
School of Management

HRIR304 WORKPLACE INDUSTRIAL RELATIONS

Trimester 2, 2013

COURSE OUTLINE

Names and Contact Details

LECTURER/COURSE COORDINATOR

Ms Carol Jess

Room: 1032RH

Email: carol.jess@vuw.ac.nz

Office Hours will be held on Thursdays. Please email to book an appointment.

ADMINISTRATOR

Ina Yoo

Room: RH1022, Rutherford House

Phone: 463 5358

Email: ina.yoo@vuw.ac.nz

UNDERGRADUATE PROGRAMME MANAGER

Garry Tansley

Room: RH 915, Rutherford House

Phone: 463 6968

Email: garry.tansley@vuw.ac.nz

Trimester Dates

Teaching Period: Monday 15 July – Friday 25 October

Examination Period: Tuesday 29 October – Saturday 16 November (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 26 July 2013.
2. The standard last date for withdrawal from this course is Friday 27 September 2013. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

Thursdays 8.30 am – 10.20 am, Government Buildings LT3

Course Delivery

This course is structured around a series of lectures, case studies, class debate and, where relevant, video materials.

Lectures and class presentations are designed to introduce concepts, theories and evidence. Class participation is an essential component of the design of this course. To this end, all students will be **expected** to engage in class discussion and debate in order to facilitate the formation of their critical judgements.

Course materials and information relating to this course will be posted on the Blackboard server (<http://blackboard.scs.vuw.ac.nz>). Any notices regarding changes to the course timetable or content will be raised during class and posted on the Blackboard server.

Tutorial Signup Instructions

Tutorials will begin in week 3. Tutorial signup is conducted through the online programme ‘S-Cube’. You will already have been notified by email about your sign-up to a tutorial. Go to the signup website at <https://signups.victoria.ac.nz> and enter your SCS username and password to log into the system. Click on HRIR303 and follow the instructions. If you have been unable to sign up by the end of the second week of the course please contact the Undergraduate Programme Manager, Garry Tansley.

Group Work

Group study and discussion is encouraged, and is an important part of this course. Discussion and debate within lectures will help you to think about the topics under discussion in greater depth. Preparation and presentation of a group assignment will contribute to 15% of the overall grade.

There are, however, other important elements in the assessment process that are strictly individual. Collaboration on individual assignments is not allowed beyond general discussion as to how one might interpret the nature of the assignment question. **Please do not work together to formulate a response and do not loan out your completed assignments.** You will be expected and encouraged to work in groups on in-term cases and assignments; however reports must be individual submissions. **Expected Workload**

A total of 150 hours of work is expected from students in this course. This consists of 33 hours of classes, eight hours per week outside classes during teaching weeks spent reading, studying and writing assignments, and a further 21 hours revising during mid-trimester break and study week.

Prescription

This course explores issues in workplace industrial relations and examines ways in which contemporary practice challenges traditional notions about the roles of employers, managers, employees and trade unions.

Course Learning Objectives

By the end of this course students should be able to:

- 1) Demonstrate an understanding of the political and economic imperatives that affect workplace industrial relations;
- 2) Show a critical appreciation of the issues that shape workplace industrial relations; and
- 3) Present a reasoned assessment and analysis of changes in workplace employment relations.

This course will further offer a focus on health and safety, employee well-being, and employee voice mechanisms, placing New Zealand workplaces in an internationally comparative context.

Course Content

	Date	Topic	Reading
1	18 July	Why study industrial relations? & The changing nature of the employment relationship	Clarke et al <i>What's the point of industrial relations</i> " Budd, J.W. (2004) 'The objectives of the employment relationship', in J.W. Budd, <i>Employment with a Human Face</i> , Ithaca: Cornell University Press.
2	1 August	Employment protection	McAndrew, I (2010) "The Employment Institutions" in Rasmussen, E <i>Employment Relationships: Workers, Unions and employers in New Zealand</i> Auckland, Auckland University Press Ministry of Business, Innovation and Employment (2013) "Minimum Employment Rights and Obligations" Crown Copyright
3	8 August	Workplace representation - Unions	Geare AJ & Edgar FJ (2007) 'Employees and their organisations' in <i>Employment Relations New Zealand and Abroad</i> Dunedin: Otago University Press (51-76)
4	15 August	Workplace representation – unions 2	Hyman, R (2007) How can unions act strategically? <i>Transfer: European Review of Labour and Research</i> 13, p 193 Haynes P, Boxall P, Macky K (2006) 'Union reach, the "Representation Gap" and the Prospect of Unionism in NZ' <i>Journal of Industrial Relations</i> 48(2)
5	22 August	Workplace representation - Non-Union Voice	Wilkinson, A., Dundon, T., Marchington, M. and Ackers, P. (2004) "Changing Patterns of Employee Voice: Case Studies from the UK and Republic of Ireland" <i>Journal of industrial relations</i> 46(3): 298-321 Haynes, P (2005) Filling the Vacuum? Non-union employee voice in the Auckland hotel industry" <i>Employment Relations</i> 2005: 27, 3 (259-267)
6	12 September	Flexible Labour Force Group Presentations	Spoonley, P. (2004) 'Is non-standard work becoming standard? Trends and issues', <i>New Zealand Journal of Industrial Relations</i> 29(3): 3-24. Dixon, Sylvia (2011) Temporary employment and the quality of temporary jobs <i>New Zealand Journal of Employment Relations</i> , 36(1) 2011: 1-20
7	19 September	Flexible Working Group Presentations	Kelliher C & Anderson D (2010) 'Doing more with less? Flexible working practices and the intensification of work' <i>Human Relations</i> 63(1) 83-106 Donnelly N, Proctor-Thompson S, Plimmer G, (2012) "The role of 'voice' in matters of choice: Flexible work outcomes for women in the NZ public services" <i>Journal of Industrial Relations</i> 54(2) 182-203
8	26 September	Diversity and inclusion Group Presentations	Geare A, Edgar FJ (2007) "Equal employment opportunities" in <i>Employment Relations New Zealand and Abroad</i> Dunedin, Otago University Press Reilly, Amanda (2012) Equality and family responsibilities: a critical evaluation of NZ law <i>New Zealand Journal of Industrial Relaitons</i> 37(1) 161-166
9	3 October	Health and Safety in the Workplace 1	Lamm F (2010) "Participative and productive employment relations" the role of health & safety committees and worker representatives" in <i>Employment Relationships: Workers, Unions and Employers in</i>

		Group Presentations	<i>New Zealand Rasmussen E, Auckland, Auckland University Press Lofstedt R (2011) Reclaiming health & safety for all: an independent review of health and safety legislation Crown Copyright, London</i>
10	10 October	Health and Safety in the Workplace 2 Group Presentations	Mazzola J, Shonfeld IS, Spector P (2011) "What qualitative research has taught us about occupational stress "Stress & Health" 27(2) 93-110
11	17 October	Health and Safety in the Workplace 3 Group Presentations	Jager et al (2013) <i>Report of the Independent Taskforce on Workplace Health & Safety</i>
12	24 October	Revision Week Group Presentations	

REFERENCE AND FURTHER READING MATERIALS

The following are a selection of some of the main journals containing current research on international employment relations.

- Asia Pacific Journal of Human Resources
- Australian Journal of Management
- Human Relations
- Human Resource Management
- International Journal of Human Resource Management
- International Management
- International Studies of Management & Organization
- Journal of Industrial Relations
- Journal of International Business Studies
- Management International Review
- New Zealand Journal of Industrial Relations
- Work, Employment and Society

Assessment

The assessment for HRIR304 consists of **3 components**. **All** items must be completed to pass the course.

Assessment	%	Due Date
Group presentation	15	TBA 22 August – 17 October
Essay assignment	35	Friday 23 August 2013
Final examination	50	During the period Friday 25 October – Saturday 16 November (inclusive)

1. Group Presentation

Between weeks 6-12 (inclusive) the lecture will include students giving presentations on selected topics in groups of 4-6 people. Organising the class into groups will be arranged during weeks 1 and 2 of the course.

The purpose of these presentations is to examine a range of perspectives on different issues. For example the group should address the “pros and cons” or think about an issue from the perspective of both unions and managers. For this reason students may wish to present their

discussion in a debate format. If so please contact the course co-ordinator before finalising your topic.

It is expected that the group presentations will take around 40 minutes, and allow time for questions and comments from other students and the course co-ordinator.

The Group Presentation will count towards 15% of your final grade, and all members of the group will receive the same grade. A guide to the marking criteria on which the presentations will be assessed will be made available.

2. Essay Assignment

The assignment is due on Friday 23 August 2013. The word limit is 2000 words. The essay is to be written as an **individual**, not group, piece of work. It should provide a critical analysis of a selected issue relating to workplace industrial relations. The topics will be provided in the first week of the course. You should address:

- The significance of the issue for workplaces (or a particular workplace)
- The main implications it raises
- The range of perspectives on the issue
- The veracity or otherwise of these perspectives.

You should conclude with your own critical evaluation of the merits and significance of the arguments, and if relevant, make recommendations for future action.

The essay will count for 35% of your overall final grade. A guide to the marking criteria on which the essay will be assessed will be made available in the first week of the course.

Completed essays are to be submitted in **both** forms **on the due date** as follows:

- Hardcopy submitted to the HRIR304 assignment box (TBA) (Mezzanine Floor, Rutherford House, Pipitea Campus) and
- Electronic copy via Blackboard.

Penalties

Late assignments are to be handed in at **Level 10 Reception, RH 1022**, during Reception Desk hours, **9am till 5pm Monday to Friday during term time**. An Administrator or Duty Receptionist will stamp the assignment with the date and time. Late assignments that do not have **the time and date and signed by** the Administrator for the course or Duty Receptionist, will incur late penalties from the time the Administrator receives it. Assignments left on the Reception Counter, or slid under the door of the Reception office will also incur penalties from the time and date they are recovered. Note that there is no provision to accept assignments on weekends or public holidays.

Penalties – for Lateness

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available (marks available** means what the assignment is worth i.e. 20% or 20 marks) for an assignment submitted after the due time on the due date **for each part day or day late**. (for example if an assignment is out of 20 and the assignment receives 50% then one day late means the mark will be out of 18 and the student will receive 50% of 18). **Closed University days, Saturdays, Sundays and public holidays** will be included when counting the number of days late. An assignment late day begins from the time the assignment is due. Assignments received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Course Requirements (tbc)**.
- (ii) Course Outlines provide a signal to students of forthcoming workload, dates of submission etc, and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of penalties. **Extensions** to submission deadlines for any assigned work will only be granted in **exceptional circumstances**.

- (iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, to the **Undergraduate Programme Manager**, providing documentary evidence of the reasons of their circumstances.
- (iv) All such applications must be made **before** the deadline and be accompanied by documentary evidence, e.g. a medical certificate, or counsellor's report clearly stating the degree of impairment, and the dates the illness or event prevented you from undertaking your academic studies. This can be applied retrospectively.
- (v) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement or other exceptional events), that precludes an application in advance, students should make contact with the **Undergraduate Programme Manager** as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (vi) Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic and the intended assignment work load. You are strongly advised to adhere to the word limit so as to keep your workload at a manageable level. Any material that is above the word limit may not be taken into account by the marker. Your marker will simply stop at the maximum words for the assignment and you will receive the appropriate grade.

Remarking

Every attempt is made to ensure that the marking is consistent across tutors and fair to students.

Students may ask for their written work to be remarked. A different tutor will do the remarking and provide comments.

For marks: If the mark differs by 10% or less the two marks are averaged. If it exceeds 10% then it is independently marked by a third marker and the average of the two closest marks is taken.

For grades: If the grade differs by one grade then the highest grade is taken. If the grade differs by more than one grade then the assignment is marked by a third marker and the average grade is taken.

Experience from previous years is that almost all remarks are within 10% or one grade and where there is a change in mark or grade, half the assignments go up and half go down. Occasionally there is a significant shift in the mark or grade. Application for remarks must be made within 5 days after the assignments are available. To apply for a remark, complete the request for re-examination of assessed work form (Annex B) stating which sections (criteria listed in the mark sheet) you wish re-examined. Write on why you think the mark does not, in your view, fairly reflect the quality of your work. Hand this with your assignment into the following place:

- Pipitea Campus – the Reception Desk on Level 10 Rutherford House where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it.

Allow a minimum of 5 days for remarks to be completed.

3. Examinations

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the following period:

Friday 25 October – Saturday 16 November (inclusive)

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must

- 1) attend **5 out of the 7 tutorials**
- 2) submit electronic and hard copies of assignments by their due dates
- 3) obtain at least 40% of the final examination marks available.

If you cannot complete an assignment or sit a test or examination, refer to
www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the course coordinator and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of students.

Student feedback

Student feedback on University courses may be found at

www.cad.vuw.ac.nz/feedback/feedback_display.php

Communication of Additional Information

Any additional information will be made available as an Announcement on Blackboard.

Link to general information

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.
