Payment for casual teaching work in the School of Physics
v1.11 – 2/2/15

This document describes paycodes appropriate for teaching activities undertaken in the School of Physics by staff other than the teaching & research staff (continuing and contract) of the School. The objective is clarity and consistency on how to pay teaching staff.

General principles

• Research staff employed within the School of Physics are encouraged to take on some teaching to broaden their experience and contribute to the School but are not paid for any teaching. These staff may be:
  o Research staff paid entirely from their own awards or fellowships
  o Research staff paid from another grant - all such staff must obtain the permission of their supervisors in writing before commencing teaching and forward this permission to the Associate Head (Teaching and Learning).
  o Research staff who have been informed that the School requires some teaching from them (because their salary is supplemented by a School contribution).
• Retired staff, Research staff or Visitors from outside the School (if they can be paid at all) and Casuals will be paid directly at paycodes described below.
• Full time university teaching & research staff are already paid by the University and will not be paid further for teaching in normal working hours. For major teaching contributions, staff from other departments may be seconded and paid directly by Physics or the EFTSU may be shared between the departments.
• A lecturer can choose to forgo any payment since the dollar value is often small.
• The appropriate year coordinators should approve all payments.
• Any payments not covered by this document should be discussed with the Associate Head (T&L) to ensure consistency. These should generally be recorded as a revision to this document.

• Staff are paid for teaching using standard university paycodes based on the numbers of hours taught.
• The paycode definitions are extracted from Schedule 1 of the current EBA - https://intranet.sydney.edu.au/employment/enterprise-agreement/overview/index.php. This document also contains pay rates.
• Casual earning paycodes and pay rates (check the date) may also be found at https://intranet.sydney.edu.au/employment/casual-staff/getting-paid/earning-codes-pay-rates.php
• Casual rates depend on PhD status. Note that the PhD must be conferred to qualify for the PhD rates.
• All staff paid directly must have a Contract in order to be paid.
• All staff paid by reimbursement of grants or other accounts must have a ‘Reimbursement letter’ from the School.
• In either case, these specify the agreed commitment and reimbursement and should be organised by the School HR Officer in the Main Office before the assigned teaching commences. See http://sydney.edu.au/science/physics/local/personnel.shtml
Research supervision

We do not pay for supervision of research activities.

Lectures

- All non-first year lectures given once in a semester as part of a series (excepting auxiliary lectures) will ordinarily be paid at the P02 ‘significant responsibility’ lecturing rate. This rate assumes 1 hour delivery and up to 3 hours 'associated work' and the lecturer “assumes significant responsibility for planning & developing a course unit (or subject) or a large part of a unit as well as lecturing, or where a lecture or small group of lectures calls for special expertise.”
- All non-first year auxiliary or 'one off' lectures given once in a semester will ordinarily be paid at the P03 ‘standard’ lecturing rate since the content is at least somewhat defined by the main lecturer. This assumes 1 hour delivery and up to 2 hours 'associated work'.
- All first year lectures given once in a semester (whether part of a series or not) will ordinarily be paid at the P03 standard lecturing rate since the unit content is defined. This assumes 1 hour delivery and up to 2 hours 'associated work'.
- For the first delivery of a lecture ‘series’ (more than ~3 lectures) an extra hour will be paid to recognise the time spent in preparing lectures for the first time. Thus a P02 lecturing rate will (effectively) be paid at P01 and P03 will be paid at P02.
- All repeat lectures (e.g. second lectures in parallel streams in first year) will be paid at the P04 ‘repeat’ lecture rate. This assumes 1 hour delivery and up to 1 hour 'associated work'.

[Claims for lecturing work should specify the number of units worked - e.g. one P03 unit is equivalent to 3 hours, but only one unit is claimed.]

All lecturing responsibilities include (as ‘associated work’):

- Involvement in setting and (some) marking of exam and assignment questions
- Attendance at scheduled pre- and post-semester meetings, in particular the end of semester Board of Examiners Meeting for the unit or teaching year.

The only exceptions are:

- First year staff (paid for lectures at the P03/P04 rates) will be paid for:
  - Preparing exam questions at the A01/A02 (with/without PhD) rate for ‘other’ academic work (the same as the DE1/DE2 demonstrating rate) based on the actual number of hours spent up to a maximum of 8 hours. (for a module) or 12 hours (for a whole unit).
  - Marking exam or assignment questions at the M04/M05 (with/without PhD) rate (the same as the DE1/DE2 demonstrating rate) based on the actual number of hours spent. If taking primary responsibility for a unit, then M03 (supervising examiner) would be appropriate.
  - Attendance at scheduled pre- and post-semester meetings at the A01/A02 (with/without PhD) rate for ‘other’ academic work (the same as the DE1/DE2 demonstrating rate) based on the actual number of hours spent.
- Postgraduate coursework staff (paid for lectures at the P02 rate) will (almost) always have a PhD and will be paid (if requested) for:
  - Preparing exam questions at the A01 (with PhD) rate for ‘other’ academic work (the same
as the DE1 demonstrating rate) based on the actual number of hours spent up to a maximum of 8 hours.
  o  Marking at the M03 (supervising examiner) rate based on the actual number of hours spent.
  o  Attendance at scheduled pre- and post-semester meetings at the A01 (with PhD) rate for ‘other’ academic work based on the actual number of hours spent.

**Tutorials**

Tutors are paid at DE1/DE2 (with/without PhD) ‘demonstrating’ rates [these are substantially less then "Tutorial" (TU1,2,3,4) rates that explicitly include 1 or 2 hours of preparation/marking time for other styles of tutorials]. The DE rates specify that any preparation or marking should be extra time, paid at the same rate.

- First year workshop tutorial tutors will be paid for 30 minutes preparation for every 1 hour of contact. This probably should not apply if the same tutorial is repeated, but that is deemed too hard to reliably monitor.
- Where appropriate, first year workshop tutorial supervisors will be paid an additional 30 minutes for recording of marks. This would still apply if the same tutorial is repeated, since the recording of marks is required for both sessions.
- The extra 30 minutes may also be paid for taking a major coordinating role in some 'non-mainline' units (e.g. PHYS 1500).

[these time allowances are generous and Supervisors may be asked to do minor administration tasks associated with their lab classes without further payment]

In all cases,
- we pay for any other scheduled time tutors spend outside tutorials - e.g. pre- and post-semester meetings, pre-semester tutor training, but not non-scheduled time such as time spent becoming familiar with demonstrations.
- we expect tutors to only claim for actual contact or meeting time (suitably rounded) - e.g. if a class doesn’t run they should not claim for that hour.

**Labs – experimental and computational, all years**

Tutors in all lab situations, on and off campus, will be paid at DE1/DE2 (with/without PhD) ‘demonstrating’ rates.

In most lab situations
- Lab demonstrators will be paid only for contact time.

In COSC computer labs (from 2013)
- Lab demonstrators will be paid for 30 minutes preparation for every 1 hour of contact. This probably should not apply if the same computational lab is repeated, which is easy to reliably monitor.
- Lab Supervisors will be paid
- an extra hour for any 3 hour lab class
- an extra 30 minutes for 2 hour labs

These extras would still apply if the same lab is repeated, since the supervision task is the same for both sessions.

[these time allowances are generous and Supervisors may be asked to do minor administration tasks associated with their lab classes without further payment]

- Marking of lab/TSP reports etc. outside lab sessions will be paid at the M04/M05 (with/without PhD) rate based on the actual number of hours spent.

In all cases,
- we pay for any other scheduled time tutors spend outside labs - e.g. pre- and post-semester meetings, pre-semester tutor training, but not non-scheduled time spent becoming familiar with experiments.
- we expect tutors to only claim for actual contact or meeting time (suitably rounded) - e.g. if a class ends an hour early and tutors leave, they should not claim for that hour.

**PHYS 1500 viewing sessions**

Tutors will be paid at DE1/DE2 (with/without PhD) ‘demonstrating’ rates.

- Demonstrators will be paid only for contact time.
- Supervisors will be paid for
  - Night sessions
    - 2 hours contact + 2 hours setup/packup/supervision role (generous but there is significant responsibility here, especially in deciding go/no go on each night)
  - Solar viewing
    - 1 hour contact + 1 hour setup/packup/supervision role (consistent with night sessions, but less paperwork)
  - Actual time spent training other tutors if required (max. 1 session)
  - Actual time spent marking at the M04/M05 (with/without PhD) rate (the same as the DE1/DE2 demonstrating rate).

In all cases,
- we pay for any other scheduled time tutors spend outside labs - e.g. pre- and post-semester meetings, pre-semester tutor training, but not non-scheduled time spent becoming familiar with experiments.
- we expect tutors to only claim for actual contact or meeting time (suitably rounded) - e.g. if a class ends an hour early and tutors leave, they should not claim for that hour.

**Outreach**

Lectures at schools are occasionally given by postdoctoral staff or postgraduate students. These are generally less demanding formats than undergraduate lectures and will be paid at the P04 lecture rate. This assumes 1 hour delivery and up to 1 hour 'associated work'.
Tutors in all lab situations, on and off campus, will be paid at DE1/DE2 (with/without PhD) ‘demonstrating’ rates.

- Lab demonstrators will be paid only for contact time, plus set up and pack up if required (not travel time).
- Kickstart Lab Supervisors will be paid an extra 30 minutes for their coordination and responsibility for the session

In all cases,
- we pay for any other scheduled time tutors spend outside labs, but not non-scheduled time spent becoming familiar with experiments.
- we expect tutors to only claim for actual contact, set up, pack up or meeting time (suitably rounded) - e.g. some time will be paid if a class is cancelled but tutors have spent time in arriving and setting up etc., but not if tutors are informed that they are not required to come.

**Other Activities**

Other activities, such as the '3-day' Principles and Practice course will be paid at the A01/A02 (with/without PhD) rate for ‘other’ academic work for the actual number of hours.

Extra activities associated with coordination of a unit, beyond what is agreed to be covered by the pay codes for lecturing, tutoring, etc., will be paid at the A01/A02 (with/without PhD) rate for ‘other’ academic work for the actual number of hours or an estimate of that time.

Lecturing in the Continuing Education Program outside normal working hours is a contract between any member of staff or students and CCE and will be paid to the individual at rates offered by CCE.