

UNIVERSITY WORKLOADS PROCEDURES

Section	People & Organisational Development
Contact	Employment Relations Manager
Last Review	October 2014
Next Review	June 2017
Approval	SLT 15/04/56

Purpose:

To ensure the total workload allocated to individual members of staff is reasonable, safe, equitable and transparent and enables the identification of primary work areas consistent with being a 21st Century Academic. The University anticipates a range of work profiles will be identified within the available workload allocation model.

Procedures for the Allocation of Workloads:

Workload allocation will be carried out in consultation with staff. The manager and staff member will endeavour to reach agreement.

The allocation of work and any changes to that allocation shall reflect the strategy of the University, the needs of the department, the demands of the work and the staff member's strengths, capabilities, responsibilities and development plans. Individual circumstances will also be considered in the work allocation process.

Where the staff member and their manager are unable to reach agreement on the allocation of work or any changes to that allocation, the manager shall decide the workload, provided that the staff member shall be entitled to seek a review of that decision using the Workload Dispute Procedure.

The allocation of work to tangata whenua staff must recognise, and take account of, the specific skills and expertise which these members of staff bring to their place of employment and their community. This recognition should also include their diverse obligations to iwi, hapu and whenua and may also include their involvement in consultative processes of the University in relation to the fulfilment of its obligations under Te Tiriti o Waitangi and involvement and participation in formal ceremonies as required by tikanga Maori.

Information, held about the workload allocation for each member of staff, will be on their personal files in the department so that it can be used as a source of information for promotion applications, if required. The department will maintain information on average and range of workloads in the department.

The policy and procedures for allocating workloads in the department must be on file and available for perusal by any member of staff in the department.

On behalf of the Vice-Chancellor as employer, senior managers will use best endeavours to ensure that the mechanisms used by departments for allocating workloads promote the well-being and safety of the staff of the University and meet the needs of departments and the University.

Audience:

All university staff

Relevant Legislation:

None

Legal Compliance:

None

Related Documents:

- [University Workloads Policy](#)
- [Allocation of Workloads Disputes Procedures \(Appendix 1\)](#)
- [Guidelines \(example only\) for Academic Workload Allocation \(Appendix 2\)](#)
- [Working Guidelines for Summer School](#)

Document Management Control:

Prepared by: Employment Relations Manager

Authorised by: Vice-Chancellor

Consultation & Approval: Consultation with the Combined Unions and Approved by the Vice-Chancellor

Date issued: May 2015

Last review: October 2014

Next review: June 2017

Appendix 1: Allocation of Workloads Disputes Procedure

In case of any difference arising between a staff member and his/her manager in relation to the allocation of work or a change to that allocation to an individual staff member, the following procedures applies.

The process is designed to provide a speedy and informal resolution wherever possible and is consistent with the Massey University process for the resolution of employment relationship problems and grievances and with the principles of the Employment Relations Act 2000. It is agreed that this process will be followed as a means of internal resolution prior to any grievance or dispute being lodged under the Employment Relations Act 2000. Staff member(s) are able to seek support and advice at any stage of this process.

To ensure the speedy resolution of differences, these procedures should be initiated with 14 days of the notification of the difference.

Step 1 – Resolution Between the Parties

In the first instance the manager and employee will attempt to resolve their differences by direct resolution. The manager will provide reasons for the allocation and discuss how consistent it is with the workload model and the equitable distribution of the workload with the unit or area. The employee may request in writing a worksheet comparing the employee's workload allocation in percentage time with other staff.

Step 2 - Review

If the matter remains unresolved, it will be referred to the relevant Pro Vice-Chancellor of the College, Assistant Vice-Chancellor, Deputy Vice-Chancellor or equivalent line manager.

The manager concerned will review the matter and make a decision to amend or confirm the allocation of work to the individual staff member concerned. Both the decision and the reasons for it will be communicated in writing to the parties to the dispute.

Step 3 Mediation and Resolution Procedures

Where the employee remains dissatisfied with the outcome of their workload allocation the matter may be referred to mediation. Mediation may be provided by the Massey Dispute Resolutions service, the Ministry of Business Innovation and Employment or by a private mediator.

Mediation is voluntary and the parties will mutually agree the mediator. Any resolution reached is mutually agreed between the parties. In limited circumstances mediators with the Ministry of Business Innovation and Employment (MBIE) have statutory authority to make a final and binding decision if requested by the parties. This must be agreed to in advance of the mediation.

If mediation of a workload dispute is unsuccessful and the matter remains unresolved the matter may be referred through the normal processes available under the Employment Relations Act 2000 by way of a personal grievance or dispute.

Interim Situation

(NOTE: THE REASON FOR THIS IS TO PROTECT THE OPERATION OF THE UNIVERSITY AND THE INTERSTS OF THE STUDENT STAKEHOLDERS UNTIL THE DIFFERENCE IS RESOLVED.)

In the case of a difference arising between a staff member and his/her manager in relation to the allocation of work or a change to that allocation, the workload as specified by the manager shall operate as if no difference existed until the matter is resolved through the procedures outlined above unless the manager is able to reassign the contested workload pending resolution and without undue disruption to staff and students.

Appendix Two

Guidelines (example only) for Academic Workload Allocation¹

The following is a guideline only for staff and managers when consulting about the appropriate mechanism for the allocation of workloads or actual individual workloads in any department.

Each College's (or as the College may determine or permit, each School's or Institute's) model may have different activities associated with the Primary Work Area category and that this variance within any University or College framework is normal acceptable practice.

Primary Work Area	Associated Activities	Current allocations taken from existing workloads models	Nominal Allocations
Teaching	Preparation of teaching materials Contact time, assessment and moderation Student support and advice Research report supervision Ongoing development and review of papers and programmes Paper coordination Training and development activities associated with teaching including maintenance of professional accreditation where appropriate	2-6 papers per year 30-70% of total workload allocated to teaching.	Minimum of 3 papers Up to 50% workload allocation.
Research	Thesis supervision Work associated with research outputs as defined in the Research Outputs Database Research projects and contracts Completing research funding applications Completing research-based qualifications Conference attendance and presentations Attendance at research seminars and meetings Training and development activities associated with research	1-3 outputs in categories 1-4 each year. 10 – 50% of total workload allocated to research	Minimum of one research output (Cat 1-4) per staff member per year. Minimum 30% workload allocation
Service	Involvement in professional associations Membership of University-wide committees Participation in community initiatives and organizations Contributions to the fulfilment of 'critic and conscience' functions External marking, reviews, journal refereeing Organization of conferences and symposia Mentoring staff	2-20% of total workload allocated.	Up to 10% of total workload allocation
Admin	Contributions to department committees Timetabling and organizing course resources Participation in student recruitment activities, orientation, open days and graduation Responses to general student enquiries regarding papers and programmes Posts held such as international student liaison General administration such as student record keeping, IPP entries, WebRPS	5-50% of total workload allocation	Up to 10% of total workload allocation

¹ Although the Guidelines are based upon the traditional areas of academic responsibility, it should be noted that general processes such as PDP and leave plans also contribute to academic workload allocation. The above is only an example and as such may be changed from time to time to reflect latest terminology and academic and research strategy and policy and a specific workload allocation may reflect a different mix of Primary Work Area; Associated Activities; Allocation / Nominal Allocation.