

## Technicians and Demonstrating Activities

### Purpose and Context

This policy is designed to define demonstrating activities undertaken by technicians, clarify the difference between demonstrating and lecturing activities, and establish a mechanism for reimbursement for the performance of demonstrating and lecturing activities where appropriate.

### Scope

This policy applies to all University technicians, full and part-time, permanent and temporary who may undertake demonstrating duties and to part time laboratory demonstrators specifically employed for this purpose.

---

## 1. Background

- 1.1 The primary role of technicians is the provision of technical support. As part of their normal duties, technicians are required to give assistance, advice and/or guidance to both students and other staff, on a range of matters within their skill, knowledge or expertise.
- 1.2 Demonstrating activities attract a particular grade which may also be the substantive grade for the post holder undertaking these activities. Where technicians do undertake demonstrating activities, these need to be considered within the single spine pay scale and additional reimbursement granted where the post holder's substantive grade is below the recognised grade for demonstrating activities.
- 1.3 Lecturing constitutes higher graded or different responsibilities which will attract payment at the appropriate rate. Technicians are not expected to carry out lecturing duties and only do so on a voluntary basis with approval from the Principal Technician/Technician Team Leader and the Head of Department.

## 2. Demonstrating

- 2.1 The definition of demonstrating is to:
  - provide assistance, advice, guidance or support in direct and/or continuous contact with students in a timetabled activity where an academic member of staff has set and retains responsibility for a project brief or area of study which has clearly identified outcomes.
  - explain or show the use or application of equipment, systems, operations and techniques to provide an understanding of underlying operational and practical principles but not interpretation thereof, in order to achieve a given outcome.
  - translate practical and technical issues of student projects, designs or ideas.

- instruct students in safe working practices and procedures within the technician's area of responsibility.

## 2.2 Demonstrating duties include:

- the production of documentation in support of the learning process to assist students with their understanding of the processes or systems being used
- the development and production of samples, display boards and technical files as appropriate to illustrate structures and techniques

2.3 Demonstration is not part time hourly paid teaching (see 5.1 for definition)

2.4 The above activities form part of a technician's substantive duties for Grade 6. Where a technician's substantive grade is Grade 5, all of the above activities must be undertaken to qualify for an additional payment for demonstrating.

2.5 Part time laboratory demonstrators will be paid at Grade 6 for undertaking all of the above activities.

2.6 Where the Principal Technician/Technician Team Leader approves Grade 5 technical staff undertaking demonstrating duties, they will receive a differential payment for the agreed number of hours calculated between their substantive point on the salary scale and the bottom point of grade 6. Where technical staff undertake demonstrating duties for a minimum of 24 weeks in the previous academic year or 24 weeks over the previous 2 academic years, incremental progression will be applied to the differential calculation.

2.7 Claim forms for the differential payment should be signed by the budget holder and sent to Payroll for processing on a monthly basis

## 3. Part Time Hourly Paid Teaching

3.1 The main objective is to design and deliver lectures, seminars and tutorials as directed. The duties and responsibilities involved are to:

- Design teaching material and deliver using appropriate teaching, learning support and assessment methods
- Carry out teaching within a clear programme
- Set and mark assignments, including examination papers
- With support and supervision co-ordinate small modules, in own subject area
- Attend and participate in module team meetings
- Contribute to the development of examination questions
- Keep up to date with knowledge of the subject
- Contribute to internal and external quality assurance processes within the scope of the post

- 3.2 On occasion, because of specialist expertise, a technician may be required to contribute to teaching, rather than demonstrating. Any arrangement would need to be approved by the Head of department and the Principal Technician/Technician Team Leader. Following the standard principle that an employee may not be paid twice for the same hours the individual may undertake part time teaching under a separate part time hourly paid teaching contract in their own time (i.e. the individual would be paid the enhanced rate but would need to take annual leave or flexi leave for all the hours covered by the Grade 7 PTHP contract not just the teaching hours) or the work takes place outside contracted hours. Alternatively, the work could be undertaken as part of the technician's duties and a differential payment made, where applicable, based on a Grade 7 PTHP hourly, standard single hour rate for each hour of work undertaken.
- 3.3 Claim forms for the differential payment should be signed by the budget holder and sent to Payroll for processing on a monthly basis.

#### **4. Health and Safety**

- 4.1 Academic staff retain overall responsibility for the health and safety of their students, even when not present in class, and must ensure appropriate risk assessments are undertaken for practical classes. Technicians undertaking lecturing duties are required to assume the same overall health and safety responsibility for their students.
- 4.2 Technicians/staff undertaking demonstrating duties are responsible for the safe and effective use of equipment and for instructing students in safe working practices and procedures.

## POLICY SIGN-OFF AND OWNERSHIP DETAILS

<b>Document name:</b>	Technicians and Demonstrating Activities
<b>Version Number:</b>	V1.2
<b>Equality Impact Assessment:</b>	Completed
<b>Approved by:</b>	Human Resources Group
<b>Date Approved:</b>	28 November 2019
<b>Next Review due by:</b>	November 2021
<b>Author:</b>	HR Manager
<b>Owner (if different from above):</b>	Head of HR
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Technicians-And-Demonstrating-Activities.pdf">https://www.hud.ac.uk/media/policydocuments/Technicians-And-Demonstrating-Activities.pdf</a>
<b>Compliance Checks:</b>	HRG regularly review to ensure compliance
<b>Related Policies/Procedures:</b>	

## REVISION HISTORY

<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.1	October 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager