## Subject Description Form

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>MM4111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Title</td>
<td>Employee Relations</td>
</tr>
<tr>
<td>Credit Value</td>
<td>3</td>
</tr>
<tr>
<td>Level</td>
<td>4</td>
</tr>
<tr>
<td>Normal Duration</td>
<td>1-semester</td>
</tr>
<tr>
<td>Pre-requisite/Co-requisite/Exclusion</td>
<td><strong>Pre-requisite:</strong> Human Resource Management (MM3111) or equivalent</td>
</tr>
<tr>
<td>Role and Purposes</td>
<td>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.</td>
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</tbody>
</table>
| 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 (BBA Outcome 11);  
  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 (BBA Outcome 11);  
  c. identify and resolve ethical, equality and diversity issues relating to employee relations in various business situations (BBA Outcome 4);  
  d. integrate the learned principles to develop effective employee relations policies to align with strategic planning in organisations (BBA Outcome 10). |
| Subject Synopsis/Indicative Syllabus | 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| Teaching/Learning Methodology | 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. |
Assessment Methods in Alignment with Intended Learning Outcomes

<table>
<thead>
<tr>
<th>Specific assessment methods/tasks</th>
<th>% weighting</th>
<th>Intended subject learning outcomes to be assessed (Please tick as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>a  b  c  d</td>
</tr>
<tr>
<td>Continuous Assessment</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>1. Test</td>
<td>13%</td>
<td>✓    ✓</td>
</tr>
<tr>
<td>2. Group Presentation &amp; Written Report</td>
<td>16%</td>
<td>✓    ✓  ✓  ✓  ✓</td>
</tr>
<tr>
<td>4. Individual Essay</td>
<td>15%</td>
<td>✓    ✓  ✓  ✓  ✓</td>
</tr>
<tr>
<td>3. Class Participation</td>
<td>6%</td>
<td>✓    ✓  ✓</td>
</tr>
<tr>
<td>Examination</td>
<td>50%</td>
<td>✓    ✓  ✓  ✓  ✓</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>✓    ✓  ✓  ✓  ✓  ✓</td>
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</table>

*Weighting of assessment methods/tasks in continuous assessment may be different, subject to each subject lecturer.

To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components.

Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:

The above assessment methods are designed to ensure that all students should:

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

<table>
<thead>
<tr>
<th>Class contact:</th>
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<tbody>
<tr>
<td>• Lectures</td>
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<tr>
<td>• Tutorials / Seminars</td>
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</table>

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.
<table>
<thead>
<tr>
<th>Reading List and References</th>
<th>Recommended Textbook</th>
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</thead>
</table>

**Useful References**


**Indicative Readings**


*Also, materials from newspapers, magazines, journal articles and websites will also be used.

**Academic Journals**

*British Journal of Industrial Relations*

*Employee Relations*

*Human Resources* – official journal of HK Institute of Human Resource Management

*Industrial Relations Journal*

*International Journal of Human Resource Management*

*International Journal of Manpower*

*Journal of Industrial Relations*

**Other sources of material**


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

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

Hong Kong Institute of Human Resource Management  [http://www.hkihrm.org](http://www.hkihrm.org)

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