
Staff Workload Policy

Human Resources Policy Group

1 Purpose

The purpose of this policy is to ensure that every employee of the University has an equitable, reasonable and safe workload, regularly reviewed by their Manager or Head of School, in consultation with the employee.

2 Organisational Scope

This is a University-wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

- Equitable: Means that staff members with comparable levels of appointment and responsibilities within the same type of work should have comparable workloads. Casual, proportional and staff members with fixed term appointments shall have workloads that are equitable relative to fulltime staff in the same area of work.
- Reasonable: Means that in allocating the workload all practicable steps are 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 allow staff to maintain a reasonable balance between their professional and personal lives.
- Safe: Means that all practicable steps are taken to minimise physical or mental harm to staff.

4 Workload Policies

4.1 *The following policy and procedures shall apply to Academic Staff employed by the University.*

- (a) The Pro Vice-Chancellors must ensure that mechanisms for the allocation of workloads are approved and implemented in Schools for which they are responsible, and are made available to staff.
- (b) Heads of Schools must allocate workloads through a mechanism that adheres to the following principles:
 - (i) The mechanism is comprehensive, transparent, takes account of work requirements and contributes to the efficient and effective application of resources.

- (ii) The workload is equitable, reasonable and safe.
- (c) The allocation of work must be made in consultation with the staff member and, wherever possible, the Head of School must take into consideration that staff member's skills and experience. Any changes to the duties allocated to a staff member must be made in consultation with that staff member. All reasonable attempts must be made to reach agreement with staff on their workloads.
- (d) The allocation of work to Māori 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, hapū and whānau and may also include their involvement in consultative processes of the University in relation to the fulfilment of its obligations under the Tiriti o Waitangi.
- (e) The allocation of work must recognise the position of the employee within a research-teaching group. It must take into consideration employees' administration, research, service to their professional discipline and service to the wider community. It must consider all aspects of teaching including:
 - (i) course co-ordination;
 - (ii) lectures;
 - (iii) tutorials;
 - (iv) supervision of instruction in laboratories and studio work;
 - (v) organisation and teaching of performances and workshops;
 - (vi) field trips;
 - (vii) the organisation of internships and practicums;
 - (viii) marking loads at the undergraduate and graduate levels;
 - (ix) the development of new courses;
 - (x) graduate and postgraduate student supervision
- (f) Where staff are required to complete post-graduate qualifications needed for their job an appropriate adjustment in the allocation of workloads will usually be made.
- (g) The Head of School must ensure that as part of the annual Development Planning Process, a staff member's current and proposed workload is reviewed.
- (h) Information about the workload allocation for each member of staff must be held on a file within their school so that it can be used as a source of information for promotion applications, if required.
- (i) Mechanisms for allocating workloads must be reviewed from time to time and at least once every five years and, where necessary, amended.
- (j) In the event of a problem relating to or arising out of this policy or the allocation of an employee's workload, the problem must be dealt with in accordance with the procedures for the resolution of employment relationship problems as set out in the applicable Employment Agreement.
- (k) Pro Vice-Chancellors bear the same responsibility to Heads of School as Heads of School bear to academic staff for the application of this policy as outlined above. In

particular, the management duties of the head of school, as set out in the heads of school promotion criteria, must be taken into account in allocating workload.

4.2 The following policy and procedures shall apply to General Staff employed by the University.

- (a) Heads of Schools, Directors and Managers must ensure that general staff workloads are manageable and take into account peaks and troughs and opportunities for development. The relevant documentation pertaining to general staff workloads must be contained in the staff member's role description, salary review expectations and development plan.
- (b) Heads of Schools, Directors and Managers must ensure that staff members' workloads are managed in accordance with the following principles:
 - (i) Allocation and management of work takes account of work requirements and contributes to the efficient and effective application of resources.
 - (ii) The workload is equitable, reasonable and not hazardous to the staff member's health or wellbeing.
- (c) Development plans and salary review expectations must be done in consultation with the staff member and, wherever possible, the Manager must take into consideration that staff member's level of skills and experience.
- (d) Any changes to the duties allocated to a staff member must be made in consultation with the staff member. All reasonable attempts must be made to reach agreement with staff on their workloads.
- (e) The allocation of work to Māori 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, hapū and whānau and may also include their involvement in consultative processes of the University in relation to the fulfilment of its obligations under the Tiriti o Waitangi.
- (f) The management of the workload of general staff must take into consideration the full range of duties which the staff member undertakes. This must include duties:
 - (i) specified in their role description;
 - (ii) taken on as part of a pool of general staff within their team;
 - (iii) taken on to cover the workload of absent colleagues;
 - (iv) taken on to cover vacancies within their team;
 - (v) taken on to aid colleagues during periods of high workload within their team.
- (g) It must also take into account:
 - (i) variation in workload caused by seasonal fluctuations of work within their business unit;
 - (ii) requirements or requests to work overtime;
 - (iii) requirements to work rostered hours;
 - (iv) requirements or requests to work evenings, weekends or Public or University holidays.
 - (v) actual hours of work

- (h) Where staff are required by their Manager to complete training to acquire or maintain skills needed for their job, where appropriate, an adjustment in their workloads must be made.
- (i) The head of a school, Director or Manager must ensure that as part of the salary review and development planning processes, a staff member's role description is updated and their current and proposed workload is reviewed.
- (j) Copies of the role description, salary review expectations and development plan for each general staff member must be held on a relevant file in their administrative unit.
- (k) In the event of a problem relating to or arising out of this policy or the management of an employee's workload, the problem must be dealt with in accordance with the procedures for the resolution of employment relationship problems as set out in the applicable Employment Agreement.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this policy.

6 References

University Employment Agreements (both Collective and Individual)

Previous Version: [Staff Workload Policy](#)

7 Appendices

None

8 Approval Agency

Vice-Chancellor

9 Statute/Policy Sponsor

Director, Human Resources

10 Contact Person

The following person may be approached on a routine basis in relation to this statute/policy:

Manager, HR Projects & Policy

Extn. 5040