

## UNIVERSITY WORKLOADS POLICY

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

### Purpose:

To ensure the total workload allocated to individual members of staff is reasonable, safe and equitable.

### Policy:

Staff members will be allocated equitable, reasonable and safe workloads through a mechanism that is comprehensive and transparent, that takes account of work requirements of the department and contributes to the efficient and effective application of its resources.

### Definitions:

- Equitable:** means that staff members with comparable levels of appointment and responsibilities should have similar workloads. Casual, part-time and fixed-term staff members shall have workloads that are equitable relative to full-time staff in the same area of work.
- Reasonable:** means that in allocating the workload all practical steps were taken to facilitate career progression; that the workloads so allocated can be managed within the time frames and deadlines set for the performance of the duties, and will allow staff to maintain a reasonable balance between their professional and personal life.
- Safe:** means that all practical steps will be taken to minimise the hazards which could cause physical or mental harm to staff.
- Department:** the term department is used generically to apply to the terminology used to designate administrative units in the Colleges, and Services.
- Transparent:** means the mechanism for the allocation of workload is clear and open to scrutiny, and that for academic staff information on the average and range of workloads in the department is available, and for professional services staff that they can compare their workload with staff in the same or similar occupational class in their department.

### Policy Requirements and Delegations:

The Pro Vice-Chancellors and Assistant Vice-Chancellors will ensure that mechanisms for the allocation of workloads are implemented in the departments of the Colleges and Services for which they are responsible.

Following consultation with affected staff the heads of departments in the Colleges and Services will ensure that staff members are allocated workloads through an appropriate mechanism that is comprehensive and transparent. A guideline for such a mechanism is attached as Appendix 2.

The head of a department will ensure that, as part of the annual allocation of workloads, the person responsible for a staff member's PDP appraisal will check the current and proposed workload in relation to the duties of the staff member and the requirements and goals of the department.

The workload allocation mechanisms used by the departments will be ratified by the relevant senior manager (Pro Vice-Chancellor, Assistant Vice-Chancellor or their nominee) who will then ensure that a copy of the document describing the mechanism for each department for which they are responsible is filed with the Office of the respective Pro Vice-Chancellor or Assistant Vice-Chancellor.

A department's mechanism for allocating workloads should be reviewed from time to time and will be reviewed at least once every three years and where necessary amended. This aspect will be checked by the relevant line manager after consultation with staff.

**Audience:**

All university staff

**Relevant Legislation:**

None

**Legal Compliance:**

None

**Related Documents:**

[University Workloads Procedures](#)

[Allocation of Workloads Disputes Procedures \(Appendix 1\)](#)

[Guidelines \(examples only\) for Academic Workload Allocation \(Appendix 2\)](#)

[Working Guidelines for Summer School](#)

**Document Management Control:**

Prepared by: Employment Relations Manager

Authorised by: The Assistant Vice-Chancellor (People and Organisational Development)

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