

COVID-19 fact sheet for PG teachers and other casualised teaching staff

Your health:

- If you have a medical condition that you believe puts you at undue risk if you were to teach in person, you can schedule a meeting with [Occupational Health \(occhealth@\)](mailto:occhealth@). In addition to many diseases and disorders including diabetes and asthma, [the Scottish government asks employers](#) to take your age, ethnicity, and BMI into account.
- If you make more than £120 per week on average and have to stop teaching because you are sick or self-isolating due to COVID-19, you are eligible for [statutory sick pay](#) (£95.85 per week). If you believe you are eligible, speak to the person in charge of your payroll (usually a school administrator). If you run into difficulties, contact the HR payroll team (monthly-ns@), the UCU (ucu@), or [Citizens Advice Scotland](#).

Your safety in the classroom:

- Information on how your teaching room has been prepared for physical distancing [can be viewed online](#), as can the university's [general approach to reopening buildings](#). If you have remaining concerns, you can contact your Director of Teaching or your school's Health and Safety Officer. After this, the [university recommends](#) that you contact your school's [HR business partner](#).
- If a student refuses to wear a mask in a university building without having [an accepted exemption](#) or is otherwise in violation of [university COVID-19 guidance](#), you should inform the Student Conduct Officer (discipline@). If the student poses an imminent threat to yourself or others, call campus security (01334 68999) or 999.
- If, after speaking to the appropriate members of your school or the university, you still reasonably believe that teaching in person poses a serious danger to yourself, [you have the legal right to refuse to work](#). If possible, before refusing to work, document your reasons as well as your communications with relevant university staff.
- [As a flexible worker](#), you are also not contractually obligated to continue in your role as tutor or demonstrator. You can therefore terminate your teaching role at any point if you feel unsafe in your role, and you will be paid for all work you have completed up to that point.



University and College Union
St Andrews branch

Your pay:

- [University pay policy for casual teachers](#) is the same for teaching online or teaching in person. You are entitled to an hour pay for every hour you spend teaching or in meetings. Regardless of format, you are also entitled to 3 hours of preparatory pay each week (instead of 1) for every module you are teaching if at least two of the following three apply:
 - i) You are asked to engage substantively with material with which you are not expected to be familiar;
 - ii) the guidance that can be provided to you for the tutorial work is necessarily very limited;
 - iii) you are undertaking your first tutorial work for that module.

Your points of contact

- Your Head of School, Director of Teaching, and Sub-honours Coordinator should be your first points of contact for teaching-related issues and concerns. If the problem persists, if you would rather not personally reach out to your line manager, if you would like to be put in touch with a caseworker, or if you want more information about your rights as a casual worker, please contact UCU St Andrews. The UCU offers [four years of free full membership](#) for all PG teachers and other casual teaching staff:

Branch office: [ucu@](#)

Postgraduate Representative: Ethan Landes ([el60@](#))

Additional Information:

[University's coronavirus information for staff](#)

[Scottish Government's guidance for universities](#)

[Scottish Government's guidance for workers](#)

[UCU's coronavirus advice](#)

[UCU's 5 tests for reopening campus](#)