



UNIVERSITY OF OTAGO
TERMS AND CONDITIONS OF APPOINTMENT FOR
CLINICAL TUTORS

1 July 2016

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Clinical Tutors will normally be appointed on the following terms and conditions.

1. Clinical Tutors are non confirmation path academic staff of the University employed to provide clinical tutoring in undergraduate teaching clinics and clinical service when required. They will normally hold a professional clinical qualification. They are not required to undertake research as part of their employment.
2. Clinical Tutors may be appointed to either permanent or fixed term positions.
3. Clinical Tutors will normally be employed on individual employment contracts and either on a part time or full time basis (based on a full time week of 37.5 hours).
4. Clinical Tutors may be appointed at any salary level in general, medical or dental salary scales or ranges but any salary paid must coincide with a point on a University Salary Scale.
5. Clinical Tutors will be paid at a salary appropriate to their professional seniority, the work they are expected to carry out, their qualifications and experience, general market conditions and internal relativities.
6. Clinical Tutors have no automatic incremental progression within any scale. Before the end of each calendar year Heads of Department will review the salaries of Clinical Tutors and ensure that in each case the salary is still correct in terms of the criteria. Heads of Department will make recommendations for any justified change which, if approved, will become effective on the following 1 February. Progression of Clinical Tutors will not form part of the annual academic staff promotion round.
7. As with all academic appointments, permission will be given for an appointment, to be taken up between 1 December and 1 February only in exceptional circumstances.
8. Clinical Tutors are not eligible to be considered for confirmation of appointment, and are ineligible for Study Leave or Conference Leave but with these exceptions will enjoy the same conditions as other Academic Staff including the provisions regarding leave.
9. A full time employee is entitled to a minimum of 25 working days Annual Leave (pro rata for part time) in addition to public holidays. Annual leave shall be taken, with prior approval of the employer, at a time that will not interfere with the proper performance of the employee's duties.
10. There will be an annual closedown period between Christmas and New Year each year during which staff will take annual leave. The anniversary date from which annual leave entitlements are calculated will be 1 December each year.
11. Annual leave may not be accumulated in excess of ten days not taken in the leave year in which it is due. If an employee has an accrued annual leave entitlement greater than 10 days on 30 November each year, the employee will take annual leave from the first normal working day following 1 January in the following year for a period sufficient to reduce the carry forward balance to a maximum of 10 days, unless the employer expressly agrees otherwise in writing.

12. All employees will submit their leave requests via the employee web kiosk leave approval system.
13. A full time employee is entitled to sick leave on pay as set out in the schedule below (pro rata for part time), or sick leave without pay may be granted on production of a medical certificate. Part time employees shall be granted sick leave on the same terms as for full time staff and therefore deductions from their sick leave entitlement are to be made on a consecutive days basis.
14. All sick leave is to be computed on working days only.
15. Employees will receive 10 days sick leave on appointment and a further 10 days for each 12 months of service after, with a maximum accumulation of 260 days.
16. Sick leave is inclusive of the provisions of the Holidays Act 2003.
17. The employer may require the employee to undergo an examination by a registered medical practitioner of the employer's choice where it is considered that the employee's performance may be impaired by a possible medical condition. Should the employee be found to be unfit to perform their full duties they may be placed on sick leave (with or without pay) until cleared to return to full duties. The cost of the medical examination will be met by the employer.
18. If the employee is absent on sick leave for less than a whole day, such leave is to be debited as follows:
 - Absent for a whole morning or afternoon – half day's sick leave.
 - Absent for less than two hours during the day – no deduction
 - Absent for two hours and up to six hours during the day – half day's sick leave.
 - Absent for over six hours during the day – one day's sick leave.
19. The employee should notify absence due to sickness to their controlling officer whenever possible within 30 minutes of normal starting time. A medical certificate will be required for all absences in excess of five consecutive days and may be required for absences of shorter periods. If information is received which indicates that the sick leave entitlement is being misused, the employer may take such action as is necessary to clarify the matter.
20. When sickness occurs during annual or long service leave, the employer will permit the period of sickness to be debited against sick leave entitlement provided a medical certificate is produced.
21. In special cases, the employee may be allowed to anticipate sick leave becoming due on completion of a further period of service provided that at least five days sick leave is retained for each year of service for which sick leave has been anticipated. All approvals are subject to the proviso that the necessary adjustments to final pay are to be made if employees resign before the next entitlement falls due.
22. These sick leave provisions apply equally when the employee is unable to attend work due to their illness and when the employee is required to attend to the ill health of a person dependent on them.

23. The following days shall be observed as public holidays: New Years Day, the day after New Years Day, Waitangi Day, Anzac Day, Good Friday, Easter Monday, Sovereign's Birthday, Labour Day, Anniversary Day (local) or day in lieu, Christmas Day, Boxing Day. The University observes Easter Tuesday in lieu of Anniversary Day in Otago. In the event of a public holiday falling on a Saturday or Sunday, such public holiday shall be observed on the succeeding Monday and in the event of another public holiday falling on such Monday, such other holiday shall be observed on the succeeding Tuesday.
24. Where a public holiday is a day which would otherwise be worked and the employer requires the employee to work, then the employee shall be paid the rate of pay which the employees would have received if they had worked that day, a penalty payment equal to 50% of their normal hourly rate for the hours actually worked plus a whole paid alternative holiday. If staff do not usually work on a public holiday, but do work, they will be entitled to time and a half for the time worked, but not an alternative holiday. These provisions shall not apply to employees who without a request from the employer choose to work on a public holiday.
25. The employee agrees to have annual leave paid in the pay that relates to the period during which the leave is taken unless the employee requests payment for the leave to be made before the holiday is taken.

Effective from 1 July 2016