

Doctoral, Language & School Tutor Payments

Employees who are paid on Doctoral, Language or School Tutor contract will receive their salary in equal instalments. This means that they will be guaranteed a regular income during the course of the contract, however does mean that they will not be paid for specific hours in each month.

Due to this it would not be possible to use the Sussex Direct page to see which hours have been paid in any given month.

Please note that Tutors will receive any outstanding holiday pay in the month in which the contract ends. Additional hours or adjustments for not working will be processed as an adjustment, in hours, with holiday applied at the same time. These adjustments will be processed once the School has made HR & Payroll aware of the changes.

The contracts require pay to be salaried, so Tutors will receive a salaried payment for their basic contracted hours. Any additional adjustment would be paid per hour, as with any other fixed term contract.

Two sample calculations are included below, which should help Tutors to identify how their own salary has been calculated.

Example 1:

A Tutor has agreed to work 220 hours between 28th January 2018 and 30th June 2018.

There are 22 weeks in this period, so the contract is equivalent to 220 hours over 22 weeks, which is the same as 10 hours for every week worked.

The Tutor is employed on a grade 5 contract, which has a full time salary of £24,983.00 per annum, or £2,081.92 per month.

A full time employee would work 36.5 hours per week; the salaried equivalent for an employee working 10 hours per week is therefore $£2,081.92 / 36.5 * 10 = 570.39$ per month.

As the Tutor started on 28th January they would receive a pro-rata amount for their January work, calculated based on the number of calendar days worked in the month; in this case 3 out of 31 days. The payment for the first month of work would be $£570.39 / 31 * 3 = £73.60$.

Start Date: 28/01/2018

End Date: 30/06/2018

Hours Due: 220

Weeks in Contract: 22

Average Hours per Week: 10

Annual Full Time Salary: £24,983.00

Actual Monthly Salary: $£24,983 / 12 / 36.5 * 10 = £570.39$

Example 2:

A Tutor has agreed to work 119 hours between 12th November 2017 and 31st January 2018.

There are 11.57 weeks in this period, so the contract is equivalent to 119 hours over 11.57 weeks, which is the same as 10.28 hours for every week worked.

The Tutor is employed on a grade 6 contract, which has a full time salary of £28,936.00 per annum, or £2,411.33 per month.

A full time employee would work 36.5 hours per week; the salaried equivalent for an employee working 10.28 hours per week is therefore $£2,411.33 / 36.5 * 10.28 = £679.14$ per month.

As the Tutor started on 12th November they would receive a pro-rata amount for their November work, calculated based on the number of calendar days worked in the month; in this case 19 out of 30 days. The payment for the first month of work would be $£679.14 / 30 * 19 = £430.12$.

Start Date: 12/11/2017

End Date: 31/01/2018

Hours Due: 119

Weeks in Contract: 11.57

Average Hours per Week: 10.28

Annual Full Time Salary: £28,936.00

Actual Monthly Salary: $£28,936.00 / 12 / 36.5 * 10.28 = £679.14$