

## HUMAN RESOURCES OFFICE

### A Uniform System for Paying Invigilators

#### 1. Budget Provision

All invigilation payments will be made within the budget provided to the Exams Office. Hourly Rates will be adjusted in line with National Wage Increases as applicable. Hourly paid staff shall receive 8% of total hours worked in respect of holiday entitlements as per the Organisation of Working Time Act 1997 subject to a maximum of 4 working weeks per annum. Part-time staff qualify for public holiday entitlement\* provided they have worked at least 40 hours during the 5 weeks ending on the day before a public holiday as per the Organisation of Working Time Act 1997.

#### 2. Rates

Type of Invigilation	Rates
Standard Invigilator	€12.08 per hour
Assistant Chief Invigilator	€15.12 per hour
Chief Invigilator	€18.10 per hour
Scribe	€15.12 per hour

*Exams Office Rates effective 1st January 2010*

\*Please refer to the Annual Leave Policy for Part Time Staff for details of Public Holiday entitlements [http://www.nuigalway.ie/hr/documents/annual\\_leave\\_policy\\_part\\_time\\_staff.pdf](http://www.nuigalway.ie/hr/documents/annual_leave_policy_part_time_staff.pdf)