

UNIVERSITY WORKLOADS PROCEDURES

Purpose:

To outline the procedures and factors relevant in the allocation of workload to staff at Massey University. The University anticipates a range of work profiles will be identified within the available allocation model.

Procedures for the Allocation of Workloads:

Workload allocation will be carried out annually and in consultation with staff. The manager and staff member will endeavour to reach agreement. Individual work allocation will be in accordance with the appropriate College/Department workload mechanism.

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 (Appendix 1).

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Academic Workload Allocation

Academic Workload Allocation shall take account of the following factors/principles and will generally be set having regard to the parameters set out in the Table below, recognising that those proportions may vary by agreement between the manager and the staff member. These are guidelines only and it is for the manager and staff member to discuss the

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Audience:

All University staff

Relevant legislation:

Health and Safety at Work Act 2015

Legal compliance:

None

Related Procedures / documents:

- University Workloads Policy
- Allocation of Workloads Disputes Procedures (Appendix 1)
- Summer School Guidelines
- Academic Staff Promotions Criteria and Guidelines
- Health, Safety and Wellbeing Policy

Document Management Control:

Prepared by: Employment Relations Manager

Authorised by: Vice-Chancellor

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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 the workload 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 and the Health and Safety at work Act 2015. 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 employee should raise concerns with their manager with the intention that the manager and employee will attempt to resolve their differences by direct resolution, including as deemed appropriate using a facilitated process to support the manager and employee to agree a sustainable solution to the issue. 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.

If the employee genuinely believes on reasonable grounds that their health and safety is, or is reasonably likely to be impaired by the workload issues they are concerned about, the employee may use the University's Incident and Hazard Reporting System in MasseySAFE to raise their concern and the matter will be subject to the usual incident investigation process, which is a no-blame process. Following any such process, the findings and any recommendations will be referred to the manager and employee to inform their joint resolution of the issues.

Step 2 Review

If the matter remains unresolved, it will be referred to the relevant Pro Vice-Chancellor of the College, Deputy Vice-Chancellor/Provost 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 employee 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 Resolution 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.

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