

SCHOOL OF ACCOUNTING & COMMERCIAL LAW

COML 302 LABOUR LAW

Trimester One 2007

COURSE OUTLINE

Contact Details

Academic:

Course Co-ordinator & Lecturer

Trish Keeper

E-mail address: Trish.Keeper@vuw.ac.nz

Office hours: Tuesday 1-3pm

Room Phone

RH 721 463-5203

Lecturers:

Sasha Holden

E-mail address: Sasha.Holden@vuw.ac.nz

Joanne Verbiesen

E-mail address: joannev@emalegal.org.nz

Administrative:

Course Administrator

Jan May

E-mail address: Janet.May@vuw.ac.nz

RH 708 463-7465

Class Times and Room Numbers

Lecture times:

Monday, Tuesday, Thursday 2.40pm – 3.30pm in GB LT 2

Tutorials:

To be advised on Blackboard and <https://signups.vuw.ac.nz>

Lectures

Lectures are held from Monday 26 February – Thursday 31 May 2007

Mid-Trimester break: Monday 9 – Friday 20 April

Lectures resume: Monday 23 April

University examination period: Monday 11 June – Friday 29 June 2007

Tutorials

Tutorials will start in the week beginning 12 March.

Tutorial No

1

2

3

Weeks Beginning

March 12

May 7

May 28

Note: The lecture on 27 March will be a workshop/revision class.

Provisional Lecture Programme 2007	Date		Topic
Week 1	26 February 27 February 1 March	TK	Introduction & Overview History & Principles History & Principles
Week 2	5 March 6 March 8 March	TK	Duty of Good Faith Duty of Good Faith The Contract of Employment
Week 3 (Tutorial 1)	12 March 13 March 15 March	TK	* Who is an employee * Who is an employee * Who is an employee
Week 4 No Tutorial	19 March 20 March 22 March	TK	* Implied Terms - common law - statutory
Week 5 No Tutorial	26 March 27 March 29 March	TK	* Statutory Requirements Workshop/Revision TEST
Week 6 No Tutorial	2 April 3 April 5 April	SH	* Restraint of Trade * Restraint of Trade * Restraint of Trade

EASTER-MID TRIMESTER BREAK

Week 7 No Tutorial	23 April 24 April 26 April	TK	Unions Unions Unions
Week 8 No Tutorial	30 April 1 May 3 May	TK	Collective Bargaining Collective Bargaining Collective Bargaining
Week 9 (Tutorial 2)	7 May 8 May 10 May	TK	Strikes and lockouts Strikes and lockouts Strikes and lockouts
Week 10 No Tutorial	14 May 15 May 17 May	JV	Personal Grievances Personal Grievances Personal Grievances
	12 noon Wednesday 16 May		ASSIGNMENT DUE
Week 11 No Tutorial	21 May 22 May 24 May	JV	Personal Grievances Personal Grievances Personal Grievances
Week 12 (Tutorial 3)	28 May 29 May 31 May	JV	Personal Grievances Personal Grievances Revision

Tutorial Sign-up

Tutorial sign-up will be via <https://signups.vuw.ac.nz> and should be done during the first week of trimester. The instructions for signing up are attached as page 7 of this Course Outline and will also be posted on the Announcements section of **Course COML 302** on Blackboard.

The completed tutorial lists will be posted on the Commercial Law noticeboard on the Mezzanine Floor of Rutherford House.

Tutorial classes will start in the **third week** of the trimester. There are 3 tutorials in all.

An attendance register will be kept. If you find it necessary to miss a tutorial please try to notify the tutor or administrative coordinator (Jan) in advance, so arrangements can be made for you to attend another tutorial stream.

Course Content and Objectives

Students successfully completing this course should be expected to have:

- an overall understanding of the social economic and political context of labour law and the nature of the factors affecting the development and possible future direction of the law;
- a broad understanding of the legal principles governing the employment relationship both at the individual and collective level;
- a detailed knowledge of a selection of the more important areas of labour law; the ability to identify and analyse legal problems and issues that arise out of an employment relationship.

Readings

- Coml 302 *Course Materials* (2007) purchased through Student Notes
- Employment Relations Act 2000 (incl amendments)

Strongly recommended:

- R Rudman New Zealand Employment Law Guide (latest edition).

There is no charge for class handouts, and limited spare copies of these will be placed in the COML 302 pigeonholes on the 7th floor of Rutherford House by the lift area.

Research Materials

The Law Library, located in the Old Government Building, contains additional resources that may be used for completing the Research Essay. The Law Library is a University resource and is open to students of all Faculties. Library staff will assist with reasonable research requests, however students should be prepared to find most of the materials they need without assistance. Note that the Law Library is a reference library only and no books may be removed from the premises. However, photocopying cards may be purchased.

Check the Bibliography on Blackboard for a list of useful sources.

Materials permitted in Test and Examination

The Terms Test and Final Exam are both open book and you may bring whatever materials you like into the exam room.

Tutor Details

These are yet to be finalised. Information about your Tutor for COML 302 will be put up on Blackboard in mid-February 2007.

Assessment Requirements

Terms Test (<i>open book</i>)	20%	Thursday 29 March, 2.40pm to 3.30pm, G LT 2
1500-word Assignment	25%	Due 12 noon, Wednesday 16 May
Final Exam (<i>open book</i>)	55%	June (TBA)

Terms Test

The terms test will examine topics covered in lectures in weeks one to five inclusive. The test will consist of two compulsory questions having equal marks. The terms test is open book.

Assignment

The assignment is due by 12 noon on 16 May. Completed assignments should be placed in the COML 302 Assignment Box (on the Mezzanine Floor, Rutherford House).

Assignments should not exceed 1500 words. Further information as to required style and marking schedule are attached to the assignment question.

Mandatory Course Requirements

All items of assessment are compulsory and necessary for terms.

You must complete both the Terms Test and Assignment and obtain at least a 40% grade in each. Attendance and satisfactory participation in at least 2 of the 3 tutorials, and regular attendance at lectures (and preparation), is also required. Please note that terms will be awarded on the last lecture day, and will be posted on Blackboard. It is your responsibility to check this.

Everyone is expected to prepare the assigned reading for each class and to prepare for tutorials irrespective of whether a question has been specifically allocated to them. Even a modest amount of preparation for class and tutorials will greatly assist you in mastering the materials.

Penalties

Tests handed in after the deadline will be subject to an automatic 5 percent minimum penalty (and an additional 5 percent per day) unless prior permission has been granted or unless proof of exceptional circumstances can be produced.

Communication of Additional Information

Notices will be posted on **Blackboard** to which all students have access. **Urgent notices** will be circulated by email.

If you do not use your student email address as your normal email it is YOUR responsibility to ensure email sent to that address is forwarded to your usual account. Your SCS email can be forwarded to any other email account. This is done within the SCS email system by choosing OPTIONS and then GENERAL. Put the new address in the "Forward all mail to the following address" field

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.vuw.ac.nz/policy.

For information on the following topics, go to the Faculty's website www.vuw.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14

Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.

Detailed Tutorial Signup Instructions

1. Go to the signup website at: <https://signups.vuw.ac.nz>
2. Enter your SCS username and password to login the system.
3. The “Signup Home” page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial & Workshop Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show the course contact and brief details of the signup instructions. A “key” is provided at the bottom that explains all buttons and what they do.
5. The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial sessions.
6. If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.
7. If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button, if available. You can click this button to join the waitlist for that tutorial session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to “WITHDRAW” from a session you have already enrolled for. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.
10. A “FULL” button indicates all seats and waitlist are full for that tutorial session. You must choose another session.
11. More details on the various buttons are available in the “Key” section at the bottom of the signup page.
12. You should “ENROL” in only ONE tutorial session and may “JOIN WAITLIST” for only ONE other tutorial session.
13. You can login and signup (or change your signup) anytime before the **closing date of the tutorial signup. You will NOT be able to sign up or change your choice after the tutorial signups have closed.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on “My Signups” on the left hand menu.
15. Click on “Support” on the left hand menu if you are having problems.

This online signup system is available around the clock over the internet. Any requests after this date will need to be manually handled by the course administrator. You will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as medical certificate etc.

Finally, **you must always attend the tutorial sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.