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

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 whanau 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
Related procedures / documents:

University Workloads Policy
Allocation of Workloads Disputes Procedures (Appendix 1)
Guidelines (example only) for Academic Workload Allocation (Appendix 2)

Document Management Control:

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Authorised by: Vice-Chancellor
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Appendix One: Allocation of Workloads Disputes Procedure

(NO: THE REASON FOR THIS IS TO PROTECT THE OPERATION OF THE UNIVERSITY AND THE INTERESTS OF THE STUDENT STAKEHOLDERS UNTIL THE DIFFERENCE IS RESOLVED)

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

The parties will attempt to resolve their differences by direct resolution or through the assistance of a mediator. The mediator will be mutually agreed upon by the parties to the dispute, and where necessary will be provided by the University.

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

Where there are grounds established for an appeal, the review above may be appealed to an independent Tribunal. Unless the parties agree otherwise, the Tribunal will consist of three people - one staff member (nominated by the staff member or the combined unions), one manager (nominated by the Vice-Chancellor) and one independent member (as agreed between the Unions and the Vice-Chancellor). Consent by either party to the independent member will not be unreasonably withheld. Where the parties cannot agree on the independent member, the Vice-Chancellor will decide. The membership of the Tribunal shall be reviewed on a 12 monthly basis.

Both the decision and the reasons for it will be communicated in writing to the parties to the dispute and will be copied to the Vice-Chancellor.

Step 3 is the final step of the internal review process. A party is entitled at the end of the internal process to lodge a dispute or grievance in accordance with the Employment Relations Act 2000.

Interim Situation

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.
## Appendix Two: Guidelines (example only) for Academic Workload Allocation

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.

<table>
<thead>
<tr>
<th>Primary Work Area</th>
<th>Associated Activities</th>
<th>Current allocations taken from existing workloads models</th>
<th>Nominal Allocations</th>
</tr>
</thead>
</table>
| **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 organisations  
|                    | Contributions to the fulfilment of ‘critic and conscience’ functions  
|                    | External marking, reviews, journal refereeing  
|                    | Organisation 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 |

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1 Although the Guidelines are based upon the traditional areas of academic responsibility, it should be noted that general processes such as PRP 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.