

## **Guidelines for payment for extra grading and teaching**

Adopted 31 August 2011 (case no. 2011/2911)

### **1) Grading**

Academic staff whose job includes grading shall not be paid extra for grading for UiB. Academic staff in part-time positions who grade more than indicated by their position can be paid for the actual time spent on extra grading, up to a full-time position according to the ordinary hourly wage (C table).

Academic staff whose positions do not include grading can as an exception take on grading and be paid for the actual time spent to do so. Work beyond a full-time position is compensated according to the rates for overtime pay set in the Basic Agreement.

When an employee in one department wishes to do grading for another UiB department, this must be discussed with the Head of Department in the home department.

### **2) Teaching**

#### **2.1 Academic staff in full-time positions**

Academic staff in full-time positions at UiB shall not be paid extra for teaching in their own department, but can occasionally be required to do overtime in special circumstances (for example in the event of illness). In such cases, the work shall be compensated in accordance with the overtime rates in the Basic Agreement.

Teaching in other UiB departments must be considered part of the collaboration between departments and shall generally be treated as teaching in the home department. Other teaching in other UiB departments must be cleared with the Head of Department and can be effected by an equivalent reduction of the tasks in the home department.

#### **2.2 Academic staff in part-time positions**

Academic staff in part-time positions can take on extra teaching corresponding to a full-time position at UiB at a regular hourly wage. An employment contract must be signed that specifies the number of hours of teaching and preparation. The Head of Department must ensure that no employment contract is entered that in combination exceeds a full-time position at UiB during the period.

#### **2.3 Academic staff in adjunct positions**

Temporary academic staff in 20 per cent adjunct positions, cf. section 6-6 of the Act relating to Universities and University Colleges, cannot perform extra work.

If the position is for less than 20 per cent of a full-time position, extra work can be performed at UiB up to a 20 per cent position and pursuant to a further agreement. Extra work is paid according to the regular hourly wage.

### **3) Employees in positions as doctoral or postdoctoral fellows**

Doctoral and postdoctoral fellows cannot be required to perform extra work beyond their required duties.

### **4) Registering hours and overtime**

Guidelines for registering hours and overtime for UiB employees, adopted 7 April 2011 (case no. 2011/4819) also applies to employees' work on extra grading and teaching.

Where overtime may be used for extra grading, an additional 50 per cent is paid on top of the hourly wage.

Where overtime may be used for extra teaching, an additional 50 per cent is paid on top of the hourly wage for the estimated time spent on preparation . The additional pay for teaching is paid at the rate applicable at the time the teaching is carried out.