



## UNIVERSITY WORKLOADS POLICY

<b>Section</b>	People & Organisational Development
<b>Contact</b>	Employment Relations Manager
<b>Last Review</b>	January 2018
<b>Next Review</b>	January 2021
<b>Approval</b>	SLT 18/03/25

### 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 and those of the University as a whole.

It is recognised that individual staff at any one time are at different stages of their careers, have different career and/or research objectives, and contribute to the University in a variety of ways. The application of this policy should be based on consultation with staff and take account of these factors along with the needs of the department, including financial directions, staff and student profiles, and development needs. Special consideration should be given to new and early career staff.

### 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 timeframes 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:

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. For academic staff, the mix of research, teaching and academic citizenship may vary between and across schools/institutes/Colleges and for individual academic staff, recognising that a wide variety of proportions of these academic duties may be agreed and changed from time to time over the course of a career.

Indicative parameters, within which an individual academic's workload allocation would generally be allocated, are set out in the procedures document.

In terms of workload allocation:

The head of a department/school is responsible for:

- Discussing with staff workload allocation within the school, the setting of work priorities and strategic goals;
- Ensuring 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;
- Consulting with staff in respect of the allocation of duties;
- Monitoring changes in workload and ongoing evaluation of the impact of workload;
- Taking all reasonable attempts to reach agreement with staff on their workload;
- Making the workload allocation and mechanism available to staff.

The staff member is responsible for:

- Working effectively within their allocation and working towards individual and department/university goals;
- Participating in discussions concerning workloads with the aim of reaching a common understanding of the issues;
- Reporting any workload difficulties and variations to their manager.

The allocation of work to Māori staff must recognise, and take account of, the specific skills and expertise which these members of staff apply to their place of employment and their community. This recognition should also include the diverse obligations of iwi, hapū and whanau 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 Māori.

The workload allocation mechanisms used by the department 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.

The 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. The workload allocation arrangements should be generally understood and supported by the majority of staff within the school/institute through consultation with the staff. Any review should take account of the balance, distribution and priorities associated within an area's workload, taking into account previous years' experience, strategic goals and anticipated resources for the period the workload mechanism will apply.

These elements of the review will be checked by the relevant line manager after consultation with staff.



**Audience:**

All University staff

**Relevant legislation:**

None

**Legal compliance:**

None

**Related procedures / documents:**

- [University Workloads Procedures](#)
- [Allocation of Workloads Disputes Procedures \(Appendix 1\)](#)
- [Summer School Guidelines](#)
- Academic Staff Promotions Guidelines and Criteria

**Document Management Control:**

Prepared by: Employment Relations Manager

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

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

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