

School of Management

HRIR 302 MANAGING EMPLOYMENT AGREEMENTS

Trimester 1, 2016

COURSE OUTLINE

Prescription

Advanced study of employment relations in New Zealand, considering the role of unions, employment agreements, and institutions established for resolving employment relations problems.

Course Learning Objectives

On successful completion of the course, students should be able to:

- demonstrate an applicable understanding of the major theoretical frameworks and concepts relevant to the study of employment relations;
- apply such frameworks to describe and critically evaluate employment relations practices in the New Zealand context;
- present a reasoned assessment and analysis of changes in the management of employment relationships.

Course Content

This course provides advanced study of the regulation (or governance) of employment relations in New Zealand. It is intended for students seeking a career in human resource management or industrial relations or proceeding to honours level. Material covered in this course pertains to the negotiation and administration of employment agreements, the institutions and processes set up in New Zealand for resolving employment relations problems, the role of trade unions in those processes, and critical analysis of issues of contemporary relevance to employment and employment relations in New Zealand.

Trimester Dates

Teaching Period: Monday 29th February – Friday 3rd June

Study Period: Monday 6th June – Thursday 9th June

Examination Period: Friday 10th June – Wednesday 29th June (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 11th March 2016.
2. The standard last date for withdrawal from this course is Friday 13th May 2016. 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 or [online](#).

Names and Contact Details

COURSE COORDINATOR/LECTURER

Dawn Duncan
Room: GB126, Old Government Buildings
Email: dawn.duncan@vuw.ac.nz

ADMINISTRATOR

Celine Ronze
Room: RH1022, Rutherford House
Email: celine.ronze@vuw.ac.nz

UNDERGRADUATE PROGRAMME MANAGER

Garry Tansley
Room: RH1031, Rutherford House
Email: garry.tansley@vuw.ac.nz

Class Times and Room Numbers

Lectures: Beginning the week of 29 February
Fridays 3.40-5.30 pm RHLT2, Rutherford House

Tutorials: Tutorial One: 23 March (9.30am), 31 March (12.40pm) or 1 April (1.40pm)
Tutorial Two: 6 April (9.30am), 7 April (12.40pm) or 8 April (1.40pm)
Tutorial Three: 11 May (9.30am), 12 May (12.40pm) or 13 May (1.40pm)

Course Delivery

This course consists of 12 two-hour weekly lectures, 3 tutorial sessions, and a 7-hour Saturday bargaining workshop, in which student participation is required.

Required Textbook and Legislation

Students are required to have a copy of Erling Rasmussen, *Employment Relations in New Zealand*, 2009, 2nd Ed. Pearson Auckland, which is available from VicBooks, Pipitea.

The Employment Relations Act 2000, and other relevant legislation is available online on the New Zealand Legislation website: www.legislation.govt.nz

Expected Workload

One point should equate to 10 hours of work, which means a total of 150 hours for a 15 point course, which will typically be spread over a 15 week period (the 12 teaching weeks, mid-trimester break, study week and the examination period). As an estimate, the average student can expect the workload to be approximately 10 hours per week, including scheduled class time and outside class work.

Assessment

Assessment	Type	% of Marks Available	Due Date
1	Essay	25	Friday 8 April, no later than midday
2	Team Bargaining Report	10	At end of respective bargaining workshop
3	Dispute Case Study	25	Friday 27 May, no later than midday
4	Examination	40	During Exam Period 10 - 29 June

The Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

Group Work

While the course has a tradition of study group collaboration, there are 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.

Essay Assignment 25%

Length: 2,500-300 words

Students are required to submit an essay of between 2500 and 3000 words (excluding bibliography) demonstrating an applicable understanding of the relevant theoretical frameworks and concepts, and critically evaluating important employment relations trends in New Zealand. The essay question will be available on Blackboard in week one.

Team Bargaining Report 10%

Students are required to attend one of the bargaining workshops (about 7 hours), work as part of a team in a moot bargaining exercise, and participate in the writing of the team report. The bargaining workshop and team report require students to apply their understanding of the theories and practice of employment agreement negotiation. The report will outline the preparation and planning undertaken by the team, strategies and tactics used in bargaining, reflections on the approaches taken, the effectiveness of the team, and the outcome of the bargaining. All members of the team will be assessed the same grade. The time commitment of each student to group work is roughly 8 hours, including the bargaining workshop. The bargaining exercise and report requirements will be provided to students at the start of the workshop.

PG/Rights Dispute Case Study 25%

Length: 2000 words

Students are required to analyse a fact situation involving an employment dispute and demonstrate their understating of the applicable legal requirements and institutions for the resolution of employment relations disputes. The assignment requirements and fact scenario will be available to students on Blackboard in the week beginning 2 May 2016.

Final Examination (Open Book) 40%

The examination will be 3 hours and will be scheduled during the exam period (10-29 June). The examination will be open book, meaning students are permitted to bring written materials with them in to the examination, such as the textbook, relevant excerpts from legislation or study notes. Communication between students or use of digital devices will not be permitted in the examination room.

Submitting Assignments for Assessment

Completed HRIR302 Assignments (the essay and case study) are to be submitted no later than midday (12 noon NZ time) on the due date to the **HRIR 302 Box 14 in hard copy on Level 1 of Railway West Wing**. Hard copy submissions must have a completed cover sheet. A copy of the cover sheet is provided at the end of this document. Assignments are also required to be submitted **electronically through Blackboard** within 24 hours of the due date and time.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party. Students are advised to check with their lecturer if uncertain how to use and cite materials in their assignments.

Mandatory Requirements

In addition to obtaining an overall course mark of 50 or better, students are required to:

- a) Submit a hard copy of the two individual assignments (essay and case study) no later than 7 days after the due dates;
- b) Submit an electronic copy of the two individual assignments (essay and case study) no later than 7 days after the due dates;
- c) Submit, along with other members of the team, a hardcopy of the team bargaining report, no later than 7 days after the due date; and
- d) Obtain at least 40% (16 marks out of the total 40 marks) available on the examination.

These requirements exist because working to deadlines is a key skill for graduates working in employment relations roles, negotiating agreements, managing collective bargaining or the resolution of employment disputes. The mandatory assessments provide students an important experience of bargaining in a simulated environment with other people and time constraints, and requires students to apply their knowledge and form opinions on the resolution of an employment dispute. The examination is an important assessment of a student's applied knowledge of employment relations.

Late assignments

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 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

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 10% 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.
- (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 **Course Coordinator**, 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 **Course Coordinator** 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

Application for remarks must be made within 14 days after the assignments or marks are made available.

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. Occasionally there is a significant shift in the mark or grade.

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. You must provide academic reasons on why you think the mark does not, in your view, fairly reflect the quality of your work. Your assignment will only be reconsidered on the points you raised. Complete remarks will not be undertaken. 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.

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 10th June – Wednesday 29th June (inclusive).

If you cannot complete an assignment or sit a test or examination, refer to:

www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Student feedback

Student feedback on this course in 2015 indicated students were very satisfied. Overall, this course was rated as excellent. Students strongly agreed that this course was well organized, course information was clearly communicated and feedback enabled them to learn effectively. The amount of work required this course was regarded as 'about right'. Students were encouraged to think critically and this course enabled them to develop their communication skills. Taking on board that feedback, the course will be offered in a similar way for 2016.

Student feedback on University courses may be found at:

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

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.

Communication of Additional Information

Course related information will be made available to students on Blackboard and announcements at the start of lectures.

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.

HRIR302 LECTURE SCHEDULE TRIMESTER ONE 2016

Date	Lecture Topic	Relevant Textbook Chapters
4 March 2016	What is Employment Relations?	Chapter One and Two
11 March 2016	Regulation (and deregulation) of New Zealand's Labour Market	Chapter Three and Ten
18 March 2016	Individualisation, Labour Market Flexibility and Productivity	Chapter Four and Fifteen
25 March 2016	Good Friday Public Holiday (No lecture)	
1 April 2016	Employment as a Contractual Relationship	Chapter Five and Six
Assignment One (Essay) Due: Midday Friday 8 April 2016		
8 April 2016	Negotiating Employment Agreements	Chapter Thirteen and Fourteen
15 April 2016	Freedom of Association and Trade Unions	Chapter Twelve
Collective Bargaining Workshop: Group One 16 April Reports submitted at end of bargaining workshop		
22 April 2016	Strikes and Lockouts	Pp 116-119 and 412-422
Collective Bargaining Workshop: Group Two 23 April Reports submitted at end of bargaining workshop		
Mid Trimester Break 25 April – 1 May		
6 May 2016	Employment Institutions and Workplace Disputes	Pp. 96-101, 117-122 and 154-167.
13 May 2016	Human Rights and Equity	Chapter Eight
20 May 2016	Discipline, Dismissal, Redundancy and Restructuring	Pp. 371-376
27 May 2016	Occupational Health and Safety	Chapter Seven
Assignment Two (Case Study) Due: Midday Friday 27 May 2016		
3 June 2016	Training and Development	Chapter Nine
Final Examination: Exam Period 12 June -1 July		



School of Management

HRIR 302 INDIVIDUAL ASSIGNMENT COVER SHEET

Name: _____ Student ID: _____

Course Coordinator's Name: _____

Due Date: _____

Date submitted: _____

I have read and understood the university policy on Academic Integrity and Plagiarism.
I declare the assignment is free from plagiarism.

Signed: _____

Extension of the due date (if applicable)

Please attached a copy of the note authorising your extension.

Date extension applied for: _____

Extension granted until: _____

Extensions granted by: _____