# Statement for graduate teaching assistants

Name:

## Duties

You are required to undertake the duties specified in the *tutor/demonstrator/lab leader* [role descriptor](https://www.york.ac.uk/staff/teaching/procedure/gta/) [DELETE AS APPLICABLE].

As part of this role, you will be expected to undertake the following:

[DETAILS OF ANY SPECIFIC REQUIREMENTS NOT COVERED IN THE GENERIC ROLE DESCRIPTOR].

## Training

You must have completed the University’s Introduction to Learning and Teaching course or approved alternative prior to starting teaching.

You must also undertake the following mandatory departmental GTA training [SPECIFY REQUIREMENTS] and the following departmental GTA induction activities [SPECIFY REQUIREMENTS].

## Hours of work

Your hours of work will be as follows [SPECIFY HOURS PER WEEK AND IN TOTAL, INCLUDING, WHERE APPLICABLE, THE ESTIMATED TIME TO BE ALLOCATED TO DIFFERENT RESPONSIBILITIES (E.G. PREPARATION, CONTACT AND MARKING)].

## Rate of pay

The rate of pay is as stated in your offer letter (this may include a multiplier in some cases). Please see the [hourly rates of pay webpage](https://www.york.ac.uk/admin/hr/pay-and-grading/hourly-rates/gta/) for further details.

## Pension

In line with legislation, the University is required to automatically enrol its workers into a qualifying pension scheme under certain circumstances. The University uses The People’s Pension scheme for this purpose, which is provided by B&CE. The University will share relevant information with B&CE so that they can administer the pension scheme.

The People’s Pension is an occupational pension scheme which provides a simple and straightforward way to save towards an income for when you are older.

If you are a member of the scheme, we will deduct contributions directly from your pay each month. If you are eligible then the University will also make contributions and you will receive tax relief on your contributions from the Government.

For further details please see Schedule 1 to this agreement.

## Line Manager

[NAME OF ACADEMIC STAFF MEMBER(S)] will be responsible for your supervision, line-management and mentoring as a GTA.

## Policies

The Department’s policy and other information on GTAs can be found at: [GIVE LINK to WEBSITE]. The [University’s policy on GTAs](https://www.york.ac.uk/staff/teaching/procedure/gta/) is available online.

**Legal Obligations [DELETE SECTION IF NOT APPPLICABLE]**

As a GTA in this Department you are subject to the following legal obligations [GIVE DETAILS].

# Schedule 1: Pension

In line with legislation, the University is required to automatically enrol its workers into a qualifying pension scheme under certain circumstances. The University uses The People’s Pension scheme for this purpose. The University will share relevant information with The People’s Pension so that they can administer the pension scheme.

If you are enrolled into the scheme, we will deduct contributions directly from your pay each month. The University will also make contributions if you are eligible for them under the criteria below and you will receive tax relief on your contributions from the Government.

You can get more information [about The People’s Pension](http://www.thepeoplespension.co.uk/).

## How will automatic enrolment affect you?

Whether you will be automatically enrolled into The People’s Pension will depend upon your age and your pay from the University of York. You will be automatically enrolled and start to make contributions if:

* You are 22 years old or over; and
* You are under [State Pension age](http://www.gov.uk/state-pension-age); and
* You earn more than the earnings trigger of £833 per month; and
* You usually work in the UK.

If you fulfil the criteria above you will be automatically enrolled into The People’s Pension on starting your engagement. Please look out for the joiner pack which you will receive at your home address within two weeks of making your first contribution and which will confirm that you have been automatically enrolled.

If you do not fulfil all the criteria on the date that your engagement begins, you will be re-assessed on a monthly basis and will be automatically enrolled into the scheme from any month in which the criteria are met. Once you are enrolled into The People’s Pension, and if you don’t opt out, you will remain a member for as long as you work for the University, even if your earnings fall below the earnings trigger.

## What happens if you are automatically enrolled?

When you are automatically enrolled into The People’s Pension, the money you contribute is combined with money from the Government and money from the University of York. So, for example, each month:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Image result for person clip art  You contribute £32 | **+** | You get £8 tax relief | **+** | University of York contributes £24 | **=** | **£64 paid into your pension** |

You can find out more information [about contribution rates from the University’s pension website](https://www.york.ac.uk/admin/hr/browse/pensions/peoples-pension).

## Online access to your pension

You will need to set up your online account with The People’s Pension to manage your pension. By setting up your online account with The People’s Pension, you can keep track of how your pension is performing and change where your money is invested. Go to [www.thepeoplespension.co.uk/setup](http://www.thepeoplespension.co.uk/setup) to set up your online account. You will need your customer number (which will be in your joiner pack) and your national insurance number.

## Opting out

You don’t have to be a member of The People’s Pension if you don’t want to be. If you are automatically enrolled you will still be able to choose to opt out if you think that saving into a pension is not right for you. Details of how to opt out will be contained within your joiner pack which you will receive at your home address within two weeks of making your first contribution. You cannot opt out until you have received this pack.

## What happens if you are not automatically enrolled?

If you don’t meet the criteria to be automatically enrolled into The People’s Pension, but you wish to be a member of a pension scheme, you will still be able to access The People’s Pension as detailed below.

## You are able to opt into The People’s Pension and receive a contribution from the University if:

* You are aged between 16 and under age 75; and
* You earn more than £6,240 per annum (£520 per month); but
* You earn below £10,000 per annum (£833 per month).

OR

* You are aged between 16 and 21, or between State Pension age and under age 75; and
* You earn more than £10,000 per annum (£833 per month).

## You are able to opt into The People’s Pension but will not be entitled to a contribution from the University if:

* You are aged between 16 and under age 75; and
* You earn below £6,240 per annum (£520 per month).

To opt in you must provide us with a signed letter indicating that you wish to opt into the scheme (or an e-mail, which must include a statement that you have personally sent it to us). We will then make arrangements for you to become an active member of The People’s Pension from the next available payroll run.

**To opt in, write to:**

The Pensions Team,  
Heslington Hall, H/B30,  
York  
YO10 5DD

[pensions@york.ac.uk](mailto:pensions@york.ac.uk)

Please note that membership of a pension scheme does not imply a contract of employment and does not confer any employment rights.

If you have any questions about pensions at the University of York, please contact the Pensions Office at [pensions@york.ac.uk](mailto:pensions@york.ac.uk) or on 01904 32 4805 or 01904 32 6563.

You can get [more information about automatic enrolment](http://www.gov.uk/workplace-pensions).

If you want to contact The People’s Pension directly with any queries you may have, you can contact the member helpline on 0300 2000 555. [Other methods of contacting The People’s Pension](https://thepeoplespension.co.uk/contact-us/) are outlined on their website.