

Subject Description Form

Subject Code	MM4111
Subject Title	Employee Relations
Credit Value	3
Level	4
Normal Duration	1-semester
Pre-requisite/ Co-requisite/ Exclusion	Pre-requisite: Human Resource Management (MM3111) or equivalent
Role and Purposes	This subject contributes to the achievement of the BBA (Hons) Programme Outcomes by enabling students to identify and resolve ethical issues arising from employment relations in organizations and to develop students with professional-specific skills and knowledge in management and human resource management (HRM). This is a specialized course to enable students to analyse, evaluate, and apply those learned skills and principles in managing employment relations in organisations.
Subject Learning Outcomes	Upon completion of the subject, students will be able to: a. identify and explain the main theoretical approaches, contexts, actors and characteristics to the study of employee relations in Hong Kong; b. analyse and evaluate relevant skills, processes and outcomes of employee relations including employee communication and involvement, handling disciplines, grievances and labour disputes, with the impact on human resource management in organisations; c. identify and resolve ethical, equality and diversity issues relating to employee relations in various business situations; d. integrate the learned principles to develop effective employee relations policies to align with strategic planning in organisations.

<p>Subject Synopsis/ Indicative Syllabus</p>	<p>Approaches to the study of employee relations Theoretical approaches to the study of employee relations including Unitary, Pluralistic Marxist, and systems approaches, etc. Importance of employee relations in HRM.</p> <p>Context of employee relations Impact of contextual factors, such as political, legal, economic, social, cultural, and labour market, etc., on employee relations in Hong Kong.</p> <p>Main actors in employee relations Roles and activities of main actors or parties, in employee relations: workers and trade unions, pressure groups, employers, management and their associations, the government and governmental agencies. Interactions of actors and outcomes in Hong Kong.</p> <p>Forms of employee communication, employee involvement and engagement Employee communication, various forms of employee involvement and participation. Task-oriented teams, joint consultative committee, union recognition, collective bargaining, works council and worker director. Principles and practices of employee engagement.</p> <p>Management of employee relations in organisations Impact of management controls and management styles on the processes of employee relations. Development of effective policies and procedures in handling employee grievances, discipline, dismissal, and redundancy. The importance of ethical decision making in handling termination, redundancy and union's role in organisations. Industrial conflict, labour disputes and useful negotiation skills in workplace relations.</p>
<p>Teaching/Learning Methodology</p>	<p>The weekly lectures will be structured to guide and promote students' understanding of relevant theoretical concepts and perspectives in employee relations, trade unions, government and management styles and to stimulate students to evaluate and apply key principles of employee relations in organisations. The tutorial sessions use student-centre approach to emphasis review and two-way discussion of relevant lecture materials, case studies, real-life issues problems and let students give presentations on their group projects. Feedback is given to each presentation immediately and all students will join the discussion. Students are expected to learn and apply the relevant approaches, skills, and principles in employee relations in organizations of Hong Kong.</p>

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)			
			a	b	c	d
	Continuous Assessment	50%				
	1. Group Presentation & Written Report	20%	✓	✓	✓	✓
	2. Individual Essay	20%	✓	✓	✓	✓
	3. Class Participation	10%	✓	✓	✓	✓
	Examination	50%	✓	✓	✓	✓
	Total	100 %				
<p><i>*Weighting of assessment methods/tasks in continuous assessment may be different, subject to each subject lecturer.</i></p> <p>To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components.</p> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The above assessment methods are designed to ensure that all students should: –</p> <ol style="list-style-type: none"> 1. Read the main text and other recommended readings and materials 2. Participate actively in a group project and to discuss with others how to analyse the project topic and to apply the learned principles. 3. Take a test to demonstrate their understanding, analytical and evaluation abilities on those learned topics in a greater depth. 4. Write an individual essay to analyse and evaluate the key issues in employee relations. 5. Take a closed-book examination to demonstrate their conceptual, evaluative and integrative abilities in employee relations approaches, trade unions, management styles, employee involvement, managing disciplines, grievances, and labour disputes. 						
Student Study Effort Expected	Class contact:					
	▪ Lectures		26 Hrs.			
	▪ Tutorials / Seminars		13 Hrs.			
	Other student study effort:					
	▪ Reading materials and discussion with classmates		28 Hrs.			
	▪ Preparation for group project, mid-term test and examination		56 Hrs.			
	Total student study effort		123 Hrs.			

Reading List and References

Recommended Textbook

Dundon, T. & Rollinson, D. (2011) *Understanding Employment Relations*, McGraw-Hill.

Useful References

Wilkinson, A., Dundon, T., Donaghey, J. & Colvin, A. (2018) (eds) *The Routledge Companion to Employment Relations*. Routledge.

Williams S. (2017) *Introducing Employment Relations: A Critical Approach*, 4/e. Oxford University Press.

Indicative Readings

Chan, A. W. & Warner M. (2017) 'Employers' Associations in Hong Kong'. In Benson, J., Zhu, Y. & Gospel, H. (eds) **Employers' Associations in Asia: Employer Collective Action**. Routledge (pp. 102-124).

Chan, C.K., Chan, S.S. & Tang L. (2018) 'Reflecting on Social Movement Unionism in Hong Kong: A Case Study of the Dockworkers Strike in 2013'. *Journal of Contemporary Asia*, March.

Labour Department (2019) *A Concise Guide to Employment Ordinance*. Hong Kong.

Other sources of material

Labour Department <http://www.labour.gov.hk>

Equal Opportunities Commission, Hong Kong <http://www.eoc.org.hk/default.asp#>

Hong Kong Confederation of Trade Unions (CTU) <http://www.hkctu.org.hk>

Hong Kong Federation of Trade Unions (FTU) <http://www.ftu.org.hk/>

Hong Kong Institute of Human Resource Management <http://www.hkihrm.org>

Chartered Institute of Personnel & Development (CIPD), UK <https://www.cipd.co.uk>

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