

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Thursday, 9 May 2019 8:47 am
To: Kevin Seales
Subject: RE: Pay rates for Tutors/Demonstrators

That's fine Louise. I have SAC at 10:30 but we hopefully can cover it in 25 minutes.
Thanks, Dan

From: Louise Gibson **On Behalf Of** Kevin Seales
Sent: Thursday, 9 May 2019 8:42 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: RE: Pay rates for Tutors/Demonstrators

Kia ora Dan

Would you be available to meet with Kris and Kevin on Tuesday 14 May at 10am to discuss the issues in Kris' email below? I have tried to schedule this meeting before Kevin goes on leave from 20 May.

I will pass on the concerns that Kevin has asked for from Kris, once we hear back from Kris.

Regards

Louise

From: Kevin Seales
Sent: Wednesday, 8 May 2019 4:03 PM
To: Kris Smith <Kris.Smith@teu.ac.nz>
Cc: Philip Edwards <philip.edwards@teu.ac.nz>; Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: RE: Pay rates for Tutors/Demonstrators

Hi Kris

Happy to meet, I think it would be good to have Dan there.

Are you able to say what areas have concerns so we can have a look at their rates and speak to the HoD about any issues?

Thanks

Kevin

Kevin Seales
Human Resources Director

Registry/Clocktower Building
University of Otago
PO Box 56
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From: Kris Smith <Kris.Smith@teu.ac.nz>
Sent: Wednesday, 8 May 2019 9:54 AM
To: Kevin Seales <kevin.seales@otago.ac.nz>
Cc: Philip Edwards <philip.edwards@teu.ac.nz>
Subject: Pay rates for Tutors/Demonstrators

Dear Kevin – I am wondering if we can have a catch up to discuss rates of pay for Tutors/Demonstrators and other similar positions. A number of members have come and talked with us about this issues advising that the rates have not moved since 2015 (other than by Minimum Wage adjustments) and describing that it is becoming increasingly more difficult to recruit based on these rates of pay. If you had some time in the next few weeks that would be great
Regards Kris

Kris Smith
Organiser



PO Box 6272, Dunedin North 9059

Phone: +64 3 479 0085
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Visit: <http://www.teu.ac.nz>

TERTIARY EDUCATION UNION
Te Hautū Kahurangi o Aotearoa

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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 28 May 2019 2:44 pm
To: 'Kris Smith'
Cc: 'Philip Edwards'
Subject: RE: Tutor/ Demonstrator Pay rates

Hi Kris

See below for the T&D scale.

Date	Step	Hourly rate	Adult Minimum wage
01/04/2015	01	14.89	14.75
	02	18.51	
	03	22.58	
	04	29.38	
01/04/2016	01	15.25	15.25
	02	18.51	
	03	22.58	
	04	29.38	
01/04/2017	01	15.75	15.75
	02	18.51	
	03	22.58	
	04	29.38	
01/04/2018	01	16.50	16.50
	02	18.51	
	03	22.58	
	04	29.38	
01/04/2019	01	17.70	17.70
	02	18.51	
	03	22.58	
	04	29.38	

Re: the Post Docs. We have to prepare a discussion paper for VCAG. Aiming for late June.

Regards
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
T: +03 479 8092 | M: 021 2798092 | E: dan.wilson@otago.ac.nz

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From: Kris Smith <Kris.Smith@teu.ac.nz>
Sent: Tuesday, 28 May 2019 11:39 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Cc: Philip Edwards <philip.edwards@teu.ac.nz>
Subject: Tutor/ Demonstrator Pay rates

Dear Dan – following on from our discussion several weeks ago I am wondering if you have made any progress in looking at the actual rates of pay for Tutor Demonstrators each year from 2015?

Also are you able to provide any further information regarding the salaries of Post Docs given the lack of progress in their salaries

Regards Kris

Kris Smith
Organiser



PO Box 6272, Dunedin North 9059

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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Monday, 26 August 2019 1:31 pm
To: 'Will Dreyer'
Cc: 'Matthew Schep - Post Grad'
Subject: RE: Tutor and Demonstrator Payrates

Sounds good.

From: Will Dreyer <education@ousa.org.nz>
Sent: Monday, 26 August 2019 1:29 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Cc: Matthew Schep - Post Grad <postgrad@ousa.org.nz>
Subject: Re: Tutor and Demonstrator Payrates

That would be lovely thank you! Should we meet at Dispensary?

Nāku, nā



Will Dreyer – Education Officer
Phone: 027 360 1564 | www.ousa.org.nz
Otago University Students' Association
640 Cumberland Street, PO Box 1436, Dunedin

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From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: 26 August 2019 13:24
To: Will Dreyer <education@ousa.org.nz>
Cc: Matthew Schep - Post Grad <postgrad@ousa.org.nz>
Subject: RE: Tutor and Demonstrator Payrates

Email sent from outside OUSA!

Yup. Want a coffee?

From: Will Dreyer <education@ousa.org.nz>
Sent: Monday, 26 August 2019 1:18 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Cc: Matthew Schep - Post Grad <postgrad@ousa.org.nz>
Subject: Re: Tutor and Demonstrator Payrates

Kia ora Dan,

Still on for today?

Nāku, nā



Will Dreyer – Education Officer
Phone: 027 360 1564 | www.ousa.org.nz
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640 Cumberland Street, PO Box 1436, Dunedin

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From: Will Dreyer <education@ousa.org.nz>
Sent: 15 August 2019 15:00
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor and Demonstrator Payrates

No worries, 4pm works for us. See you then.

Nāku, nā



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From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: 15 August 2019 08:45
To: Will Dreyer <education@ousa.org.nz>
Subject: RE: Tutor and Demonstrator Payrates

[Email sent from outside OUSA.]

Mōrena Will

Sorry someone has booked in another meeting at the same time. Could we do 4 on Monday or sometime from 2:30 on Tuesday?

Ngā mihi, Dan

From: Dan Wilson - HR
Sent: Wednesday, 14 August 2019 5:53 PM
To: 'Will Dreyer' <education@ousa.org.nz>
Subject: RE: Tutor and Demonstrator Payrates

Ok. I'm in Room 123 – Leith Walk House – the building over the Leith adjacent to Burns. See you Monday at 3.
Ngā mihi, Dan

From: Will Dreyer <education@ousa.org.nz>
Sent: Wednesday, 14 August 2019 5:50 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor and Demonstrator Payrates

Your place would probably be best, we don't have too much meeting space at OUSA.

Nāku, nā



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From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: 14 August 2019 17:43
To: Will Dreyer <education@ousa.org.nz>
Subject: RE: Tutor and Demonstrator Payrates

[Email sent from outside OUSA]:

Ok where would you like to meet – your place or mine?
Ngā mihi, Dan

From: Will Dreyer <education@ousa.org.nz>
Sent: Wednesday, 14 August 2019 4:19 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor and Demonstrator Payrates

Kia ora Dan,

Monday at 3pm works for both of us.

Nāku, nā



Will Dreyer – Education Officer
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From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: 13 August 2019 15:05
To: Will Dreyer <education@ousa.org.nz>
Subject: RE: Tutor and Demonstrator Payrates

[Email sent from outside OUSA]:

How would Monday or Tuesday afternoon suit – 1 or 3?
Dan

From: Will Dreyer <education@ousa.org.nz>
Sent: Tuesday, 13 August 2019 11:29 AM

To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor and Demonstrator Payrates

Kia ora Dan,

Thanks for the information Dan. If possible it would be good to meet up - I always prefer discussing things in person rather than over email. Our Postgraduate Officer, Matthew Schep, would also like to come along if possible as well - when works for you?

Nāku, nā



Will Dreyer – Education Officer
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From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: 11 August 2019 18:19
To: Will Dreyer <education@ousa.org.nz>
Subject: RE: Tutor and Demonstrator Payrates

Forwarded from outside OUSA

Kia ora Will

Yes I am the right person to contact.

As you're possibly aware the 4-tier structure of the Tutor and Demonstrator scales were set some time ago. The rates themselves are reviewed each year and a decision made as to whether there will be any increases.

The Government has set the indicative Minimum Wage rates at \$18.90 from 1 April 2020 and to \$20 from 1 April 2021. The University will be reviewing the T&D rates and scale for the 2020 academic year but I am unable to give an indication of what that might look like at this point.

Happy to take your other questions or you may prefer to meet to discuss?

Ngā mihi
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
T: +03 479 8092 | M: 021 2798092 | E: dan.wilson@otago.ac.nz

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From: Will Dreyer <education@ousa.org.nz>
Sent: Thursday, 1 August 2019 1:13 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Tutor and Demonstrator Payrates

Kia ora Dan,

I'm Will, the 2019 OUSA Education Officer. I hope you are well!

Apologies if you are not the right person to be contacting about this, but I was wondering how the Tutor and Demonstrator pay scales are determined? Looking at the payscale guidelines before and after the minimum wage changes in April this year, rate A was increased in line with minimum wage changes, but rates B-D were not correspondingly increased. After the minimum wage changes next year and the year after minimum wage will be above rate B - will the lowest scale be removed (leaving only three guideline rates), or will they all be shifted up?

I've got a few more questions as well, but I don't want to bombard you with them all at once! Let me know if you need any clarification on anything.

Nāku, nā



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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Wednesday, 27 November 2019 5:11 pm
To: 'Will Dreyer'
Cc: 'Matthew Schep - Post Grad'
Subject: RE: Tutor and Demonstrator Payrates

Hi Will

They have been finalised for next year. I am in the process of preparing the information for e-mailing. I'll send you an update next week hopefully.

Regards

Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
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T: +03 479 8092 | M: 021 2798092 | E: dan.wilson@otago.ac.nz

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From: Will Dreyer <education@ousa.org.nz>
Sent: Thursday, 21 November 2019 1:44 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Cc: Matthew Schep - Post Grad <postgrad@ousa.org.nz>
Subject: Tutor and Demonstrator Payrates

Kia ora Dan,

I hope all is going well with you! Just thought I'd follow up from our meeting earlier this year, how is the payscale/policy review coming along?

Nāku, nā


otago uni **students'** association

Will Dreyer – Education Officer
Phone: 027 360 1564 | www.ousa.org.nz
Otago University Students' Association
640 Cumberland Street, PO Box 1436, Dunedin

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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Friday, 20 December 2019 3:24 pm
To: Will Dreyer
Cc: HR Negotiations
Subject: RE: Tutor and Demonstrator Payrates

Kia ora Will

I have to take some details back to the PVC meeting in the new year. But to summarise, there will be 3 pay levels. The lowest level will be \$20 an hour. The requirements of a Tutor and Demonstrator role will determine the level of payment.

I will let you know more details in the new year once I have finalised it with the PVCs.

Ngā mihi
Dan

From: Will Dreyer <education@ousa.org.nz>
Sent: Monday, 9 December 2019 11:58 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor and Demonstrator Payrates

Kia ora Dan,

Any further updates on this?

Nāku, nā



Will Dreyer – Education Officer
Phone: 027 360 1564 | www.ousa.org.nz
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640 Cumberland Street, PO Box 1436, Dunedin

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From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: 27 November 2019 17:11
To: Will Dreyer <education@ousa.org.nz>
Cc: Matthew Schep - Post Grad <postgrad@ousa.org.nz>
Subject: RE: Tutor and Demonstrator Payrates

Email sent from outside OUSA.

Hi Will

They have been finalised for next year. I am in the process of preparing the information for e-mailing. I'll send you an update next week hopefully.

Regards

Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
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From: Will Dreyer <education@ousa.org.nz>
Sent: Thursday, 21 November 2019 1:44 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Cc: Matthew Schep - Post Grad <postgrad@ousa.org.nz>
Subject: Tutor and Demonstrator Payrates

Kia ora Dan,

I hope all is going well with you! Just thought I'd follow up from our meeting earlier this year, how is the payscale/policy review coming along?

Nāku, nā



Will Dreyer – Education Officer
Phone: 027 360 1564 | www.ousa.org.nz
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Memorandum Manatu

To / Ki a: Associate Professor Pat Cragg (DVC Academic)
 Professor Richard Blaikie (DVC Research)
 Professor Helen Nicholson (DVC International)
 Professor Richard Barker (PVC Sciences)
 Professor Tony Ballantyne (PVC Humanities)
 Professor Paul Brunton (PVC Health Sciences)
 Professor Robin Gauld (PVC Commerce)

From / Nā: Dan Wilson
 HR Manager, Promotions & Remuneration
 Te Ratonga Pūmanawa Tangata /Human Resources
 Division

Date / Te rā: 30 October 2019

Re / Te Kaupapa: Tutor & Demonstrators 2020

The Tutor and Demonstrator (T&D) pay scale and rates have not changed since 2014 except for step 1 to increase in-line with the Adult Minimum Wage as highlighted in the Table below.

Step	01/01/2014	01/01/2015	1/01/2016	01/01/2017	01/01/2018	01/01/2019	1/4/2020
01	14.38	14.89	15.25	15.75	16.50	17.70	18.90
02	18.00	18.51	18.51	18.51	18.51	18.51	
03	22.07	22.58	22.58	22.58	22.58	22.58	
04	28.87	29.38	29.38	29.38	29.38	29.38	

The Adult Minimum Wage has increased in larger steps in recent years and will rise to \$18.90 next year and \$20 in 2021. This means that the rate will increase beyond the second step of the T&D scale.

The numbers of T&Ds employed as at October 2019:

Steps	01	02	03	04	Total
Total	63	426	391	305	1185

As a result of the employment agreement negotiations all staff except student and casual employees are, effective from 1 December 2019, earn at least the then Living Wage rate of \$20.55.

This draft proposal is put to this group for their consideration as to whether the proposed changes fit with their academic needs. An amended proposal will then be submitted to the HR Director for consideration

TUTOR & DEMONSTRATOR CRITERIA

In recent times there have been several instances where T&Ds or their advocates have raised issues about the level of appointment of a T&D or about consistency of appointments across Departments, Divisions' or Schools.

The current guidelines for T&D appointment levels are:

(a) Rates of Pay

There is one scale for tutors and demonstrators which contain four rates. These rates are hourly rates and should also be paid to cover preparation and marking in addition to formal teaching. The Department/School/Division selects one of the four rates for each individual tutor and demonstrator using the following criteria:

(b) Criteria for Deciding an Appropriate Rate

The full criteria when considering an appropriate rate are:

1. *Relevant work experience*
2. *Relevant educational or other qualifications*
3. *Ease or difficulty of recruitment and/or retention*
4. *Participation in any job related training offered by the University*
5. *Job content/complexity*

As a Guideline only

<i>Rate A</i>	<i>Rate A generally applies to undergraduates</i>
<i>Rate B</i>	<i>Rate B to graduates of a three-year or a four-year degree</i>
<i>Rate C</i>	<i>Rate C to graduates with a Masters degree</i>
<i>Rate D</i>	<i>Rate D to graduate with a doctorate, or senior PhD students</i>

**For current rates please view pay scales [here](#).*

***NB: educational qualification is only one of the criteria to be considered, and placement on the scale may vary once the other four criteria have been applied and when considering equivalent experience or professional standing (e.g. a clinical professional or relevant postgraduate experience).*

PROPOSED SCALE AND CRITERIA CHANGE

The current relativities for T&D related positions and external rates is shown below;

	Step	Hourly Rate
Adult Minimum Wage 2020		\$ 18.90
Adult Minimum Wage 2021		\$ 20.00
Living Wage (2018/19)		\$ 20.55
Research Assistant	1	\$ 21.06
Living Wage (2019/20)		\$ 21.15
Research Assistant	2	\$ 23.63
Research Assistant	3	\$ 24.85
Assistant Research Fellow	1	\$ 25.59
Research Assistant	4	\$ 26.44
Teaching Fellow	1	\$ 34.23

Proposed change to the Scale

The recommendation is that the University change to a 3-step scale and remove the guidelines for qualifications as an indicator of level of appointment. Instead the focus remains solely on the requirements of the role.

For example, if a tutor requires a PhD for tutoring then the expectation is that they will be paid a higher rate. If it requires the Tutor to have 300-level experience for a 100-level paper then the rate of pay would be less. A HOD may choose to pay a PhD student more because their knowledge will offer improved tutoring or they may help new tutors etc. That decision would be based on the assessment of the needs for the tutor but not necessarily driven by their qualification.

As there are only 60 or 5% of T&Ds on step 1, it is suggested that this step is removed. The new step 1 would start just above the 1 April 2020 Adult Minimum Wage. [It could be at \$20 in anticipation of the 2021 version.]

Step	1 January 2020	
01	19.00	Or \$20.00
02	24.85	= RA3
03	29.38	Current step 4

Proposed change to Guidelines

The proposed guidelines for T&D appointment levels is:

(c) Rates of Pay

There is one scale for tutors and demonstrators which contain ~~four~~ three rates. These rates are hourly rates and should also be paid to cover preparation and marking in addition to formal teaching. The Department/School/Division selects one of the ~~four~~ rates for each individual tutor and demonstrator using the following criteria:

(d) Criteria for Deciding an Appropriate Rate

The full criteria when considering an appropriate rate are:

- 1. Requirements of the role*
- 2. Job content/complexity*
- 3. Relevant work experience*
- 4. Relevant educational or other qualifications*
- 5. Relativities across the Department, School and Division*
- 6. Ease or difficulty of recruitment and/or retention*
- 7. Participation in any job related training offered by the University*
- **NB: educational qualification is only one of the criteria to be considered, and placement on the scale may vary once the other four criteria will be determined when all the criteria have been applied and when considering equivalent experience or professional standing (e.g. a clinical professional or relevant postgraduate experience).*

As a Guideline only

Rate A	Rate A generally applies to undergraduates
Rate B	Rate B to graduates of a three-year or a four-year degree
Rate C	Rate C to graduates with a Masters degree

Rate D || ~~Rate D to graduate with a doctorate, or senior PhD students~~

**For current rates please view pay scales [here](#).*

~~***NB: educational qualification is only one of the criteria to be considered, and placement on the scale may vary once the other four criteria have been applied and when considering equivalent experience or professional standing (e.g. a clinical professional or relevant postgraduate experience).*~~

To reiterate, the above proposals are draft and are to put forward for your consideration and feedback.

Dan Wilson
HR Manager Promotions & Remuneration

From: DVC Academic

Sent: Tuesday, 10 December 2019 2:41 PM

To: Dan Wilson - HR <dan.wilson@otago.ac.nz>

Subject: Action point from DVCs/PVCs meeting held on the 4th November 2019

Kia ora Dan

With reference to the following action item from the DVCs/PVCs meeting held on the 4th of November 2019 can you please follow up and report back at your earliest convenience, (note our next meeting is not programmed until the 27th January 2020).

.....

Tutors and Demonstrators 2020 (T & D) – (Memo 2 from Dan Wilson – emailed by DVC Academic 1/11/19).

The government is increasing the adult minimum wage in April 2020. This was an opportunity to reflect on the criteria for deciding the appropriate pay scale. Mr Wilson proposed to move from a four- to a three-step scale and remove the “Rate A B C D” guidelines completely – **AGREED**

This raised questions regarding who will be responsible for checking that T & D’s will be paid at the appropriate rate. Mr Wilson noted that previously it had been HoDs and or administrators in some instances. After some discussion it was **AGREED** that movement to the new Step 03 will require PVC/Dean level approval.

The group also requested that ‘Role Descriptor’ be developed alongside the proposed step changes and thought it might be beneficial to take the revised documents to a combined HoD meeting for feedback on where each level should sit on the salary scale. Noted that the pay scales will also apply to tutors in the Colleges (but not affiliated Colleges).

ACTION Mr Wilson to rewrite, add role descriptors and present to DVCs/PVCs group. **DW**

.....

Ngā mihi



Karla Sellwood

Kaiāwhina Matua/Executive Assistant to the Deputy Vice-Chancellors

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Website/Pae tukutuku www.otago.ac.nz

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 21 January 2020 3:19 pm
To: Luke Morrison
Subject: RE: Tutor payrates

Thanks Luke. I should have mentioned that although the PVCs approved this, at their meeting on Monday I have to...

... requested that 'Role Descriptor' be developed alongside the proposed step changes and thought it might be beneficial to take the revised documents to a combined HoD meeting for feedback on where each level should sit on the salary scale. Noted that the pay scales will also apply to tutors in the Colleges (but not affiliated Colleges).

If you are aware of any JDs or similar for these roles – do let me know.
I envisage that consensus on levels is a forlorn hope.

Dan

From: Luke Morrison
Sent: Monday, 20 January 2020 9:17 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: RE: Tutor payrates

Kia ora Dan

Looks pretty good to me, and I like that pay is now related to requirements of the job, not the degree of the person doing the job.

My initial reaction was that the list wasn't helpful at trying to work out where on the payscales to play people, but I've now changed my mind. My view for our College tutors, for instance, is that they should be paid the bottom rate, and I can justify that on these criteria by saying that there is no marking (so less complexity), also that we are willing to employ 2nd or 3rd year students, so the level of experience considered necessary is less than what might be the case in academic departments.

So, I say go for it, but I anticipate that you will get some kickback about how to apply the criteria to work out which rate people should be on.

Minor point, missing "who" in 3(c)(iii) should read "Advice should be sought from Human Resources who may ask the Head of Department for clarification"

Also I note that parts of the document say "tutors and demonstrators" while other say "T&D's". I'm happy with T&D's but should be defined as an abbreviation at the start and then used consistently thereafter (or avoid the abbreviation and use full term throughout).

Nga mihi
Luke

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: Monday, 20 January 2020 10:54 AM
To: Luke Morrison <luke.morrison@otago.ac.nz>
Subject: RE: Tutor payrates

Kia ora Luke

A change to rates was agreed to late last year – see attached. The PVCs have asked that I draw up some employment role descriptions for the next PVC meeting.

I have updated the T&D Guidelines and I thought who better to review it than the person who did the last review. Can you have a look before I test it on some academic areas?

Thanks
Dan

From: Luke Morrison
Sent: Thursday, 9 January 2020 2:32 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Cc: Amber Russell <amber.russell@otago.ac.nz>
Subject: Tutor payrates

Kia ora Dan

Long time no see – we must catch up for a coffee some time.

Just wondering what the go is with tutor payrates – Rates A and B are both going to be less than the minimum wage come 1st April, are you bringing both up to \$18.90 or is rate B going to go higher?

Ngā mihi,
Luke


LUKE MORRISON Head/Tumuaki Aquinas College UNIVERSITY OF OTAGO • PO BOX 56, DUNEDIN 9054, NEW ZEALAND T: 03 479 5562 E: luke.morrison@otago.ac.nz W: http://www.otago.ac.nz/aquinas
TE WHARE WĀNANGA O OTĀGO • UNIVERSITY OF OTAGO

TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors/Demonstrators (T&D): Tutors or demonstrators are normally students who will work under the supervision of an academic staff member. In the course of the academic year, tutors or demonstrators are employed primarily to teach in an assigned number of tutorials or laboratories, and may be required to mark and return assessed work or co-ordinate a group of other tutors or demonstrators. It is expected that most tutors and demonstrators will be appointed at the beginning of the first semester.

Policy Content

Contents

1. Selection of Tutors/Demonstrators
2. Tutor/Demonstrator Individual Employment Agreements
3. Pay
4. Tutor/Demonstrator Employment Procedure
5. Overseas Students
6. Termination of Employment
7. Other Terms and Conditions of Appointment
8. Advice and Information

1 Selection of Tutors/Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12-months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12-months without prior approval from Human Resources.

- (c) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective tutors/demonstrators and be included in advertising or additional information.
- (d) As with any recruitment, Staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists.

Please consult Human Resources if further information is needed.

2 Tutor/Demonstrator Individual Employment Agreements

- (a) All staff must be employed using the appropriate standard University of Otago Employment Agreement for Tutors and Demonstrators. All applications and offers must be made using the CASPER on-line application.
- (b) Should a tutor or demonstrator resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.
- (c) All tutor/demonstrator agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (d) Each T&D appointment requires a new application.

3 Pay

a. Rates of Pay

The Tutor and Demonstrator Scale contains three rates.

Step	As at 10 February 2020
01	19.00
02	24.85
03	29.38

These rates are hourly rates. The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching.

This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

b. Criteria for Deciding an Appropriate Rate

The full criteria when considering an appropriate rate are:

- i. Requirements of the role*
- ii. Job content/complexity*
- iii. Relevant work experience*
- iv. Relevant role related educational or other qualifications*
- v. Relativities across the Department, School and Division*
- vi. Participation in any job related training offered by the University*

c. Pay Requirements

- i.* T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found **here**.
- ii.* T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii.* Where a tutor or demonstrator is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources may ask the Head of Department for clarification.

d. Holiday Pay

Due to Tutor & Demonstrator employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

e. Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the Employee would normally have worked under an established pattern of work. If the Employee is required to work on a Public Holiday, the Employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the Employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutor & Demonstrators

All T&Ds should receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting tutor/demonstrators please visit the HEDC website at <http://hedc.otago.ac.nz/hedc/teaching/tutoring-and-demonstrating/>

5 Overseas Students

For information on immigration and working visas please click [here](#).

6 Advice and Information

For questions relating to payment of tutors and demonstrators, please contact Human Resources/Payroll Services (extension 6372).

Questions regarding procedural matters should be directed to the appropriate Divisional Human Resources Manager OR Advisor.

For questions relating to student work visas, please contact the Student Visa Co-ordinator on extension 4569

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact the HR Manager, Promotions & Remuneration at or +64 3 479 8092.

5 Overseas Students

For information on immigration and working visas please click [here](#).

6 Advice and Information

For questions relating to payment of tutors and demonstrators, please contact Human Resources/Payroll Services (extension 6372).

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Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact the HR Manager, Promotions & Remuneration at or +64 3 479 8092.

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Wednesday, 22 January 2020 11:20 am
To: Sally-Ann Howard
Subject: RE: Tutor & Demonstrators
Attachments: Draft Tutor Demonstrator Guidelines Feb 2020.docx

Thanks Sally-Ann. If you can.

Attached are the draft guidelines for 2020. They are confidential at this stage but I'd be interested to know your thoughts?

Regards, Dan

From: Sally-Ann Howard
Sent: Wednesday, 22 January 2020 10:27 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor & Demonstrators

Morning Dan

Attached is the JD that ANAT use. Would you like me to explore whether there are other documents in use within BMS?

I'd be happy to provide any other advice/feedback for this process as might be useful.

Best wishes
Sally-Ann

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Tuesday, January 21, 2020 at 8:28 PM
To: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Subject: Tutor & Demonstrators

Hi Sally-Ann

We are making changes to the 2020 Tutor and Demonstrator Guidelines. I was wondering if you had any position descriptions or something similar for this group?

Thanks
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
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T: +03 479 8092 | M: 021 2798092 | E: dan.wilson@otago.ac.nz

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TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will work under the supervision of an academic staff member. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials or laboratories, and may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of the first semester.

Policy Content

Contents

1. Selection of Tutors & Demonstrators
2. Terms and Conditions of Employment
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4. Tutor & Demonstrator Employment Procedure
5. Overseas Students
6. Advice and Information

1 Selection of Tutors & Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12-months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12-months without prior approval from Human Resources.

- (c) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (d) As with any recruitment, Staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists.

Please consult Human Resources if further information is needed.

2 Terms and Conditions of Employment

- (a) All T&D must be employed using the appropriate standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (b) They must be provided with a copy of the Role Descriptor for T&D. The Role Descriptor may be appended to or have references added that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.
- (c) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (d) Each T&D appointment requires a new application.
- (e) Should a T&D resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.

3 Tutor & Demonstrator Pay

a. Rates of Pay

The T&D Scale contains three rates.

Step	As at 10 February 2020
01	19.00
02	24.85
03	29.38 *
<i>* Requires PVC or Dean approval</i>	

These rates are hourly rates. The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

b. Criteria for Deciding an Appropriate Rate

The full criteria when considering an appropriate rate are:

- i. Requirements of the role*
- ii. Job content/complexity*
- iii. Relevant work experience*
- iv. Relevant role related educational or other qualifications*
- v. Relativities across the Department, School and Division*
- vi. Participation in any job related training offered by the University*

c. Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found [here](#).
- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

d. Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

e. Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the Employee would normally have worked under an established pattern of work. If the Employee is required to work on a Public Holiday, the Employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the Employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutor & Demonstrators

All T&Ds will receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas please click [here](#).

6 Advice and Information

For questions relating to payment of T&D, please contact Human Resources/Payroll Services (extension 6372).

Questions regarding procedural matters should be directed to the appropriate Divisional Human Resources Manager OR Advisor.

For questions relating to student work visas, please contact the Student Visa Co-ordinator on extension 4569

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact the HR Manager, Promotions & Remuneration at or +64 3 479 8092.

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Wednesday, 22 January 2020 6:08 pm
To: Stephanie Evans; Luke Morrison
Subject: T&D appointment levels
Attachments: T&D role descriptor 20202.docx

Hi Both

Before I go further – can you cast your eye on the attached and let me know what you think? I just need to get it to the point where the PVCs consider it.

I have an example of guidelines for Tutors and will work on a Demonstrator version.

Thanks
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otago
T: +03 479 8092 | M: 021 2798092 | E: dan.wilson@otago.ac.nz

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ROLE DESCRIPTION

Tutor & Demonstrator

Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution students' overall learning.

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and Academic leaders. The role may include;

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules (including health and safety rules)
- Keep the Academic leader informed of their work, issues or concerns in a timely manner.
- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to their role.

Role Specification

A T&D will

- Normally will be working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- An interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Willingness to expand knowledge of material taught and how it is taught
- High level of communication skills.
- Able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.

- Evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Key Relationships

Directly responsible to assigned academic leader(s)

Functional relationships with Academic & Professional staff

Appointment Level

The T&D Scale contains three levels based on a set hourly rate. Each T&D will be placed on a step that aligns with the requirements for the role. There is no progression up steps.

Step	As at 10 February 2020
01	19.00
02	24.85
03	29.38 *

Criteria for Deciding an Appropriate Step

A. The criteria when considering an appropriate step(s)* for a T&D position is:

- i. *Requirements of the role*
- ii. *Job content/complexity*
- iii. *Minimum required qualification and/or experience*

* In some instances it may be appropriate to have an option to appoint at one of two steps. For example, appointments at a higher step may be made for positions that coordinate or train other T&D and/or where a role requires a particular specialist knowledge or skill.

Below is an example of appointment levels;

Step	Tutor
01	Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.
02	As per Step 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead.
03	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a step below the expectations required of a Teaching Fellow position.

In some instances a T&D may be appointed to different Steps for different T&D roles because of the requirements and expectations for those roles.

B. Having determined the Position step, then each applicant should be assessed as to whether they meet those requirements based on;

- i. Relevant work experience*
- ii. Relevant role related educational or other qualifications*
- iii. Relativities across the Department, School and Division*
- iv. Participation in any job related training offered by the University*

Allocation of hours.

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department and will be consistent with School or Divisional direction.

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 28 January 2020 4:55 pm
To: Jessica Palmer
Cc: Stephanie Evans
Subject: Tutors
Attachments: Draft Tutor & Demonstrator Guidelines Feb 2020.docx

Hi Jess

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Your School employs a large number of Tutors and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 28 January 2020 4:59 pm
To: Ros Whiting
Subject: FW: Tutors
Attachments: Draft Tutor & Demonstrator Guidelines Feb 2020.docx

Hi Ros

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Accountancy employs a large number of Tutors and if you could spare some time, it would be helpful to have your thoughts on the attached draft guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 28 January 2020 5:03 pm
To: Michael Colombo
Subject: Tutor & Demonstrators
Attachments: Draft Tutor & Demonstrator Guidelines Feb 2020.docx

Hi Mike

I realise that your liberty clock has ticked for the last time and you are no longer HOD but it would be good to have your feedback on this.

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Psychology employs a large number of T&Ds and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otago
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 28 January 2020 5:09 pm
To: Jamie Gilbertson
Subject: Tutor & Demonstrators
Attachments: Draft Tutor & Demonstrator Guidelines Feb 2020.docx

Hi Jamie

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. We have discussed this with the PVCs also asked HR to look at a role description.

I am mindful that we do not have a perspective on the changes from the Colleges and this is reflected in the document. Arana employs a large number of T&Ds and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otago
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 28 January 2020 5:11 pm
To: Catherine Day
Subject: FW: Tutor & Demonstrators
Attachments: Draft Tutor & Demonstrator Guidelines Feb 2020.docx

Hi Catherine

I realise that you are in the last days as HOD but it would be good to have your feedback on this.

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

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We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Biochemistry employs a large number of T&Ds and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otago
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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TUTOR & DEMONSTRATOR GUIDELINES 2020

(Draft and not for distribution)

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will work under the supervision of an academic staff member. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials or laboratories, and may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of the first semester.

Policy Content

Contents

1. Terms and Conditions of Employment
2. Tutor & Demonstrator Pay & Appointment Levels
3. Selection of Tutors & Demonstrators
4. Supporting Tutor & Demonstrator
5. Overseas Students
6. Advice and Information
7. Role Description

1 Terms and Conditions of Employment

- (a) All T&D must be employed using the appropriate standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (a) Applicants must be provided with a written description of their duties as a T&D. The Role Descriptor (Refer sec 7 below) may be appended to or have references added

that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.

- (b) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (c) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12 months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12 months without prior approval from Human Resources.
- (d) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (e) Each T&D appointment requires a new application.
- (f) Should a T&D resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.

2 Pay rates for Tutors & Demonstrators

(a) Rates of Pay

The T&D Scale contains three levels. Each T&D position will be remunerated at the level that aligns with the requirements for that position. These rates are hourly rates exclusive of holiday pay.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38 *

(b) Criteria for Deciding an Appropriate Level for the T&D Position

The criteria when considering an appropriate level for a T&D position are:

- i. Requirements of the role
- ii. Job content/complexity
- iii. Minimum required qualification and/or experience

Below are guides on appointment levels:

Level	Tutor
01	Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will normally be at this level.
02	As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead.
03	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Level	Demonstrator
01	Required to do own preparation for labs and deliver appropriate level of tutoring, marking and assistance. Reports on labs and provides feedback on lab material resources. Has a qualification or part thereof sufficient to demonstrate at the level of paper(s).
02	As per Level 1 plus will be directly involved with coordination and training of demonstrators - both in subject matter and delivery of. Will assist with preparation of material and the setup of labs. Will require a higher level of knowledge. Works closely with Academic lead.
03	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. Is able to supervise a large lab when the supervisor is absent. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

(c) Appointment level

Each T&D will be appointed at the level that aligns with the requirements for the position. There is no progression up the scale. Refer 3. (b) below.

In some instances a T&D may hold T&D roles at different levels due to the different requirements for those roles.

3 Selection of Tutors & Demonstrators

(a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.

(b) Each applicant should be assessed as to whether they meet the requirements of the position [2.(b)] based on:

- i. Relevant work experience
- ii. Relevant role related educational or other qualifications
- iii. Relativities across the Department, School and Division
- iv. Participation in any job related training offered by the University.

(c) As with any recruitment, staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists.

For assistance or clarification consult your Divisional Human Resources person.

(d) Allocation of hours

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

(e) Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found at

<https://www.otago.ac.nz/humanresources/working-at-otago/salaries-and-payments/>

- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

(f) Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

(g) Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the employee would normally have worked under an established pattern of work. If the employee is required to work on a Public Holiday, the employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutors & Demonstrators

All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas visit <https://www.otago.ac.nz/humanresources/join-otago/lifestyle-and-culture/immigration-and-visas>. All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

Questions regarding the appointment process please contact your Client Services Administrator.

Questions relating to your pay, please contact Payroll Services at hrp-queries@otago.ac.nz +64 3 479 6372.

Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager or Advisor.

For questions relating to student work visas, please contact the Student Visa Coordinator at student.visa@otago.ac.nz or +64 3 479 4569.

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact your Divisional HR manager or advisor or the HR Manager, Promotions & Remuneration at rem.admin@otago.ac.nz or +64 3 479 8092

7 Role Description

The Description may be appended to reflect the needs or requirements of each appointment.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution students' overall learning.

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). The role may include:

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules (including health and safety and confidentiality requirements)
- Keep the Academic supervisor or other in situ supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.
- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the require standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&D.
- Other duties as determined by the Supervisor that are consistent with a T&D role

Role Specification

A T&D will -

- Normally be a student of the University working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- Have an interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Demonstrated willingness to expand knowledge of material taught and how it is taught
- Possess a high level of communication skills.
- Be able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.
- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

Decision on the level of appointment is determined by the University. Each level aligns with a set pay-rate determined by the University.

Level 1

Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.

Level 2

As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead. Is likely to have T&D experience

Level 3

Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Key Relationships

Directly responsible to assigned academic leader(s)

Functional relationships with Academic & Professional staff

Employment Relation Problem Resolution Process

i. Employment Relationship Problems

Employment relationship problems include such things as personal grievances, disputes about the interpretation or application of employment agreements, or other workplace issues that may harm the employment relationship, but does not include problems with the fixing of new terms and conditions of employment.

ii. Raising the Problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

iii. Representation

At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

iv. Mediation Services

If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

v. Employment Relations Authority

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

vi. Personal Grievances

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

vii. University of Otago Ethical Behaviour Procedure

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly any problems involving the behaviour of another member of the University community. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

viii. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Tuesday, 28 January 2020 4:58 pm
To: Lyall Hanton
Cc: Stephanie Evans
Subject: Demonstrators
Attachments: Draft Tutor & Demonstrator Guidelines Feb 2020.docx

Hi Lyall

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Chemistry employs a large number of T&Ds and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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Dan Wilson - HR

From: Michael Colombo
Sent: Wednesday, 29 January 2020 6:20 pm
To: Dan Wilson - HR
Subject: RE: Tutor & Demonstrators

Hi Dan,

Happy to help. As you know, how the demonstrator scale was applied both within my department, as well as within the Division of Sciences, was something that I tried to streamline. When I started as HoD the situation was a bit of a mess, with the Lecturers deciding what was the best level for someone, and unsurprisingly when someone was spending money that was not theirs they appointed people at a very high level. I got tired of people always pitching that their demonstrator was doing something more "high level" and should be paid more, so I instituted what I thought was a far easier system, and a more objective one, one that I thought permitted little ability to negotiate. Simply, I said in your first year you're appointed at level B, second year level C, and third year (and forevermore thereafter) level D.

It seemed to work in Psychology where I didn't see much difference between the demonstrators except for how much experience they had (also we don't have tutors). Also keep in mind that you and I were discussing the PPF scale issue at this time, and as you know that I never liked the fact that PPFs were appointed at one level forever. So in part the system I instituted was a reflection of those influences, the desire to reduce the ability to "pitch" your case, and at the same time recognized that every year you did improve and were rewarded for that. And above all else, I wanted to keep it simple.

I don't see anything wrong with the appointment levels you describe, although I do think they still permit some "pitching" to occur. For example the phrase for level 02 "Will require a higher level of knowledge" is vague and would allow for pitching to occur. I still think a system based on number of years is far easier to implement, with fewer downstream hassles. Also, I think the pay scales you chose are probably accurate given how you define the different levels, but if you were to adopt a system like mine based on years served I would restrict the range, perhaps starting at \$21, then going to \$23, then to \$25 (for example).

Also bear in mind that my opinion does not reflect the Department's view anymore. Although we still operate the system I implemented, Prof Jamin Halberstadt may decide on a different system. I assume at some point your proposal will cross his desk.

Hope this helps.

All the best,

Mike

From: Dan Wilson - HR
Sent: Tuesday, 28 January 2020 5:03 PM
To: Michael Colombo <mike.colombo@otago.ac.nz>
Subject: Tutor & Demonstrators

Hi Mike

I realise that your liberty clock has ticked for the last time and you are no longer HOD but it would be good to have your feedback on this.

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

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Psychology employs a large number of T&Ds and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

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Dan Wilson - HR

From: Sally-Ann Howard
Sent: Wednesday, 29 January 2020 2:34 pm
To: Dan Wilson - HR
Subject: Re: Tutor & Demonstrators
Attachments: Draft Tutor Demonstrator Guidelines Feb 2020 - SHoward edits.docx

Hi Dan

I have looked over the document – and have provided some comments in the attached track changes document. Hopefully they are not too late to be of use.

On the whole I support the changes that are being made.

Please do come back if you have any queries or any of my comments need clarification.

Kind rs
Sally-Ann

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Thursday, January 23, 2020 at 5:32 PM
To: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Subject: RE: Tutor & Demonstrators

Hi Sally-Ann

That's fine. However, if you could discard the previous version and consider this one?

Thanks
Dan

From: Sally-Ann Howard
Sent: Thursday, 23 January 2020 4:54 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor & Demonstrators

Hi Dan

I have run out of time this week to look at this and am on leave tomorrow. Would it still be useful if I get back to you with any thoughts early next week?

Best wishes
Sally-Ann

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Wednesday, January 22, 2020 at 11:19 AM
To: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Subject: RE: Tutor & Demonstrators

Thanks Sally-Ann. If you can,

Attached are the draft guidelines for 2020. They are confidential at this stage but I'd be interested to know your thoughts?

Regards, Dan

From: Sally-Ann Howard
Sent: Wednesday, 22 January 2020 10:27 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor & Demonstrators

Morning Dan

Attached is the JD that ANAT use. Would you like me to explore whether there are other documents in use within BMS?

I'd be happy to provide any other advice/feedback for this process as might be useful.

Best wishes
Sally-Ann

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Tuesday, January 21, 2020 at 8:28 PM
To: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Subject: Tutor & Demonstrators

Hi Sally-Ann

We are making changes to the 2020 Tutor and Demonstrator Guidelines. I was wondering if you had any position descriptions or something similar for this group?

Thanks
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
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Commented [LH2]: Aspirational, we do not always have a choice.

Commented [LH3]: This is very important

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All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas visit <https://www.otago.ac.nz/humanresources/join-otago/lifestyle-and-culture/immigration-and-visas>. All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

Questions regarding the appointment process please contact your Client Services Administrator.

Questions relating to your pay, please contact Payroll Services at hrp-queries@otago.ac.nz +64 3 479 6372.

Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager or Advisor.

For questions relating to student work visas, please contact the Student Visa Coordinator at student.visa@otago.ac.nz or +64 3 479 4569.

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact your Divisional HR manager or advisor or the HR Manager, Promotions & Remuneration at rem.admin@otago.ac.nz or +64 3 479 8092

7 Role Description

The Description may be appended to reflect the needs or requirements of each appointment.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution students' overall learning.

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). The role may include:

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules (including health and safety and confidentiality requirements)
- Keep the Academic supervisor or other in situ supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.
- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the require standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&D.
- Other duties as determined by the Supervisor that are consistent with a T&D role

Role Specification

A T&D will -

- Normally be a student of the University working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- Have an interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Demonstrated willingness to expand knowledge of material taught and how it is taught
- Possess a high level of communication skills.
- Be able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.
- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

Decision on the level of appointment is determined by the University. Each level aligns with a set pay-rate determined by the University.

Level 1

Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.

Level 2

As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead. Is likely to have T&D experience

Level 3

Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Key Relationships

Directly responsible to assigned academic leader(s)

Functional relationships with Academic & Professional staff

Employment Relation Problem Resolution Process

i. Employment Relationship Problems

Employment relationship problems include such things as personal grievances, disputes about the interpretation or application of employment agreements, or other workplace issues that may harm the employment relationship, but does not include problems with the fixing of new terms and conditions of employment.

ii. Raising the Problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

iii. Representation

At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

iv. Mediation Services

If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

v. Employment Relations Authority

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

vi. Personal Grievances

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

vii. **University of Otago Ethical Behaviour Procedure**

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly any problems involving the behaviour of another member of the University community. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

viii. **Human Rights Commission Procedures**

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

Dan Wilson - HR

From: Clare Fitzpatrick
Sent: Wednesday, 29 January 2020 4:36 pm
To: Dan Wilson - HR
Subject: RE: Demonstrators
Attachments: Draft Tutor Demonstrator Guidelines Feb 2020.docx

Hi Dan,

[REDACTED]. I've added a few comments to that draft although my tracking stopped working half way through (who knows why?) so I highlighted the last few. I also added something of a table for the dems roles. Let me know if it makes sense (or doesn't) [REDACTED]

Cheers,
Clare.

TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will work under the supervision of an academic staff member. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials or laboratories, and may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of the first semester.

Policy Content

Contents

1. [Selection of Tutors & Demonstrators](#)
2. [Terms and Conditions of Employment](#)
3. [Tutor & Demonstrator Pay & Appointment Levels](#)
4. [Supporting Tutor & Demonstrator](#)
5. [Overseas Students](#)
6. [Advice and Information](#)
7. [Role Description](#)

1 Selection of Tutors & Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12-months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12-months without prior approval from Human Resources.

- (c) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (d) As with any recruitment, Staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists.

For assistance or clarification consult your Divisional Human Resources person.

2 Terms and Conditions of Employment

- (a) All T&D must be employed using the appropriate standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (b) They must be provided with a copy of the Role Descriptor for T&D. The Role Descriptor may be appended to or have references added that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.
- (c) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (d) Each T&D appointment requires a new application.
- (e) Should a T&D resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.

3 Tutor & Demonstrator Pay

a. Rates of Pay

The T&D Scale contains three levels based on a set hourly rate. Each T&D will be placed on a Level that aligns with the requirements for the role. There is no progression up Levels. These rates are hourly rates exclusive of holiday pay.

Level	As at 10 February 2020
01	19.00
02	24.85
03	29.38 *
* Requires PVC or Dean approval	

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

b. Appointment Level

Each T&D will be placed on a Level that aligns with the requirements for the role. There is no progression up Levels.

Commented [CF1]: No progression up levels except where role changes?

c. Criteria for Deciding an Appropriate Level for the T&D Position

The criteria when considering an appropriate Level(s) for a T&D position are:

- i. Requirements of the role
- ii. Job content/complexity
- iii. Minimum required qualification and/or experience

Below is an example of appointment levels:

Level	Tutor
01	Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.
02	As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead.
03	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Commented [CF2]: Expecting a lot for \$19/hour.

Level	Demonstrator
01	Required to do own preparation for laboratories and attend relevant prelab meetings. Delivers appropriate level of assistance to students during lab time and escalates any issues to lab lead. Has a qualification or part thereof sufficient to tutor at the level of paper(s).

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02	As per Level 1 plus will mark students material during the lab. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic and lab lead.
03	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position. Will be required to deliver lab introductions and supervise lab in the absence of TF

In some instances a T&D may be appointed to different Levels for different T&D roles due to the requirements and expectations for those role – i.e. a T&D is employed in a Department on Level 1 and another Department on L2 due to the latter role requiring more responsibilities.

d. Criteria for Deciding an Appropriate Level for the T&D Position

Having determined the criteria and Level for a position Level, then each applicant should be assessed as to whether they meet those requirements based on:

Commented [CF3]: Too many levels in one sentence?

- i. *Relevant work experience*
- ii. *Relevant role related educational or other qualifications*
- iii. *Relativities across the Department, School and Division*
- iv. *Participation in any job related training offered by the University*

e. Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found **here**.
- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

f. Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

g. Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the Employee would normally have worked under an established pattern of work. If the Employee is required to work on a Public Holiday, the Employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the Employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutor & Demonstrators

All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas please click [here](#). All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

Questions regarding the appointment process please contact your Client Services Administrator (...)

Questions relating to your pay, please contact Human Resources/Payroll Services (extension 6372).

Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager OR Advisor.

For questions relating to student work visas, please contact the Student Visa Coordinator on extension 4569

7 Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact your Divisional HR manager or advisor or the HR Manager, Promotions & Remuneration at or +64 3 479 8092

8 Role Description

The Description may be appended to reflect the needs or requirements of each appointment.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution to students' overall learning.

Commented [CF4]: to

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). The role may include:

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules (including health and safety and confidentiality requirements)
- Keep the Academic supervisor or other *in situ* supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.
- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the required standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&D.
- Other duties as determined by the Supervisor that are consistent with a T&D role

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Role Specification

A T&D will -

- Normally be a student of the University working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- Have an interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Demonstrated willingness to expand knowledge of material taught and how it is taught
- Possess a high level of communication skills.
- Be able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.
- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

Decision on the level of appointment is determined by the University. Each level aligns with a set pay-rate determined by the University.

Level 1

Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.

Level 2

As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead. Is likely to have T&D experience

Level 3

Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Key Relationships

Directly responsible to assigned academic leader(s)

Functional relationships with Academic & Professional staff

9 EMPLOYMENT RELATIONSHIP PROBLEM RESOLUTION PROCESS

i. Employment Relationship Problems

Employment relationship problems include such things as personal grievances, disputes about the interpretation or application of employment agreements, or other workplace issues that may harm the employment relationship, but does not include problems with the fixing of new terms and conditions of employment.

ii. Raising the Problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

iii. Representation

At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

iv. Mediation Services

If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

v. Employment Relations Authority

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

vi. Personal Grievances

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

vii. University of Otago Ethical Behaviour Procedure

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly any problems involving the behaviour of another member of the University community. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

viii. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Thursday, 30 January 2020 9:30 am
To: Sally-Ann Howard
Subject: RE: Tutor & Demonstrators

Thanks Sally-Ann. Yes I'm mindful of the timing of this. It goes back to the PVCs on the 17th Feb so trying to find the best compromise.

Dan

From: Sally-Ann Howard
Sent: Thursday, 30 January 2020 9:12 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: FW: Tutor & Demonstrators

Hi Dan

One more thought – if you are anticipating releasing these new guidelines for 2020, in some of my areas, appointments are already being made under current guidelines and payrates – as per current practice in each of those areas.

For your info/interest – attached is a copy of the rates guidelines that were developed in ANAT, on the old A,B,C,D rates and definitions.

Thanks
Sally-Ann

From: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Date: Wednesday, January 29, 2020 at 2:34 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor & Demonstrators

Hi Dan

I have looked over the document – and have provided some comments in the attached track changes document. Hopefully they are not too late to be of use.

On the whole I support the changes that are being made.

Please do come back if you have any queries or any of my comments need clarification.

Kind rs
Sally-Ann

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Thursday, January 23, 2020 at 5:32 PM
To: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Subject: RE: Tutor & Demonstrators

Hi Sally-Ann

That's fine. However, if you could discard the previous version and consider this one?

Thanks
Dan

From: Sally-Ann Howard
Sent: Thursday, 23 January 2020 4:54 PM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor & Demonstrators

Hi Dan

I have run out of time this week to look at this and am on leave tomorrow. Would it still be useful if I get back to you with any thoughts early next week?

Best wishes
Sally-Ann

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Wednesday, January 22, 2020 at 11:19 AM
To: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Subject: RE: Tutor & Demonstrators

Thanks Sally-Ann. If you can.

Attached are the draft guidelines for 2020. They are confidential at this stage but I'd be interested to know your thoughts?

Regards, Dan

From: Sally-Ann Howard
Sent: Wednesday, 22 January 2020 10:27 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Subject: Re: Tutor & Demonstrators

Morning Dan

Attached is the JD that ANAT use. Would you like me to explore whether there are other documents in use within BMS?

I'd be happy to provide any other advice/feedback for this process as might be useful.

Best wishes
Sally-Ann

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Tuesday, January 21, 2020 at 8:28 PM
To: Sally-Ann Howard <sally-ann.howard@otago.ac.nz>
Subject: Tutor & Demonstrators

Hi Sally-Ann

We are making changes to the 2020 Tutor and Demonstrator Guidelines. I was wondering if you had any position descriptions or something similar for this group?

Thanks
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
T: +03 479 8092 | M: 021 2798092 | E: dan.wilson@otago.ac.nz

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TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will work under the supervision of an academic staff member. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials or laboratories, and may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of the first semester.

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2. [Terms and Conditions of Employment](#)
3. [Tutor & Demonstrator Pay & Appointment Levels](#)
4. [Supporting Tutor & Demonstrator](#)
5. [Overseas Students](#)
6. [Advice and Information](#)
7. [Role Description](#)

1 Selection of Tutors & Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12-months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12-months without prior approval from Human Resources.

Commented [MOU1]: Fully support this!

Commented [MOU2]: In my experience, it is the norm that most T&D are appointed for more than one academic year. Therefore, it is likely that HR will have a large number of requests for approval to (re)appoint previous T&Ds. If you are looking to limit the number of appts beyond 12months on the casual contract, could/should there be some work around genuine fixed-term reasons to appoint T&D for up to 3 years (the 'normal' maximum that you'd expect a postgrad to need). We would also need to determine whether Deans/PVCs need to be in any approval chain needed for any multiple appts.

- (c) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (d) As with any recruitment, Staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists.

For assistance or clarification consult your Divisional Human Resources person.

2 Terms and Conditions of Employment

- (a) All T&D must be employed using the appropriate standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (b) They must be provided with a copy of the Role Descriptor for T&D. The Role Descriptor may be ~~appended~~ amended to or have references added that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.
- (c) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (d) Each T&D appointment requires a new application.
- (e) Should a T&D resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.

3 Tutor & Demonstrator Pay

a. Rates of Pay

The T&D Scale contains three levels based on a set hourly rate. Each T&D will be placed on a Level that aligns with the requirements for the role. There is no progression up Levels. These rates are hourly rates exclusive of holiday pay.

Level	As at 10 February 2020
01	19.00
02	24.85
03	29.38 *
* Requires PVC or Dean approval	

Commented [MOU3]: This represents quite a significant change in how these rates are applied – especially in the ‘no progression’ clause. Will there be some guidance to departments/HODs/administrators about how to implement this? There will be some demonstrators from current/previous years who are being reappointed, who are potentially going to have a pay cut (or at least not get an increase that might have been expected) – or there could be a year or two where T&Ds doing the same job will be on different rates. I am happy to support these changes – but some guidance and support around what can and can’t be done during the transition will be important – so that a) it is consistent across the campus and b) our administrators are not left as the meat in the sandwich.

Commented [MOU4]: It’s nice to see that the two bottom rates going up a bit ☺

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

b. Appointment Level

Each T&D will be placed on a Level that aligns with the requirements for the role. There is no progression up Levels.

Commented [MOU5]: As per comment above.

c. Criteria for Deciding an Appropriate Level for the T&D Position

The criteria when considering an appropriate Level(s) for a T&D position are:

- i. Requirements of the role
- ii. Job content/complexity
- iii. Minimum required qualification and/or experience

Commented [MOU6]: I do support this change in criteria.

Below is an example of appointment levels:

Level	Tutor
01	Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.
02	As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with the Academic lead.
03	Specialist positions. Normally require a post-graduate or professional qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Commented [MOU7]: Could we add in a demonstrating example in this table? If so, I am happy to attempt similar examples.

Commented [MOU8]: In the professional courses, med/law/physio etc, sometimes clinical/professional qualifications are needed.

In some instances a T&D may be appointed to different Levels for different T&D roles due to the requirements and expectations for those role – i.e. a T&D is employed in a Department on Level 1 and another Department on L2 due to the latter role requiring more responsibilities.

d. Criteria for Deciding an Appropriate Level for the an individual T&D Position

Having determined the criteria and Level for a position Level, then each applicant should be assessed as to whether they meet those requirements based on:

- i. *Relevant work experience*
- ii. *Relevant role related educational or other qualifications*
- iii. *Relativities across the Department, School and Division*
- iv. *Participation in any job related training offered by the University*

e. Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found **here**.
- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

f. Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

g. Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the Employee would normally have worked under an established pattern of work.

If the Employee is required to work on a Public Holiday, the Employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the Employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

Commented [MOU9]: A paragraph break here helps I think.

4 Supporting Tutor & Demonstrators

All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas please click [here](#). All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

Questions regarding the appointment process please contact your Client Services Administrator (...)

Questions relating to your pay, please contact Human Resources/Payroll Services (extension 6372).

Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager OR Advisor.

For questions relating to student work visas, please contact the Student Visa Coordinator on extension 4569

7 Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact your Divisional HR manager or advisor or the HR Manager, Promotions & Remuneration at or +64 3 479 8092

8 Role Description

The Description may be ~~appended~~amended to reflect the needs or requirements of each appointment.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a ~~casual or part-time~~ basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution to students' overall learning.

Commented [MOU10]: As T&D are appointed on casual contracts – perhaps leave out reference to part-time?

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other ~~Professional~~professional Staff staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in ~~an~~ assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). ~~The T&D may be required to:~~e role may include:

- ~~Completion~~Complete of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules (including health and safety and confidentiality requirements)
- Keep the Academic supervisor or other in situ supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.
- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the require standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&Ds.
- Other duties as determined by the Supervisor that are consistent with a T&D role

Role Specification

A T&D will -

- Normally be a student of the University working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- Have an interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Demonstrated willingness to expand knowledge of material taught and how it is taught.
- Possess a high level of communication skills.
- Be able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.
- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

Decision on the level of appointment is determined by the University. Each level aligns with a set pay-rate determined by the University.

Commented [MOU11]: As mentioned earlier – some demonstrator egs might be useful.

Level 1

Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.

Level 2

As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. -Will require a higher level of knowledge. Works closely with the Academic lead. Is likely to have T&D experience.

Level 3

Specialist positions. Normally require a post-graduate or professional qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Key Relationships

Directly responsible to assigned academic leader(s)

Functional relationships with Academic & Professional staff

9 EMPLOYMENT RELATIONSHIP PROBLEM RESOLUTION PROCESS

i. Employment Relationship Problems

Employment relationship problems include such things as personal grievances, disputes about the interpretation or application of employment agreements, or other workplace issues that may harm the employment relationship, but does not include problems with the fixing of new terms and conditions of employment.

ii. Raising the Problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

iii. Representation

At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

iv. Mediation Services

If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

v. Employment Relations Authority

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

vi. Personal Grievances

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

vii. University of Otago Ethical Behaviour Procedure

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly any problems involving the behaviour of another member of the University community. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

viii. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will work under the supervision of an academic staff member. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials or laboratories, and may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of the first semester.

Policy Content

Contents

1. [Selection of Tutors & Demonstrators](#)
2. [Terms and Conditions of Employment](#)
3. [Tutor & Demonstrator Pay & Appointment Levels](#)
4. [Supporting Tutor & Demonstrator](#)
5. [Overseas Students](#)
6. [Advice and Information](#)
7. [Role Description](#)

1 Selection of Tutors & Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12-months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12-months without prior approval from Human Resources.

- (c) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (d) As with any recruitment, Staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists.

For assistance or clarification consult your Divisional Human Resources person.

2 Terms and Conditions of Employment

- (a) All T&D must be employed using the appropriate standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (b) They must be provided with a copy of the Role Descriptor for T&D. The Role Descriptor may be appended to or have references added that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.
- (c) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (d) Each T&D appointment requires a new application.
- (e) Should a T&D resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.

3 Tutor & Demonstrator Pay

a. Rates of Pay

The T&D Scale contains three levels based on a set hourly rate. Each T&D will be placed on a Level that aligns with the requirements for the role. There is no progression up Levels. These rates are hourly rates exclusive of holiday pay.

Level	As at 10 February 2020
01	19.00
02	24.85
03	29.38 *
<i>* Requires PVC or Dean approval</i>	

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

b. Appointment Level

Each T&D will be placed on a Level that aligns with the requirements for the role. There is no progression up Levels.

Commented [CF1]: No progression up levels except where role changes?

c. Criteria for Deciding an Appropriate Level for the T&D Position

The criteria when considering an appropriate Level(s) for a T&D position are:

- i. Requirements of the role
- ii. Job content/complexity
- iii. Minimum required qualification and/or experience

Below is an example of appointment levels:

Level	Tutor
01	Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of appointments will be at this level.
02	As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead.
03	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Commented [CF2]: Expecting a lot for \$19/hour.

Level	Demonstrator
01	Required to do own preparation for laboratories and attend relevant prelab meetings. Delivers appropriate level of assistance to students during lab time and escalates any issues to lab lead. Has a qualification or part thereof sufficient to tutor at the level of paper(s).

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02	As per Level 1 plus will mark students material during the lab. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic and lab lead.
03	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position. Will be required to deliver lab introductions and supervise lab in the absence of TF

In some instances a T&D may be appointed to different Levels for different T&D roles due to the requirements and expectations for those role – i.e. a T&D is employed in a Department on Level 1 and another Department on L2 due to the latter role requiring more responsibilities.

d. Criteria for Deciding an Appropriate Level for the T&D Position

Having determined the criteria and Level for a position |Level|, then each applicant should be assessed as to whether they meet those requirements based on:

Commented [CF3]: Too many levels in one sentence?

- i. *Relevant work experience*
- ii. *Relevant role related educational or other qualifications*
- iii. *Relativities across the Department, School and Division*
- iv. *Participation in any job related training offered by the University*

e. Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found **here**.
- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

f. Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

g. Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the Employee would normally have worked under an established pattern of work. If the Employee is required to work on a Public Holiday, the Employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the Employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutor & Demonstrators

All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas please click [here](#). All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

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Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager OR Advisor.

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8 Role Description

The Description may be appended to reflect the needs or requirements of each appointment.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution to students' overall learning.

Commented [CF4]: to

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). The role may include:

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules (including health and safety and confidentiality requirements)
- Keep the Academic supervisor or other *in situ* supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.
- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the required standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&D.
- Other duties as determined by the Supervisor that are consistent with a T&D role

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Role Specification

A T&D will -

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- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

Decision on the level of appointment is determined by the University. Each level aligns with a set pay-rate determined by the University.

Level 1

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Level 2

As per Level 1 plus will be directly involved with coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with Academic lead. Is likely to have T&D experience

Level 3

Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Key Relationships

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If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

iii. Representation

At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

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If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

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You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

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viii. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

Dan Wilson - HR

From: Jamie Gilbertson
Sent: Monday, 3 February 2020 12:18 pm
To: Andy Walne; Dan Wilson - HR
Subject: RE: utor & Demonstrators

Ok....then we are not concerned 😊



JAMIE GILBERTSON - JP
Tautiaki – Warden Arana College
Tautiaki Matua- Senior Warden | The Otago University Colleges
Campus and Collegiate Life Services | Te Uru Kahika
UNIVERSITY OF OTAGO • PO Box 56, Dunedin 9054, New Zealand
T: 03-479-5509 | M: 021-279-5508
E: jamie.gilbertson@otago.ac.nz
W: <https://www.otago.ac.nz/arana/index.html>

From: Andy Walne <andy.walne@otago.ac.nz>

Sent: Monday, 3 February 2020 11:13 a.m.

To: Dan Wilson - HR <dan.wilson@otago.ac.nz>; Jamie Gilbertson <jamie.gilbertson@otago.ac.nz>

Subject: RE: utor & Demonstrators

Thanks Dan – that is useful feedback. I don't believe the Casper/Timesheet issue is a problem.

Ngā mihi
Andy
Andy Walne
Master of University College

University of Otago
315 Leith Street, Dunedin 9054, New Zealand
Tel +64 3 479 5586
Mob 0212445592
Email andy.walne@otago.ac.nz
Web www.otago.ac.nz/unicol



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150 years of daring
to be wise

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From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: Monday, 3 February 2020 8:56 AM
To: Jamie Gilbertson <jamie.gilbertson@otago.ac.nz>
Cc: Andy Walne <andy.walne@otago.ac.nz>
Subject: RE: utor & Demonstrators

Thanks both.

Your feedback is consistent with others. Will be phased timetable to allow for appointments in place. Agree ongoing issue over placement and this will be contentious in some areas where qualification of appointee was primary factor but provides guidelines. Feedback has modified the guidelines. Will fix Academic.

Admin process will be via Casper and Timesheet. Can you clarify the concerns?

Regards, Dan

From: Jamie Gilbertson
Sent: Sunday, 2 February 2020 11:03 AM
To: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Cc: Andy Walne <andy.walne@otago.ac.nz>
Subject: RE: utor & Demonstrators
Importance: High

Hi Dan

Quick feedback after chat with Andy is that there are fishhooks.

Intent is commendable

Timeline is tight as Colleges are looking for staff now

Concern about admin process

Concern about placement on scales (an annual debate.....over the years I have been here)

Report to an Academic....?

Some may already being hired ?

Suggest coffee catch up next week.

Best

J

JAMIE GILBERTSON - JP

TAUTIAKI – WARDEN

ARANA COLLEGE

TAUTIAKI MATUA- SENIOR WARDEN

THE OTAGO UNIVERSITY COLLEGES

UNIVERSITY OF OTAGO • PO BOX 56, DUNEDIN 9054, NEW ZEALAND

T: 03-479-5509 | M: 021-279-5508 | E: jamie.gilbertson@otago.ac.nz | W: <http://arana.ac.nz>

TE WHARE WĀNANGA O OTĀGO • UNIVERSITY OF OTAGO



From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: Tuesday, 28 January 2020 5:09 p.m.
To: Jamie Gilbertson <jamie.gilbertson@otago.ac.nz>
Subject: utor & Demonstrators

Hi Jamie

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. We have discussed this with the PVCs also asked HR to look at a role description.

I am mindful that we do not have a perspective on the changes from the Colleges and this is reflected in the document. Arana employs a large number of T&Ds and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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Dan Wilson - HR

From: Jessica Palmer
Sent: Friday, 7 February 2020 10:50 am
To: Dan Wilson - HR
Cc: Stephanie Evans
Subject: Re: Tutors

Kia ora Dan,

I've tried calling but thought an email will do over a phone message.

My general comment is that it is great to see these guidelines, both in terms of clarity when I am dealing with my own staff, and in terms of organisation-wide consistency to T&D appointments. In addition, the collapse from 4 to 3 levels is balanced with significant increases in the lower 2 scales so that any transition for tutors who have worked with us before will not be overly difficult.

A couple of more specific comments:

- I am in favour of the move away from paying based on the T&D's own degrees and past experience and aligning it instead to the role itself. However, the downside of the distinction between Level 1 and 2 is that I can no longer pay differential rates based on the difficulty of the particular paper being tutored. Currently, my first year tutors are on a lower scale than my second year tutors in recognition that the material in the second year papers is more challenging to learn, understand, and teach. Maybe that is a result the University is happy with – all tutors who are simply tutoring and not involved in coordination or training are paid one rate, regardless of the relative difficulty of the papers. This may adversely impact the attractiveness of tutoring some papers over others, and I suspect will be overcome by tweaking the hours included for preparation.
- The Role Description refers to T&Ds as students in the first line under General, and in the Role Specification as normally students. We always have a few tutors each year who are not students – they are either alumni currently practising in law firms in town, staff working in other casual or part-time positions in the Faculty or University, or retired professors. I would not want to see these Guidelines used to require us to prefer students over these. In a perfect world, I would like to have more practising solicitors who are interested in tutoring for us because the students benefit significantly from them, but Dunedin's size limits the number of people available. Just for your interest, at Auckland Law School the majority of the tutors are junior lawyers in their first 1-3 years post qualification. It played a key part in convincing me to jump from legal practice to academia, when I was young and naïve!

I hope these comments are helpful. Feel free to give me a call to clarify if needed.

Jess



Professor Jessica Palmer MInstD
Dean | Te Manukura Ture

Faculty of Law | Te Kaupeka Tātai Ture
University of Otago | Te Whare Wānanga o Ōtāgo
Tel/Waea 64 3 479 8800

Richardson Building, 85 Albany St, Dunedin | Ōtepoti
PO Box 56, Dunedin 9054
New Zealand | Aotearoa

Website/Pae tukutuku www.otago.ac.nz/law/staff/jessica_palmer.html

You can access some of my papers on the Social Science Research Network (SSRN) at: <https://ssrn.com/author=2230758>

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Tuesday, 28 January 2020 at 4:55 PM
To: Jessica Palmer <jessica.palmer@otago.ac.nz>
Cc: Stephanie Evans <stephanie.evans@otago.ac.nz>
Subject: Tutors

Hi Jess

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Your School employs a large number of Tutors and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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Dan Wilson - HR

From: Ros Whiting
Sent: Saturday, 8 February 2020 12:19 am
To: Dan Wilson - HR
Subject: RE: Tutors

Thanks Dan

We only have one comment and one query

Comment : Is there some procedure for extending the contract for a short period or does a new contract need to be initiated for a short extension?

Query: What is the University's stance on the living wage? We note that the pay rate for level 01 is below the living wage.

Ngā mihi,
Ros

Dr Rosalind Whiting
Associate Professor of Accountancy
Head of Department

FCA, Chartered Accountants Australia New Zealand
Co-editor, Pacific Accounting Review
Chair, Dunedin Community Accounting

Department of Accountancy and Finance *Te Tari Matauraka Kaute Putea*
Otago Business School *Te Kura Pakihi*
University of Otago *Te Whare Wananga o Otago*
PO Box 56
Dunedin
New Zealand
Ph 0064 3 479 8109
Website: <https://www.otago.ac.nz/accountancyfinance/staff/people/whiting.html>



From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: Tuesday, 28 January 2020 4:59 PM
To: Ros Whiting <ros.whiting@otago.ac.nz>
Subject: FW: Tutors

Hi Ros

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
01	19.00
02	24.85
03	29.38

We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Accountancy employs a large number of Tutors and if you could spare some time, it would be helpful to have your thoughts on the attached draft guidelines before the 12th in time for these to go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
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Dan Wilson - HR

From: Lyall Hanton
Sent: Sunday, 9 February 2020 2:14 pm
To: Dan Wilson - HR
Subject: RE: Demonstrators
Attachments: LRH comments Draft Tutor Demonstrator Guidelines Feb 2020.docx

Dear Dan

Thanks for giving me the opportunity to look at that document. I have made a couple of minor comments. It seems to me to capture the role and responsibilities of T&Ds and I would imagine, pretty much reflects current practise.

If I could offer some context and background from the Chemistry perspective. Our lab teaching is essentially divided in two. HSFY (CHEM191) teaching and our advanced teaching (2nd and 3rd year).

For our HSFY operation we would employ two types of students "demonstrators" (preference is given to honours students as this will often be their first formal teaching experience but their numbers are augmented by MSc and PhD students). Some of the better PhD students will be used as "supervisors" essentially taking responsibility for running the lab and managing the demonstrators in the same way an academic staff member in the same role would. That would work with your three point scale 01 for demonstrators and 02 for supervisors.

For our advanced labs they are always supervised by an academic or teaching/research fellow. Demonstrators are always MSc or PhD students often from the respective supervisor's group. The demonstrators require specific knowledge and skills, for example, organic synthetic skills for our organic labs etc. The pool of such experienced students, at least in Chemistry, is quite small. Senior PhD students, trying to finish up in threeish years will often not want to teach in their final year and will not make themselves available. As for scales I guess 01 but a demonstrator in HSFY will have less work and responsibility than a student teaching in a senior lab. The senior student would get more hours 4 as opposed to 3 in HSFY.

I suppose that is my point, in Chemistry, we usually just have enough students to fill the teaching roles we have. It is not like we are inundated the capable students and have to seriously go through a selection process. Basically, we have to work with what we have got...good and bad!! You always hope a poor demonstrator can be trained to be better and they deserve the opportunity. I would recommend not making the process for the appointment of T&Ds overly complicated. They are a vital part of our teaching operation. I am relieved that your document does not. It summarises appropriate practise which would be close to the status quo.

A couple other comments. One I mention in the document under ethical behaviour. Occasionally, we have demonstrators dating the students they are teaching. The semester teaching timeframe is short and these relationships difficult to identify but a specific comment about this might be in order as they may not realise it constitutes a conflict of interest. Most of our demonstrators or student supervisors will have no opportunity to influence the marks of a student so again may not perceive an issue.

Finally, what about College tutors are they covered in this document. Knowing the small industry which exists around HSFY tutoring say \$30/h one on one versus what the college will pay for running a tutorial for 5 – 20 students.

I liked the document and I hope my comments were useful. Happy to discuss if anything is not clear.

Mā te wā
Lyall

Lyall R Hanton • MELLOR PROFESSOR

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T: +64 (03) 479 7918 | F: +64 (03) 479 7906 | Cell: 021 249 7918
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Te Tari Hua-Ruānuku – Department of Chemistry

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: Tuesday, 28 January 2020 4:58 PM
To: Lyall Hanton <lhanton@chemistry.otago.ac.nz>
Cc: Stephanie Evans <stephanie.evans@otago.ac.nz>
Subject: Demonstrators

Hi Lyall

At the end of last year we reviewed the Tutor & Demonstrator scales in light of the recent adult minimum wage, living wage and negotiated increases. As a result we reduced the scales from 4 to 3.

Level	Implementation date to be advised
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We also have reworded the criteria for applying a level to a job and the level of appointment of a tutor or demonstrator – the intent being to appoint based on the requirements of the role and not the qualification of the appointee. The PVCs also asked HR to look at a role description.

Chemistry employs a large number of T&Ds and if you could spare some time, it would be helpful to have your thoughts on the attached guidelines before the 12th in time for these go to the PVCs?

Thanks, Dan

DAN WILSON – HR Manager, Promotions & Remuneration
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Dan Wilson - HR

From: Sue Lang
Sent: Monday, 9 March 2020 8:56 am
To: Dan Wilson - HR
Subject: Re: 2020 Tutor and Lab Demonstrator Guidelines & Rates

Hi Dan

It was easy in the History Dept. We had a minimum requirement of having a BAHons to tutor and the rate was always Rate C (based on the skills required to do the job) – applicants with a PhD could either take it or leave it.

Social Anth and Archaeology don't necessarily have a minimum requirement. But it seems the ARCH lab demonstrators get paid rate D and they are usually PhD students, or have one. Social Anth offer between Rate B for first timers and Rate D if they have a PhD.

Regards
Sue



Sue Lang
Administrator Client Services

Social Anthropology and Archaeology
University of Otago | Te Whare Wānanga o Ōtāgo
Tel/Waea +64 3 479 8751
Hours/Haora puare Mon to Fri 8 am - 4 pm

Richardson Building, 2nd floor, North End, Castle Street, Dunedin | Ōtepoti
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New Zealand | Aotearoa

Website/Pae tukutuku www.otago.ac.nz/anthropology/index.html

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Date: Friday, 6 March, 2020 at 5:02 PM
To: Sue Lang <sue.lang@otago.ac.nz>
Cc: HR Negotiations <negotiations@otago.ac.nz>
Subject: RE: 2020 Tutor and Lab Demonstrator Guidelines & Rates

Kia ora Sue
Buggar. I took it out of the text but forgot the tables. Will change the web version.
As a matter of interest – what level does your School normally appoint tutors at?
Thanks
Dan

From: Sue Lang
Sent: Thursday, 5 March 2020 1:46 PM
To: HR Negotiations <negotiations@otago.ac.nz>
Cc: Ilai Faanunu <ilai.faanunu@otago.ac.nz>
Subject: FW: 2020 Tutor and Lab Demonstrator Guidelines & Rates

- In some of the earlier draft versions of the Guidelines there were different rates of pay and 3-level scales. I understand that some of these may have been passed around but the attached Guidelines are the approved ones.
- The HR website is being updated and we will send out an e-mail to HODs tomorrow.

Adult Minimum Wage

The Adult Minimum Wage as of 1 April 2020 is \$18.90. The change will only effect some casual and student pay scales. These are currently being updated.

If you have any questions or comment please e-mail negotiations@otago.ac.nz

Ngā mihi
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
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Dan Wilson - HR

From: HoD - Preventive & Social Medicine
Sent: Monday, 9 March 2020 5:23 pm
To: Dan Wilson - HR
Subject: Re: 2020 Tutor and Lab Demonstrator Guidelines & Rates

Thanks for this Dan, particularly this bit "The guidelines offer some guidance on assigning salary level" - it's always helpful to have something in writing..

Kā mihi

Trish

On 9/03/2020, at 16:34, HR Director EA <hr.director.ea@otago.ac.nz> wrote:

Kia ora

The **2020 Tutor & Demonstrator** pay rates and guidelines have been updated and are available at <https://www.otago.ac.nz/humanresources/working-at-otago/salaries-and-payments/pay-scales/>

Some points to note;

- The increase in pay rates is effective from 1 February 2020. Any hours already paid will be retrospectively adjusted to the new rates.
- Employment Agreements that have already been signed will continue unchanged at their current level except that the new pay rates will apply.
- The Tutor & Demonstrator guidelines clarify that the pay rate aligns with the requirements for the position. The guidelines offer some guidance on assigning salary level. Departments and schools may provide more specific details that are consistent with the guidelines.

If you have any questions please e-mail negotiations@otago.ac.nz

Ngā mihi

Dan

DAN WILSON – HR Manager, Promotions & Remuneration
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Dr Patricia Priest
Associate Professor, Epidemiology | Ahoraki Tū Hono, Mātai Tahumaero

Head of Department | Tumuaki
Department of Preventive and Social Medicine | Te Tari Hauora Tūmatanui
Dunedin School of Medicine | Te Kura Whaiora o Ōtepoti
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Tel | Waea +64 3 4797204

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Thursday, 13 February 2020 6:13 pm
To: Pat Cragg
Cc: Stephanie Evans
Subject: T&D Guidelines
Attachments: Tutor & Demonstrator Guidelines Feb 2020.docx

Hi Pat

Attached are the T&D Guidelines that I intended to present back to the PVCs on Monday before Karla advised me that it had been cancelled.

We sought feedback from a select group of HODs, Heads of Colleges, and some key administrators and as a result made some significant changes. A major one was to revert back to a 4-step scale. The reason was that in the case of Demonstrators in particular, a lot of work had gone into building a hierarchy and criteria of appointment around them.

Given the timeframe and the timing of the next meeting, I would like to send these updated Guidelines to the PVCs for their views and hopefully agreement, possibly with amendments.

What are your thoughts?

Regards
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otāgo
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Dan Wilson - HR

From: Pat Cragg
Sent: Thursday, 13 February 2020 6:29 pm
To: Dan Wilson - HR
Cc: Stephanie Evans; DVC Academic
Subject: Re: T&D Guidelines
Attachments: Tutor & Demonstrator Guidelines Feb 2020.docx; ATT00001.htm

Looks good (first table the last category is 04 not 03 - see attached).

Yes, very happy for it to go straight to PVCs - you could ask for feedback and if anything substantial could be discussed at 2 March DVCs/PVCs meeting with you in attendance. If all OK we can just notes the DVCs/PVCs meeting that everything is completed.

Regards
Pat

TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will normally work under the supervision of an academic staff member or a manager if in a Service area or Residential College. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials, laboratories or provide tutoring or support. They may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of a semester.

Policy Content

Contents

1. [Terms and Conditions of Employment](#)
2. [Tutor & Demonstrator Pay & Appointment Levels](#)
3. [Selection of Tutors & Demonstrators](#)
4. [Supporting Tutor & Demonstrator](#)
5. [Overseas Students](#)
6. [Advice and Information](#)
7. [Role Description](#)

1 Terms and Conditions of Employment

- (a) All T&D must be employed using the standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (a) Applicants must be provided with a written description of their duties as a T&D. The Role Descriptor (Refer sec 7 below) may be appended to or have references added that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.

- (b) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (c) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12 months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12 months without prior approval from Human Resources.
- (d) To assist with planning and recruitment, in some instances T&Ds may be encouraged to apply for future T&D roles. It is important to state that this is not a commitment to offer them a T&D role in the future unless an express written offer of a subsequent appointment is made.
- (e) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (f) Each T&D appointment requires a new application.
- (g) Should a T&D resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.

2 Pay rates for Tutors & Demonstrators

(a) Rates of Pay

The T&D Scale contains four levels. Each T&D position will be remunerated at the level that aligns with the requirements for that position. These rates are hourly rates exclusive of holiday pay.

Level	Implementation date to be advised
01	19.00
02	22.00
03	25.00
03 04	29.38

(b) Criteria for Deciding an Appropriate Level for the T&D Position

The criteria when considering an appropriate level for a T&D position are:

- i. Requirements of the role
- ii. Job content/complexity
- iii. Minimum required qualification and/or experience

iii is out of step in italics

NB: Not all levels will be available for every T&D position as some responsibilities or tasks may not be required.

Below are some guides on appointment levels however these are indicative and the specific criteria may vary across Departments, Schools and Divisions.

Level	Tutor
01	The appointee is in their first year as a tutor. Will have training as a tutor and closer supervision. Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of Tutor appointments will normally be at this level.
02	As per Level 1 but has experience that will be required beyond that expected of Level 01. Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of Tutor appointments will be at this level.
03	Will be directly involved with and have some responsibility for coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with their supervisor.
04	Specialist positions. Normally required to hold a post-graduate qualification or to be studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Level	Demonstrator
01	Required to do own preparation for labs and deliver appropriate level of tutoring, marking and assistance. Reports on labs and provides feedback on lab material resources. Has a qualification or part thereof sufficient to demonstrate at the level of paper(s).
02	As per Level 1 plus will be directly involved with coordination and training of demonstrators - both in subject matter and delivery of. Will assist with preparation of material and the setup of labs. Will require a higher level of knowledge. Works closely with Academic lead.
03	Demonstrators experienced in the paper being taught and the requirements of the work to be done in the lab. Has sound instruction and coaching skills;

	oversight of Health & Safety requirements; and undertake limited supervision in a lab environment. Often working in labs of long duration or with higher technical demands.
04	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. Is able to be responsible for the supervision of a large lab when the supervisor is absent. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

(c) Appointment level

Each T&D will be appointed at the level that aligns with the requirements for the position. There is no progression up the scale. Reappointment at a higher level will depend on the requirements of the role and the appointee being able to meet those requirements. Refer 3(b) below.

-Not all levels of appointment will be available for every paper as some responsibilities or tasks may not be required.

In some instances a T&D may hold T&D roles at different levels due to the different requirements for those roles.

3 Selection of Tutors & Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) Each applicant should be assessed as to whether they meet the requirements of the position [2.(b)] based on:
 - i. Relevant work experience
 - ii. Relevant role related educational or other qualifications
 - iii. Relativities across the Department, School and Division
 - iv. Participation in any job related training offered by the University.
- (c) As with any recruitment, staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists. For assistance or clarification consult your Divisional Human Resources person.

(d) Allocation of hours

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

(e) Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found at <https://www.otago.ac.nz/humanresources/working-at-otago/salaries-and-payments/>
- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

(f) Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

(g) Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the employee would normally have worked under an established pattern of work. If the employee is required to work on a Public Holiday, the employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutors & Demonstrators

All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas visit <https://www.otago.ac.nz/humanresources/join-otago/lifestyle-and-culture/immigration-and-visas>. All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

Questions regarding the appointment process please contact your Client Services Administrator.

Questions relating to your pay, please contact Payroll Services at hrp-queries@otago.ac.nz +64 3 479 6372.

Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager or Advisor.

For questions relating to student work visas, please contact the Student Visa Coordinator at student.visa@otago.ac.nz or +64 3 479 4569.

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact your Divisional HR manager or advisor or the HR Manager, Promotions & Remuneration at rem.admin@otago.ac.nz or +64 3 479 8092

7 Role Description

The Description may be appended to reflect the needs or requirements of each appointment.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution to students' overall learning.

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

All T&D are required to undertake specified health and safety and other training and induction for each paper that they employed. Exemptions from this requirement must be gained from the Supervisor in advance.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). The role may responsibilities may include:

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules including the Ethical Behaviour Policy, the Code of Student Conduct, The Sexual Misconduct Policy, and the Health and Safety Policy. These can be viewed on line at www.otago.ac.nz/humanresources or provided by your supervisor on request.
- Declare any potential conflicts of interest including intimate person relationships with students undertaking the paper you are a T&D for.
- Keep the Academic supervisor or other in situ supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.

- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the required standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&Ds.
- Maintain an appropriate level of academic achievement in their course of study.
- Other duties as determined by the Supervisor that are consistent with a T&D role

Role Specification

A T&D will -

- Normally be a student of the University working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- Have an interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Demonstrated willingness to expand knowledge of material taught and how it is taught.
- Possess a high level of communication skills.
- Be able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.
- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

Decision on the level of appointment is determined solely by the University. Each level aligns with a set pay-rate determined by the University.

Key Relationships

Directly responsible to assigned academic leader(s)

Functional relationships with Academic & Professional staff

Employment Relation Problem Resolution Process

i. Employment Relationship Problems

Employment relationship problems include such things as personal grievances, disputes about the interpretation or application of employment agreements, or other workplace issues that may harm the employment relationship, but does not include problems with the fixing of new terms and conditions of employment.

ii. Raising the Problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

iii. Representation

At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

iv. Mediation Services

If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

v. Employment Relations Authority

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

vi. Personal Grievances

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

vii. University of Otago Ethical Behaviour Procedure

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly any problems involving the behaviour of another member of the University community. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

viii. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

Dan Wilson - HR

From: Paul Brunton
Sent: Tuesday, 18 February 2020 8:20 am
To: Dan Wilson - HR; DVC Academic
Subject: FW: Tutor & Demonstrator Changes
Attachments: Tutor & Demonstrator Guidelines Feb 2020.docx

Dear both,

I have canvassed opinion from the Deans they are all supportive of this. No concerns from us and no desire to have PVC sign off, for the top step, as suggested.

Regards,

Paul

Professor Paul Brunton
Pro-Vice-Chancellor
Division of Health Sciences
PO Box 56
Dunedin, 9054
New Zealand
Telephone: +64 3 479 7413
Website : www.otago.ac.nz/healthsciences

From: Jess Dunn <pvc.health-sciences.ea@otago.ac.nz>
Date: Friday, 14 February 2020 at 11:56 AM
To: Paul Brunton <paul.brunton@otago.ac.nz>
Cc: Jess Dunn <pvc.health-sciences.ea@otago.ac.nz>
Subject: FW: Tutor & Demonstrator Changes

For your review below and attached.

Jess Dunn

Executive Assistant to the Pro-Vice-Chancellor
Health Sciences Divisional Office

Shared Services Division • Client Services
University of Otago • Te Whare Wānanga o Otāgo

P + 64 3 479 7413

From: Dan Wilson - HR <dan.wilson@otago.ac.nz>
Sent: Friday, 14 February 2020 11:41 AM
To: PVC Sciences EA <pvc.sciences.ea@otago.ac.nz>; Pro-Vice-Chancellor Humanities <pvc.humanities@otago.ac.nz>; Pro-Vice-Chancellor Commerce <pvc.commerce@otago.ac.nz>; PVC Health Sciences EA <pvc.health-sciences.ea@otago.ac.nz>
Cc: DVC Academic <dvc.academic@otago.ac.nz>; Stephanie Evans <stephanie.evans@otago.ac.nz>; Kevin Seales <kevin.seales@otago.ac.nz>
Subject: Tutor & Demonstrator Changes

Kia ora

Attached are the T&D Guidelines that were to be presented at the DVC/PVC meeting on Monday. As it's been cancelled I'd ask you to review these and let me know of any concerns by the end of next week if possible. If you have significant concerns then I will bring it to the 2 March DVCs/PVCs meeting.

We sought feedback from a select group of HODs, Heads of Colleges, and some key administrators and as a result made some significant changes. A major one was to revert back to a 4-step scale. The reasoning being that particularly in the case of Demonstrators, there is well established documentation and structure built around the 4 levels. The scales changed as follows:

Level	As at 10 February 2020
01	19.00
02	24.85
03	29.38 *

Level	As at ?
01	19.00
02	22.00
03	25.00
03	29.38

You asked that a role description be prepared and this is at the end of the Guidelines. Again, the feedback asked that we allow scope for descriptions that are already in place.

Also in the previous version it was proposed that the top step required approval by the PVC or Dean. There were major concerns about the delays that this might cause and how it could be built into the process. My recommendation is that we exclude it for the implementation of these changes. You may wish to put an approval or vetting procedure in place in your Divisions.

Ngā mihi
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otago
M: 021 2798092 | E: dan.wilson@otago.ac.nz

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TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will normally work under the supervision of an academic staff member or a manager if in a Service area or Residential College. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials, laboratories or provide tutoring or support. They may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of a semester.

Policy Content

Contents

1. Terms and Conditions of Employment
2. Tutor & Demonstrator Pay & Appointment Levels
3. Selection of Tutors & Demonstrators
4. Supporting Tutor & Demonstrator
5. Overseas Students
6. Advice and Information
7. Role Description

1 Terms and Conditions of Employment

- (a) All T&D must be employed using the standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (a) Applicants must be provided with a written description of their duties as a T&D. The Role Descriptor (Refer sec 7 below) may be appended to or have references added that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.

- (b) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (c) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12 months. A T&D cannot be appointed for one or more agreements that continue beyond 12 months without prior approval from Human Resources.
- (d) To assist with planning and recruitment, in some instances T&Ds may be encouraged to apply for future T&D roles. It is important to state that this is not a commitment to offer them a T&D role in the future as all offers are made in writing.
- (e) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (f) Each T&D appointment requires a new application.
- (g) Should a T&D resign, Payroll Services are to be notified immediately by email or in writing with details of actual hours that have been completed. This ensures their final pay is correct and paid promptly.

2 Pay rates for Tutors & Demonstrators

(a) Rates of Pay

The T&D Scale contains four levels. Each T&D position will be remunerated at the level that aligns with the requirements for that position. These rates are hourly rates exclusive of holiday pay.

Level	Implementation date to be advised
01	19.00
02	22.00
03	25.00
04	29.38

(b) Criteria for Deciding an Appropriate Level for the T&D Position

The criteria when considering an appropriate level for a T&D position are:

- i. Requirements of the role
- ii. Job content/complexity
- iii. Minimum required qualification and/or experience

NB: Not all levels will be available for every T&D position as some responsibilities or tasks may not be required.

Below are some guidance on appointment levels however these are indicative and the specific criteria may vary across Departments, Schools and Divisions.

Level	Tutor
01	The appointee is in their first year as a tutor. Will have training as a tutor and closer supervision. Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of Tutor appointments will normally be at this level.
02	As per Level 1 but has tutoring experience that will be required beyond that expected at that level. Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of Tutor appointments will be at this level.
03	Will be directly involved with and have some responsibility for coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with their supervisor.
04	Specialist positions. Normally required to hold a post-graduate qualification or to be studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Level	Demonstrator
01	Required to do own preparation for labs and deliver appropriate level of tutoring, marking and assistance. Reports on labs and provides feedback on lab material resources. Has a qualification or part thereof sufficient to demonstrate at the level of paper(s).
02	As per Level 1 plus will be directly involved with coordination and training of demonstrators - both in subject matter and delivery of. Will assist with preparation of material and the setup of labs. Will require a higher level of knowledge. Works closely with Academic lead.
03	Demonstrators experienced in the paper being taught and the requirements of the work to be done in the lab. Has sound instruction and coaching skills; oversight of Health & Safety requirements; and undertake limited or on-site

	supervision in a lab environment. Often working in labs of long duration or with higher technical demands.
04	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. Is able to be responsible for the supervision of a large lab when the supervisor is absent. This level can be seen as a Level below the expectations required of a Teaching Fellow or Professional Practice Fellow position.

(c) Appointment level

Each T&D will be appointed at the level that aligns with the requirements for the position. There is no progression up the scale. Reappointment at a higher level will depend on the requirements of the role and the appointee being able to meet those requirements. Refer 3(b) below.

Not all levels will be available for every T&D position as some responsibilities or tasks may not be required.

In some instances, both within a Department and across Departments, a T&D may have T&D roles at different levels due to the different requirements for those roles.

3 Selection of Tutors & Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) Each applicant should be assessed as to whether they meet the requirements of the position [2.(b)] based on:
 - i. Relevant work experience
 - ii. Relevant role related educational or other qualifications
 - iii. Relativities across the Department, School and Division
 - iv. Participation in any job related training offered by the University.
- (c) As with any recruitment, staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists.
For assistance or clarification consult your Divisional Human Resources person.

(d) Allocation of hours

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

(e) Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found at <https://www.otago.ac.nz/humanresources/working-at-otago/salaries-and-payments/>
- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

(f) Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

(g) Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the employee would normally have worked under an established pattern of work. If the employee is required to work on a Public Holiday, the employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutors & Demonstrators

All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training.

For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas visit <https://www.otago.ac.nz/humanresources/join-otago/lifestyle-and-culture/immigration-and-visas>. All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

Questions regarding the appointment process please contact your Client Services Administrator.

Questions relating to your pay, please contact Payroll Services at hrp-queries@otago.ac.nz +64 3 479 6372.

Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager or Advisor.

For questions relating to student work visas, please contact the Student Visa Coordinator at student.visa@otago.ac.nz or +64 3 479 4569.

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact your Divisional HR manager or advisor or the HR Manager, Promotions & Remuneration at rem.admin@otago.ac.nz or +64 3 479 8092

7 Role Description

The Description may be appended or expanded to reflect the needs or requirements of each position.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution to students' overall learning.

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

All T&D are required to undertake specified health and safety and other training and induction for each paper that they employed. Exemptions from this requirement must be gained from the Supervisor in advance.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). The role may responsibilities may include:

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules including the Ethical Behaviour Policy, the Code of Student Conduct, The Sexual Misconduct Policy, and the Health and Safety Policy. These can be viewed on line at www.otago.ac.nz/humanresources or provided by your supervisor on request.
- Declare any potential conflicts of interest including intimate person relationships with students undertaking the paper you are a T&D for.
- Keep the Academic supervisor or other in situ supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.

- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the required standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&Ds.
- Maintain an appropriate level of academic achievement in their course of study.
- Other duties as determined by the Supervisor that are consistent with a T&D role

Role Specification

A T&D will -

- Normally be a student of the University working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- Have an interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Demonstrated willingness to expand knowledge of material taught and how it is taught.
- Possess a high level of communication skills.
- Be able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.
- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

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Functional relationships with Academic & Professional staff

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i. Employment Relationship Problems

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ii. Raising the Problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

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At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

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If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

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If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

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If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

vii. University of Otago Ethical Behaviour Procedure

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly any problems involving the behaviour of another member of the University community. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

viii. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

Dan Wilson - HR

From: Dan Wilson - HR
Sent: Friday, 21 February 2020 12:37 pm
To: Paul Brunton; Pro-Vice-Chancellor Humanities; Richard Barker
Cc: Pro-Vice-Chancellor Commerce; PVC Sciences EA; DVC Academic; Stephanie Evans; Kevin Seales
Subject: RE: Tutor & Demonstrator Changes
Attachments: T&D Snapshot August 2019.docx

Kia ora koutou

Further to your comments, I have attached a snapshot of the T&Ds roles we had in place as of August 2019. We can't separate which are Tutors or Demonstrators.

You will see that around 24% of T&Ds were paid at the highest 04 step (The rate was the same as proposed). At the other end only 6% were paid at the lowest 01 step. Based on my discussions and feedback received

- the majority of the 04 were employed as Demonstrators in the Lab environment. Some areas such as in BMS have over a period of time built up a structured, documented approach for the Demonstrator positions. It rewards experience.
- In some instances it recognises Demonstrators who are supervising large labs (e.g. HUBS) when the teaching academic is not there and there are other Demonstrators that they oversee.
- I understand that in a few cases T&Ds are paid more because in disciplines with fewer post grads it is hard to get someone to fill the roles.
- Tutors who are at the top of the level tend to be specialist or professional (e.g. lawyers in Law.)

Given the current situation, it would take some time to change this demographic and potentially cause significant disruption. We would need to look in more detail at roles in each Department.

One option is to anchor the top rate until the other rates are closer. There is a \$3 an hour variance between levels 1 and 2 and 2 and 3. \$4.38 between 3 and 4.

I am assuming that regardless of who is in government, the 2020 AMW will go to \$20 an hour. [As an aside this means that 94% of our T&Ds would be paid above the current living wage of \$21.15.]

Level	Rate
01	19.00
02	22.00
03	25.00
04	29.38

We aim to release the Guidelines in time for the new T&D intake starting next week.

Thanks

Dan

From: Paul Brunton
Sent: Thursday, 20 February 2020 9:35 AM
To: Pro-Vice-Chancellor Humanities <pvc.humanities@otago.ac.nz>; Richard Barker <richard.barker@otago.ac.nz>
Cc: Pro-Vice-Chancellor Commerce <pvc.commerce@otago.ac.nz>; PVC Sciences EA <pvc.sciences.ea@otago.ac.nz>; Dan Wilson - HR <dan.wilson@otago.ac.nz>; DVC Academic <dvc.academic@otago.ac.nz>; Stephanie Evans <stephanie.evans@otago.ac.nz>; Kevin Seales <kevin.seales@otago.ac.nz>
Subject: Re: Tutor & Demonstrator Changes

That would be my view as well.

I guess it would have to be on a case by case basis but the rationale would have to be compelling.

Regards,

Paul

Professor Paul Brunton
Pro-Vice-Chancellor
Division of Health Sciences
PO Box 56
Dunedin, 9054
New Zealand
Telephone: +64 3 479 7413
Website : www.otago.ac.nz/healthsciences

From: Tony Ballantyne <pvc.humanities@otago.ac.nz>
Date: Wednesday, 19 February 2020 at 9:14 PM
To: Richard Barker <richard.barker@otago.ac.nz>
Cc: Robin Gauld <pvc.commerce@otago.ac.nz>, Paul Brunton <paul.brunton@otago.ac.nz>, PVC Sciences EA <pvc.sciences.ea@otago.ac.nz>, Dan Wilson - HR <dan.wilson@otago.ac.nz>, DVC Academic <dvc.academic@otago.ac.nz>, Stephanie Evans <stephanie.evans@otago.ac.nz>, Kevin Seales <kevin.seales@otago.ac.nz>
Subject: Re: Tutor & Demonstrator Changes

My reading would be only if the teaching required a very unusual/exceptional level of expertise, skill and experience – hard for me to think of strong cases for that in our Division.....

Professor Tony Ballantyne, FRSNZ
PRO-VICE-CHANCELLOR, DIVISION OF HUMANITIES | Manukura, Te Kete Aronui
University of Otago | Te Whare Wānanga o Otago
PO Box 56, Dunedin 9054, New Zealand | +64 3 479 8672 | pvc.humanities@otago.ac.nz
www.otago.ac.nz/humanities | facebook.com/OtagoHumanities | twitter.com/HumanitiesOtago

From: Richard Barker <richard.barker@otago.ac.nz>
Date: Wednesday, 19 February 2020 at 7:01 PM
To: Pro-Vice-Chancellor Humanities <pvc.humanities@otago.ac.nz>
Cc: Pro-Vice-Chancellor Commerce <pvc.commerce@otago.ac.nz>, Paul Brunton <paul.brunton@otago.ac.nz>, PVC Sciences EA <pvc.sciences.ea@otago.ac.nz>, Dan Wilson - HR <dan.wilson@otago.ac.nz>, DVC Academic <dvc.academic@otago.ac.nz>, Stephanie Evans <stephanie.evans@otago.ac.nz>, Kevin Seales <kevin.seales@otago.ac.nz>
Subject: Re: Tutor & Demonstrator Changes

The unanswered question (implied, not asked) is when would it be appropriate to go to the top step?

R

Sent from my iPhone

On 19/02/2020, at 6:59 PM, Pro-Vice-Chancellor Humanities <pvc.humanities@otago.ac.nz> wrote:

Kia ora koutou – I am comfortable with this approach (not requiring PVC sign off) initially – but could we take stock later in the year and just check on the distribution of appointments across the levels and then revise if necessary?

Ngā mihi, Tony

Professor Tony Ballantyne, *FRSNZ*

PRO-VICE-CHANCELLOR, DIVISION OF HUMANITIES | **Manukura, Te Kete Aronui**

University of Otago | **Te Whare Wānanga o Otago**

PO Box 56, Dunedin 9054, New Zealand | +64 3 479 8672 | pvc.humanities@otago.ac.nz

www.otago.ac.nz/humanities | facebook.com/OtagoHumanities | twitter.com/HumanitiesOtago

From: Pro-Vice-Chancellor Commerce <pvc.commerce@otago.ac.nz>

Date: Wednesday, 19 February 2020 at 6:50 PM

To: Paul Brunton <paul.brunton@otago.ac.nz>, PVC Sciences EA <pvc.sciences.ea@otago.ac.nz>

Cc: Dan Wilson - HR <dan.wilson@otago.ac.nz>, DVC Academic <dvc.academic@otago.ac.nz>, Stephanie Evans <stephanie.evans@otago.ac.nz>, Kevin Seales <kevin.seales@otago.ac.nz>, Pro-Vice-Chancellor Humanities <pvc.humanities@otago.ac.nz>, Richard Barker <richard.barker@otago.ac.nz>

Subject: Re: Tutor & Demonstrator Changes

Thanks for this. I don't think this would need PVC sign-off unless there were an exceptional case, such as not having the PG degree for the top level of scale as the guidelines indicate. I'm happy to further discuss if need be.

Best

Robin

From: Paul Brunton <paul.brunton@otago.ac.nz>

Date: Wednesday, 19 February 2020 at 11:20 AM

To: PVC Sciences EA <pvc.sciences.ea@otago.ac.nz>

Cc: Dan Wilson - HR <dan.wilson@otago.ac.nz>, DVC Academic <dvc.academic@otago.ac.nz>, Stephanie Evans <stephanie.evans@otago.ac.nz>, Kevin Seales <kevin.seales@otago.ac.nz>, Pro-Vice-Chancellor Humanities <pvc.humanities@otago.ac.nz>, Pro-Vice-Chancellor Commerce <pvc.commerce@otago.ac.nz>, Richard Barker <richard.barker@otago.ac.nz>

Subject: Re: Tutor & Demonstrator Changes

Agreed my view is that PVC sign off wouldn't be required but happy to be consistent if others feel different.

Regards

Paul

Sent from my iPhone

On 19/02/2020, at 10:54, PVC Sciences EA <pvc.sciences.ea@otago.ac.nz> wrote:

Kia ora Dan

Thank you for this. Richard Barker's feedback is with regards to your last point on whether to put an approval or vetting procedure in place in the Divisions, Richard requests strong guidance on this please. It would be preferable if it was consistent across Divisions. Do you have anything in mind on this?

Many thanks
Charlotte



Charlotte Ball
Executive Assistant to Professor Richard Barker, Pro-Vice-Chancellor (Sciences)

Division of Sciences | Te Rohe ā Ahikāroa
University of Otago | Te Whare Wānanga o Otāgo
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Email pvc.sciences.ea@otago.ac.nz

From: Dan Wilson - HR

Sent: Friday, February 14, 2020 11:41 AM

To: PVC Sciences EA <pvc.sciences.ea@otago.ac.nz>; Pro-Vice-Chancellor Humanities <pvc.humanities@otago.ac.nz>; Pro-Vice-Chancellor Commerce <pvc.commerce@otago.ac.nz>; PVC Health Sciences EA <pvc.health-sciences.ea@otago.ac.nz>

Cc: DVC Academic <dvc.academic@otago.ac.nz>; Stephanie Evans <stephanie.evans@otago.ac.nz>; Kevin Seales <kevin.seales@otago.ac.nz>

Subject: Tutor & Demonstrator Changes

Kia ora

Attached are the T&D Guidelines that were to be presented at the DVC/PVC meeting on Monday. As it's been cancelled I'd ask you to review these and let me know of any concerns by the end of next week if possible. If you have significant concerns then I will bring it to the 2 March DVCs/PVCs meeting.

We sought feedback from a select group of HODs, Heads of Colleges, and some key administrators and as a result made some significant changes. A major one was to revert back to a 4-step scale. The reasoning being that particularly in the case of Demonstrators, there is well established documentation and structure built around the 4 levels. The scales changed as follows:

Level	As at 10 February 2020
01	19.00
02	24.85
03	29.38 *

Level	As at ?
01	19.00
02	22.00
03	25.00
03	29.38

You asked that a role description be prepared and this is at the end of the Guidelines. Again, the feedback asked that we allow scope for descriptions that are already in place.

Also in the previous version it was proposed that the top step required approval by the PVC or Dean. There were major concerns about the delays that this might cause and how it could be built into the process. My recommendation is that we exclude it for the implementation of these changes. You may wish to put an approval or vetting procedure in place in your Divisions.

Ngā mihi
Dan

DAN WILSON – HR Manager, Promotions & Remuneration
Human Resources Division Te Wāhanga Matua Pūmanawa Tangata
University of Otago Te Whare Wānanga o Otago
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CAUTION: This e-mail and any attachment(s) contain information that is both confidential and possibly legally privileged. Any opinion, advice or information contained in this e-mail and any attachment(s) is to be treated only for the purpose of the intended recipient. If you have received this message in error, please email the sender, and then destroy this message. Thank

Tutor & Demonstrators - Snapshot August 2019		NB Low numbers have been removed to avoid being ID			
Level	01	02	03	04	Grand Total
Campus and Collegiate Life Services	-	-	-	-	-
Commerce Division		-	-	-	-
Accountancy and Finance		34	-		36
Economics		-	-	7	13
Information Science			7		7
Management		6	16		22
Marketing		-	-	5	-
Tourism		5	6		11
Health Sciences Division	-	-	-	-	-
Anatomy		29	7	19	55
Biochemistry		11	38	15	64
Health Sciences Divisional Office		8	10	13	31
Microbiology and Immunology			28	-	-
Oral Sciences				6	6
Pathology Department (DSM)			11	5	16
Pharmacology and Toxicology		5	5	-	-
Physiology	-	9	5	9	-
Preventive and Social Medicine (DSM)			-	-	-
Public Health (UOW)			-	-	-
School of Physiotherapy			-	-	-
Humanities Division		-	-	-	-
Archaeology		-	-	-	-
Classics			8		8
English and Linguistics			11	5	16
Faculty of Law		26		-	28
History			-	-	-
Languages and Cultures			-	-	-
Media, Film and Communication		-	-	-	-
Music			-	-	-
Philosophy			-	-	-
Politics			18		18
School of Geography		12	23	-	38
Social and Community Work				-	-
Social Anthropology			13	-	-
Sociology, Gender Studies and Criminology		-	7	7	-
Te Tumu/School of Maori, Pacific & Indigenous Stds		35	10		45
Theology			-	-	-
University of Otago College of Education			-	-	-
Sciences Division	-	-	-	-	-
Botany	-	6	21	-	-
Chemistry				26	26
Computer Science	5	5	9	-	-
Food Science			14	-	15
Geology	25	20		-	-
Human Nutrition			-		-
Marine Science		7	-	6	14
Mathematics & Statistics		6	19	-	-
Physics		-	11	-	-
Psychology		35	12	17	64
School of PE, Sport and Exercise Sciences	12	11	13	9	45
Surveying		18		-	-
Zoology		6	36	21	63
Student Services	-	-	-	-	-
Grand Total*	76	461	482	320	1339

*There are a small number of T&Ds in other Divisions that have been left off. These are included in the GT.

E-mail to DW 27/02/2020

Kia ora Dan

Please find below the Zoom link to Monday's DVCs/PVCs meeting. We will link you in around 10.10am (ish) via Zoom, after we have discussed the minutes from the previous meeting. I will keep the TV monitor off in the room until we need you.

Your items will come up first. As indicated in your previous emails the items that you are involved are as follows:

1. Tutors & Demonstrators (Dan Wilson) – I just went with the one we had – can update if necessary.

.....

NOTE for eConferencing – this meeting is in the Committee Room North. I will turn the TV monitor on when we are ready to link Dan into this meeting.

.....

For any questions or help with Zoom, please contact eConferencing on econferencing@otago.ac.nz or call either +64 3 479 8440 / +64 3 479 8997 during normal work hours.

Ngā mihi



Karla Selfwood
Kaiāwhina Matua/Executive Assistant to the Deputy Vice-Chancellors

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E-mail to DW 6/3/2020

Kia ora Dan

Thank you for zooming into our last DVCs/PVCs meeting held on the 2nd of March.

Below is the section from the notes and actions points (highlighted) from this meeting for your follow up.

1. Tutors and Demonstrators update

Mr Wilson joined the meeting via Zoom. The intention of these guidelines are to refocus on the role, not the person and to align the remuneration accordingly. Feedback from the demonstrators (mainly Sciences and Health Sciences) was that they are happy with the suggested changes. Noted the number at

level 04 already is quite high, particularly in BMS, and some areas have very entrenched practices which will take time to correct. PVCs thought there should be external to the department sign off for level 04 to avoid creep.

PROPOSAL the DHRM to monitor and have sign-off at level 04 alerting PVCs when necessary; new demonstrators will be on the new rules – will take some time to phase out those on current high levels that do not match the role.

RECOMMENDED that we release the guidelines, with the following pay rates:
(Increase of \$2.50p/h)

Level	Rate
01	\$19.00
02	\$21.30
03	\$24.00
04	\$29.38

.....
Ngā mihi



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TUTOR & DEMONSTRATOR GUIDELINES 2020

Purpose

The purpose of these guidelines is to outline the requirements of employing Tutors and Demonstrators.

Organisational Scope

These guidelines apply University-wide.

Definitions

Tutors and Demonstrators (T&D):

Tutors or demonstrators (T&D) are normally students who will normally work under the supervision of an academic staff member or a manager if in a Service area or Residential College. In the course of the academic year, T&D are employed primarily to teach in an assigned number of tutorials, laboratories or provide tutoring or support, They may be required to mark and return assessed work or co-ordinate a group of other T&D. It is expected that most T&D will be appointed at the beginning of a semester.

Policy Content

Contents

1. Terms and Conditions of Employment
2. Tutor & Demonstrator Pay & Appointment Levels
3. Selection of Tutors & Demonstrators
4. Supporting Tutor & Demonstrator
5. Overseas Students
6. Advice and Information
7. Role Description

1 Terms and Conditions of Employment

- (a) All T&D must be employed using the standard University of Otago Employment Agreement for T&D. All applications and offers must be made using the CASPER on-line application.
- (a) Applicants must be provided with a written description of their duties as a T&D. The Role Descriptor (Refer sec 7 below) may be appended to or have references added that refer to the particular role and area of appointment. These should be consistent with the Role Descriptor.

- (b) All T&D agreements must contain a finish date and employees must not under any circumstances be allowed to work beyond the finish date of their written agreement.
- (c) T&D appointments will normally be for a semester or academic year. The term of the agreement must be less than 12 months. A T&D cannot be appointed for one or more continuous agreements that together extend beyond 12 months without prior approval from Human Resources.
- (d) To assist with planning and recruitment, in some instances T&Ds may be encouraged to apply for future T&D roles. It is important to state that this is not a commitment to offer them a T&D role in the future unless an express written offer of a subsequent appointment is made.
- (e) Appointees must be legally entitled to work in New Zealand. This must be made clear to all prospective T&D and be included in advertising or additional information.
- (f) Each T&D appointment requires a new application.
- (g) Should a T&D resign, Payroll Services should be notified immediately by email or in writing with details of actual hours that have been completed.

2 Pay rates for Tutors & Demonstrators

(a) Rates of Pay

The T&D Scale contains four levels. Each T&D position will be remunerated at the level that aligns with the requirements for that position. These rates are hourly rates exclusive of holiday pay.

Level	Implementation date to be advised
01	19.00
02	22.00
03	25.00
03	29.38

(b) Criteria for Deciding an Appropriate Level for the T&D Position

The criteria when considering an appropriate level for a T&D position are:

- i. Requirements of the role
- ii. Job content/complexity
- iii. Minimum required qualification and/or experience

NB: Not all levels will be available for every T&D position as some responsibilities or tasks may not be required.

Below are some guides on appointment levels however these are indicative and the specific criteria may vary across Departments, Schools and Divisions.

Level	Tutor
01	The appointee is in their first year as a tutor. Will have training as a tutor and closer supervision. Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of Tutor appointments will normally be at this level.
02	As per Level 1 but has experience that will be required beyond that expected of Level 01. Required to do own preparation for tutorials and deliver appropriate level of tutoring, marking and assistance. Reports on tutorials and provides feedback on course material. Has a qualification or part thereof sufficient to tutor at the level of paper(s). The majority of Tutor appointments will be at this level.
03	Will be directly involved with and have some responsibility for coordination and training of tutors - both in subject matter and delivery of teaching. Will assist with preparation of material. Will require a higher level of knowledge. Works closely with their supervisor.
04	Specialist positions. Normally required to hold a post-graduate qualification or to be studying towards one. Role requires considerable experience. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

Level	Demonstrator
01	Required to do own preparation for labs and deliver appropriate level of tutoring, marking and assistance. Reports on labs and provides feedback on lab material resources. Has a qualification or part thereof sufficient to demonstrate at the level of paper(s).
02	As per Level 1 plus will be directly involved with coordination and training of demonstrators - both in subject matter and delivery of. Will assist with preparation of material and the setup of labs. Will require a higher level of knowledge. Works closely with Academic lead.
03	Demonstrators experienced in the paper being taught and the requirements of the work to be done in the lab. Has sound instruction and coaching skills;

	oversight of Health & Safety requirements; and undertake limited supervision in a lab environment. Often working in labs of long duration or with higher technical demands.
04	Specialist positions. Normally require a post-graduate qualification or someone studying towards one. Role requires considerable experience. Is able to be responsible for the supervision of a large lab when the supervisor is absent. This level can be seen as a Level below the expectations required of a Teaching Fellow position.

(c) Appointment level

Each T&D will be appointed at the level that aligns with the requirements for the position. There is no progression up the scale. Reappointment at a higher level will depend on the requirements of the role and the appointee being able to meet those requirements. Refer 3(b) below.

Not all levels of appointment will be available for every paper as some responsibilities or tasks may not be required.

In some instances a T&D may hold T&D roles at different levels due to the different requirements for those roles.

3 Selection of Tutors & Demonstrators

- (a) The selection process should be set out in advance. It must include a written description of duties and role criteria. Appointments must be made on merit. Reasonable effort should be made to give employment/research training opportunities to current or intending post-graduate students.
- (b) Each applicant should be assessed as to whether they meet the requirements of the position [2.(b)] based on:
 - i. Relevant work experience
 - ii. Relevant role related educational or other qualifications
 - iii. Relativities across the Department, School and Division
 - iv. Participation in any job related training offered by the University.
- (c) As with any recruitment, staff involved in the process must declare any potential conflicts of interest to their manager or Head. In those instances where relatives or friends are applying, the manager or Head must be must advised in writing. They will determine how the conflict or potential conflict is to be managed. The staff member will normally be excluded from the selection, supervision or pay related approvals of an appointee where a perceived or actual close relationship exists. For assistance or clarification consult your Divisional Human Resources person.

(d) Allocation of hours

The allocation of hours may include an allocation of a specific number of hours for preparation and marking in addition to formal teaching. This will be determined by the Department or School based on a reasonable assessment of the work to be undertaken.

(e) Pay Requirements

- i. T&Ds are paid fortnightly. Each pay fortnight starts on a Monday and finishes on a Sunday. Payment is made on the following Wednesday subject to a time sheet being completed and authorised. The payroll deadlines can be found at <https://www.otago.ac.nz/humanresources/working-at-otago/salaries-and-payments/>
- ii. T&Ds are required to submit a timesheet for the hours worked at the end of each fortnight worked. Hours cannot be accumulated across pay periods into one timesheet.
- iii. Where a T&D is paid very high hours for preparation and marking, it may suggest that they are not employed on the correct agreement. Advice should be sought from Human Resources who may ask the Head of Department for clarification.

(f) Holiday Pay

Due to T&D employment being for less than 12 months their regular fortnightly pay will include an additional 8% of their gross earnings for the fortnight as holiday pay.

(g) Public Holidays

Payment will only be made for a Public Holiday not worked, where it falls on a day the employee would normally have worked under an established pattern of work. If the employee is required to work on a Public Holiday, the employee will be paid normal pay for time actually worked plus half as much again. In addition, if the day is a day the employee would normally have worked under an established pattern of work, they will receive an alternative paid holiday as provided in the Holidays Act 2003.

4 Supporting Tutors & Demonstrators

All T&Ds must receive an appropriate Induction for each appointment. It will include linking with their supervisors, explanation of responsibilities and Health and Safety training. For information on supporting T&D please visit the HEDC website at <https://www.otago.ac.nz/hedc/staff/tutor/index.html>

5 Overseas Students

For information on immigration and working visas visit <https://www.otago.ac.nz/humanresources/join-otago/lifestyle-and-culture/immigration-and-visas>. All T&D appointees must have an appropriate work visa in place before being offered a position.

6 Advice and Information

Questions regarding the appointment process please contact your Client Services Administrator.

Questions relating to your pay, please contact Payroll Services at hrp-queries@otago.ac.nz +64 3 479 6372.

Questions regarding procedural or contractual matters should be directed to the appropriate Divisional Human Resources Manager or Advisor.

For questions relating to student work visas, please contact the Student Visa Coordinator at student.visa@otago.ac.nz or +64 3 479 4569.

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, contact your Divisional HR manager or advisor or the HR Manager, Promotions & Remuneration at rem.admin@otago.ac.nz or +64 3 479 8092

7 Role Description

The Description may be appended to reflect the needs or requirements of each appointment.

Role Description - Tutor & Demonstrator

School or Division of XXXX

General

Tutor & Demonstrators (T&D) are students employed on a casual or part-time basis to provide teaching assistance to undergraduate teaching during the academic year. They provide a key contribution to students' overall learning.

The expectation is that normally a T&D reports to and works under the supervision of an academic staff member. However, in certain situations, such as Demonstrators working in laboratories, they may be supervised by a technician or other Professional Staff member.

Depending on the paper, discipline and format, a T&D will be employed primarily to teach in an assigned tutorials and/or laboratories (NB: unless otherwise specified, laboratories or tutorials will be referred to collectively as classes). T&D will assist with the preparation, delivery and coordination of classes.

All T&D are required to undertake specified health and safety and other training and induction for each paper that they employed. Exemptions from this requirement must be gained from the Supervisor in advance.

Responsibilities

T&D responsibilities will vary depending on the requirements of the Division, Department and the academic supervisor(s). The role may responsibilities may include:

- Completion of preparation for all assigned classes
- Attend preparatory sessions and role related meetings as required
- Assist with the preparation of materials for tutorials or laboratory sessions
- Attend classes on time and appropriately prepared
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable Universities policies, and rules including the Ethical Behaviour Policy, the Code of Student Conduct, The Sexual Misconduct Policy, and the Health and Safety Policy. These can be viewed on line at www.otago.ac.nz/humanresources or provided by your supervisor on request.
- Declare any potential conflicts of interest including intimate person relationships with students undertaking the paper you are a T&D for.
- Keep the Academic supervisor or other in situ supervisor (e.g. Laboratory Manager) informed of their work, issues or concerns in a timely manner.

- Provide a communication channel between students and teaching staff
- Mark and return assessed work on time and to the required standard
- Co-ordinate other T&Ds and their work
- Provide administrative support relevant to the T&D role
- Provide specialist expertise and training to other T&Ds.
- Maintain an appropriate level of academic achievement in their course of study.
- Other duties as determined by the Supervisor that are consistent with a T&D role

Role Specification

A T&D will -

- Normally be a student of the University working towards or have a tertiary or post-graduate degree that is relevant to the area being taught.
- Have an interest in assisting student learning and teaching and a willingness to expand skills in this area.
- Demonstrated willingness to expand knowledge of material taught and how it is taught.
- Possess a high level of communication skills.
- Be able to organize their work to ensure deadlines are met. Includes balancing their own study and T&D workloads to ensure ongoing academic success.
- Achieve a very high level of accuracy in their work.
- Show evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.

Guidelines to level of Appointment

Decision on the level of appointment is determined solely by the University. Each level aligns with a set pay-rate determined by the University.

Key Relationships

Directly responsible to assigned academic leader(s)

Functional relationships with Academic & Professional staff

Employment Relation Problem Resolution Process

i. Employment Relationship Problems

Employment relationship problems include such things as personal grievances, disputes about the interpretation or application of employment agreements, or other workplace issues that may harm the employment relationship, but does not include problems with the fixing of new terms and conditions of employment.

ii. Raising the Problem

If you think you have a problem in your employment, then you should raise it with your Head of Department or Manager as soon as possible, so we can try and resolve it with you. If for any reason you feel unable to raise it with your Head of Department, you should approach another appropriate manager or an Adviser in Human Resources. In some cases, there is a time limit on when you have to do this – see “Personal Grievances” below.

iii. Representation

At any stage, you have the right to seek advice and support from your union or a representative. We will work with you and that person to try to resolve the problem. Information may also be sought from the Department of Labour Mediation Service at any time.

iv. Mediation Services

If we are unable to resolve the problem, then either party can contact the Department of Labour Mediation Service (a government department) for free assistance. The mediator will try to help us resolve the problem, but won't make a decision as to who is right or wrong unless both parties want this.

v. Employment Relations Authority

If the problem is still not resolved to your satisfaction, then you can apply to the Employment Relations Authority to have the problem investigated and a determination made. This decision can be appealed, by either party, to the Employment Court and then to the Court of Appeal.

vi. Personal Grievances

If your employment problem is a personal grievance (i.e. unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment), then you must raise it within 90 days of the problem actually occurring or coming to your attention for the first time. A personal grievance can only be raised outside of this timeframe with the agreement of the employer, or whether the Employment Relations Authority deems there to be exceptional circumstances.

You should raise any personal grievance with your Head of Department or Section as above. It is preferable that you put your grievance in writing, but this is not compulsory. You may ask your union or representative to raise the grievance on your behalf.

vii. University of Otago Ethical Behaviour Procedure

Certain types of employment relationship problems may be able to be dealt with through the University of Otago Ethical Behaviour Policy and Procedures, particularly any problems involving the behaviour of another member of the University community. This policy is available on the University website (<http://www.otago.ac.nz>) under Human Resources Policies.

viii. Human Rights Commission Procedures

If you believe you have a grievance based on discrimination or sexual or racial harassment an alternative procedure is available through the Human Rights Commission. However, you cannot refer your grievance to both the Human Rights Commission as a complaint and to the Employment Relations Authority as a personal grievance. You have to choose one option or the other.

DVCs/PVCs Group (4/11/19) from Academic Workload Principles document

AMENDMENTS REQUIRED to Academic Staff Promotion information:

- "Research Supervision of Postgraduate students" is to be considered Research as can currently claim under Teaching or Research;
- "Research into Teaching" is to be considered Research not Teaching;
- "PBRF countable components that are Service work" are to be deleted from Research as can currently claim under Research or Service.
- "Teaching Administration" is to be considered Teaching as can currently claim in Service or Teaching.
- "Textbook writing" is to be considered Service not Teaching.
- "Schedule of Teaching Responsibility" Table for Confirmation/Promotion/Progression needs to be adjusted to accurately capture contact hours for different types of face-to-face teaching, to include the total per year, statements about FTE buy-out and agreed balance of remaining FTE, & context information like partial RSL.

and to Confirmation Objectives:

- Currently supervision of postgraduate research is both a Teaching and a Research objective in Humanities and Sciences; in Commerce it is only a Teaching objective; in Health Sciences it is only a Research objective. In future, it is ONLY to be a Research Objective.
- Development of academic skills by, and pastoral contact with, individual postgraduate students can be included as a Teaching objective.

Meeting Notes

2 March 2020	Telephone meeting with HR Director	One of the items to discuss was Tutor & Demonstrators. No notes
14 Sept 2020	DVC/PVC Meeting	<p>HR update (Mr Dan Wilson in attendance)</p> <p>Tutor/Demonstrators (T/Ds) – bargaining underway; main updates/discussion points below:</p> <p>Students and casuals will be paid the same rate as other staff. No significant implications for the T/Ds identified. Bottom (Level 1) rate will now align with the adult minimum wage. Top level (Level 4) – noted the DVCs/PVCs group requested the DHRMs to approve Level 4 contracts; Mr Wilson would prefer for the DHRMs not to hold this responsibility due to workload. Possible solution is that the Lead Administrators in the areas would be the point of approval. Noted areas like BMS will need to shift their mindset as previously appointed levels based on years of service. AGREED – would like L4 approvals controlled. Health Sciences will need to consider its multiple schools. Identifying who were tutors/demonstrators. Noted would be beneficial for HoDs/Deans if there was a policy for this area. AGREED for Mr Wilson to develop a policy and take to the Policy Management Group (PMG).</p>
6 July 2020	DVC/PVC Meeting	<p>191104 – Tutors & Demonstrators</p> <p>Mr Wilson to rewrite/add role descriptors for Tutors and Demonstrators and present to DVCs/PVCs group.</p> <p>200316 Mr Wilson distributed updated guidelines on the 9/3/20. Prof Cragg to check with Mr Wilson on the following matters that haven't been communicated: 1. DHRM sign-off for L4; 2. When does this apply from – start of 2020 contracts?</p> <p>200511 1st completed. 2nd Prof Cragg to follow up with Mr Wilson: When will this commence – start of 2021 contracts now, instead of 2020 as proposed?</p> <p>200706 AGREED to commence DHRM sign off from 1st Jan 2021.</p> <p>Mr Wilson to re-run 2019 data, identifying T&Ds separately if possible and provide information to group.</p> <p>PVCs requested an 'approval hold' in the Casper System by October 2020 to allow PVCs to have oversight of this process. Mr Wilson to check if possible. A University Policy on T&D would be useful.</p> <p>PVCs to ask their HoDs to discuss their T&D requirements with them by end of October 2020.</p>
4 Nov 2019	DVC/PVC Meeting	<p>Tutors and Demonstrators 2020 (T & D) – (Memo 2 from Dan Wilson – emailed by DVC Academic 1/11/19).</p> <p>The government is increasing the adult minimum wage in April 2020. This was an opportunity to reflect on the criteria for deciding the appropriate pay scale. Mr Wilson proposed to move from a four- to a three-step scale and remove the "Rate A B C D" guidelines completely – AGREED</p> <p>This raised questions regarding who will be responsible for checking that T & D's will be paid at the appropriate rate. Mr Wilson noted that previously it had been HoDs and or administrators in some instances. After some discussion it was AGREED that movement to the new Step 03 will require PVC/Dean level approval.</p> <p>The group also requested that 'Role Descriptor' be developed alongside the proposed step changes and thought it might be beneficial to take the revised documents to a combined HoD meeting for feedback on where each level should sit on the salary scale. Noted that the pay scales will also apply to tutors in the Colleges (but not affiliated Colleges). ACTION Mr Wilson to rewrite, add role descriptors and present to DVCs/PVCs group. DW</p>