of the scheme will be (in years and days) upon retirement. You should then divide this figure by 80 and then multiply the answer by your final salary.

As a part-time member of the teaching support staff you pay less into the LGPS. However, both your contributions **and** your salary are converted to their full-time equivalent to calculate your LGPS retirement benefits.

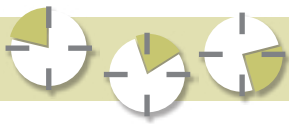
Example

A part-time employee has worked half-time for 40 years and their annual salary, when they wish to take their pension, is £10,000. They have a 20-year period of membership (because they have always worked half-time). The salary used to calculate their pension benefits at retirement is £20,000 (the whole-time equivalent of £10,000 actual pay). Therefore, their:

- yearly pension is $20/80 \times £20,000 = £5,000$;
- tax-free lump sum is $3 \times £5,000 = £15,000$.

In other pension schemes, the rules of the particular scheme will apply.

Further information is contained in ATL's pension factsheet, *Part-time and supply teaching and part-time lecturing*.



Pay

How is my salary calculated as a part-time employee?

The *Part-time Workers Regulations 2000* state that part-time employees must not receive a lower basic rate of pay than comparable full-time colleagues if the reason for the lower pay is the employee's part-time status.

Teachers

Paragraphs 51.1 and 51.2 of the STPCD state that:

- 51.1 *Teachers in regular part-time service (including persons who are employed full-time in teaching but only partly as a teacher) shall be paid a proportion of the remuneration that would be appropriate if they were employed full-time as school teachers. The proportion shall correspond to the proportion of the school week that the authority deems the teacher to be normally employed as a school teacher (breaks between school sessions being excluded).*
- 51.2 *Teachers employed on a day-to-day or other short notice basis shall be paid in accordance with the provisions of this document on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.*

In the independent sector, the principle that should apply is that members should receive salary calculated on a pro-rata basis.

Support staff

Part-time salaries for support staff are calculated by dividing the contractual hours required to work by the full-time equivalent working week, generally 37 hours for state sector staff employed in local authority schools (36 in Northern Ireland and London).

Further deductions to salaries are made for support staff employed on a term-time only basis.

Further education lecturers

Part-time staff in further education (FE) are often employed on an hourly-paid basis and the employer should inform the employee of the method of calculation of the hourly-rate, and what the hourly rate represents. The hourly rate will often include an element to pay for marking and preparation and should be equivalent to the rate paid to a comparable full-time employee.

What about sickness and maternity pay?

The Regulations apply to contractual sickness and maternity pay. This means that there is an obligation on employers not to treat a part-time worker less favourably than a comparable full-time colleague.

The Burgundy Book sick pay scheme gives all teachers during their fourth or subsequent year of service 100 working days on full pay, followed by 100 working days on half pay. For example, a part-time teacher employed on a 0.4 contract will receive their normal salary for 40 of the school's working days, followed by half of their 0.4 salary for a further 40 working days. Further information can be found in ATL's advice sheet, *Sick Leave and Sick Pay: Your Entitlements*.

The same principle applies for support staff employed under *the Green Book*, where sick pay is given in months rather than working days. Therefore, someone



in their fourth year of service would receive their normal part-time salary for five months and half of their salary for a further five months.

Independent schools

Part-time teachers and support staff make an important contribution to independent schools. However, some employers can view part-time staff as a flexible resource that allows them to adjust teaching capacity promptly when demands on subjects change. This can leave part-time staff in an uncomfortable position when schools make significant changes to their hours, often with no discussion and minimal notice.

It is not uncommon to see a *variable hours* clause in contracts for part-time staff employed in the independent sector. Such a clause enables the employer to unilaterally change the employee's contractual hours and, therefore, pay. This is usually with notice and with some protection for the employee: the variation often being limited to twenty-five per cent above and below the proportion of full-time service on appointment.

An employer using a variable hours clause in a contract of employment for part-time staff, but not full-time staff, is treating part-time staff less favourably. This is legally challengeable under the *Part-time Workers (Prevention of Less Favourable Treatment) Regulations*. If challenged, the employer will have to show objective justification for such treatment. ATL believes that employers will struggle to provide such justification. (See above for more information on the Regulations and objective justification.)

Indeed, this is a matter that ATL and other unions in the independent sector are addressing. For instance, the Association of Governing Bodies of Independent Schools, on legal advice, no longer advocates a variable hours clause in contracts for part-time employees and has recently revised their model contract to remove it. Instead, it has been replaced by the clause:

'The proportion of full-time service may be varied from time to time by agreement with the teacher.'

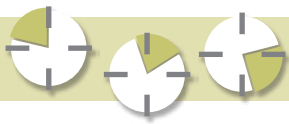
ATL supports this flexibility and we endorse this even-handed approach, that hours should only be varied by the agreement of both parties.

A school may state that the reason for the variable hours contract is that the hours of work may vary due to fluctuations in demand related to subject preferences or pupil numbers. The school, to establish objective justification, would have to show, for example, evidence of fluctuation from year-to-year or term-to-term and the impact on the number of teaching hours required; that it was necessary to be able to vary the hours of part-time employees and that this was an appropriate way of meeting the fluctuating demand.

Am I protected if a policy applies less favourably to part-time staff?

There may not be a contractual entitlement to a benefit but your employer may have a policy, for example on accommodation, the benefits of which are restricted to full-time staff only.

Each case must be assessed on its facts but it is difficult to see how such a policy can be objectively justified.



What if I am a member of teaching staff and am adversely affected by dead time in the timetable?

Other problems for part-time staff can occur from timetabling and the problem of gaps between teaching duties. While it is recognised that timetabling is a difficult task, and that there will always be some imperfections, ATL believes that part-time staff should not be detrimentally affected by gaps between duties.

How much notice does my employer have to give me if my hours are to be changed?

If you have an agreement with your employer about your hours, this cannot be changed without your consent. If you have a variable hours clause, then subject to the possibility of challenging its legality, the notice period will depend on your contract. The standard notice period is one term. It is reasonable for your employer to give you as much notice as possible of any changes. Hours are normally changed for the start of the academic year, and ATL believes that at least three months' notice of any variation must be given, i.e. by 31 May for changes from 1 September. While this may not give you time to look around for another job, it may give you some pay protection should the school miss the deadline.

Further education colleges

In the FE sector, colleges rely heavily on part-time lecturers who can work anything from a couple of hours a week (often in the evening) to almost the same number of teaching hours as full-time staff; many part-time staff in FE are employed on fixed-term contracts.

ATL has entered into a national agreement on the employment of part-time employees and a copy of this agreement can be downloaded from ATL's website. This agreement is intended to ensure that colleges meet the requirements of the Regulations. However, it is important to check whether or not your college has adopted this agreement.

Members in Wales should refer to the part-time agreement for Wales, which can be found on ATL's website. The national agreement does not relate to Scotland.

The national agreement recommends the use of fractional contracts of employment for part-time work whereby pay and conditions of service are expressed as a fraction of those received by a comparable full-time employee. For example, a part-time employee on a 0.5 contract would work exactly half the number of hours of a full-time employee and receive half of all entitlements, such as holidays. It is important, therefore, that fractional part-time employees check that their terms and conditions accurately reflect the fraction on which they are employed.

Unfortunately, a significant number of part-time employees in FE are employed on contracts which allow for variation in the number of hours worked over the term of the contract. Although the detail of the contract will be determined by the college, the national agreement states that it is desirable that such contracts should specify a minimum number of contracted hours, in other words they should not be *zero hours* contracts.

Finally, some part-time FE staff who find work through agencies may discover that they are classified as neither employees of the college nor of the agency,



which means that they will not have the right to claim unfair dismissal or statutory redundancy payments. They should, however, receive:

- written details of terms and conditions relating to their employment;
- notification of the kind of work which they will be supplied with; and
- the minimum rates of pay.

General Teaching Council and the Institute for Learning

Do I have to register with the General Teaching Council (GTC) and the Institute for Learning (IfL) and can I get a reduction in the subscription?

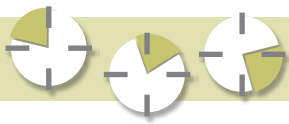
If you teach in the state sector you must be registered with the GTC. As a part-time employee you will not be entitled to a reduction in your GTC subscription.

Lecturers in English FE colleges are required to register with the IfL. This will include full-time, part-time and agency staff. However, a subject specialist who takes no part in the teaching process but who offers perspective on their area of expertise is regarded as a visiting lecturer and will be exempt from the requirement to register. As a part-time employee, you will not be entitled to a reduction in your IfL subscription.

In Northern Ireland, there is no registration body at present for FE lecturers and it is unclear as yet whether FE part-time employees can register with the GTC NI. This issue is presently under discussion, but unresolved as yet.

Teachers in Wales need to register with the GTC in Wales, whilst for FE lecturers the position is more uncertain. At present the intention is that they also register with the GTC in Wales but this may change.

In England the employers' association is the Association of Colleges, whilst in Wales it is fforwm.



Useful contacts

Where can I find more information about part-time working?

Advisory, Conciliation and Arbitration Service

Website: www.acas.gov.uk

The website offers guidance on issues including flexible working, which can be downloaded. ACAS also runs a free employment advice line on 08457 474747.

ATL

Website: www.atl.org.uk

www.new2teaching.org.uk

ATL offers a range of publications and advice sheets, free to members, available to download from the website or for order from ATL Despatch by calling: 0845 4500 009.

Department of Trade and Industry

Website: www.dti.gov.uk

The website displays the *Part-time Worker Regulations 2000*.

Labour Relations Agency

Website: www.lra.org.uk

The Northern Ireland equivalent to ACAS in the UK, the Labour Relations Agency website offers a wide range of employment advice.

Scottish Negotiating Committee for Teachers

Website: www.snct.org.uk

Trades Union Congress

Website: www.worksmart.org.uk

The website offers useful advice to part-time workers.

ATL. The education union – led by education professionals from across the sector and throughout the UK.

ATL recognises the link between education policy and our members' conditions of employment. Our evidence-based policy-making enables us to campaign and negotiate from a position of strength. We champion good practice and achieve better working lives for our members.

We help our members, as their careers develop, through first-rate research, advice, information and legal support.

Our 160,000 members – teachers, lecturers, headteachers and support staff – are empowered to get active locally and nationally. We are affiliated to the TUC, and work with government and employers by lobbying and through social partnership.

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