



DUAL REPORTING LINES PROCEDURE

1. Purpose

- 1.1. The purpose of this procedure is to provide guidance where an employee holds more than one reporting line simultaneously.

2. Scope

- 2.1. This procedure will apply to all University Staff where by virtue of the role, it is necessary to maintain more than one reporting line. The procedure will apply to all University staff involved in shared management of a University employee.
- 2.2. Employees will be expected to perform all acts, jobs, duties and obligations as assigned by their line manager as per their contract of employment or letter of appointment.

3. Principles

- 3.1. Where by virtue of the role, it is necessary to maintain more than one reporting line, arrangements should be put in place to formally record the reporting lines in a transparent manner, including separation of duties between those in management roles.
- 3.2. Reporting lines should be established and documented, where possible, prior to the appointment and should be detailed in the advertised job description and employee contract/appointment letter. Where current appointments have a dual-reporting relationship that is not defined, the employee and managers must take steps to document and formalise the arrangements in place.
- 3.3. Where dual-reporting lines are in place, there should be a clearly identified primary manager with a direct reporting line and a secondary manager where a dotted-line reporting relationship is in place. A dotted-line reporting relationship describes a relationship between an employee and a secondary manager who provides additional oversight and guidance to the employee in their work. The secondary manager will have the authority to provide direction and leadership to the worker in specific areas, which may include setting of goals. The secondary manager may also provide feedback on the employee's performance to the primary manager for inclusion in the annual PDR process.
- 3.4. Where there is a disagreement between managers related to the workload or priorities of a shared report, managers should seek to resolve these issues informally by agreement and raise to the next line of management for resolution if necessary.

4. Responsibilities of Line Managers with shared reports

- 4.1. Managers play a critical role in ensuring the success of a dual-reporting line. Line Managers have a responsibility to ensure that transparent expectations are in place between managers and the employee and that employees are managed through the normal University Performance Management systems.

5. Responsibilities of Staff

- 5.1. All staff who are reporting to more than one manager have a responsibility to maintain regular contact with their line managers regarding work issues, agreed targets and goals and to make line managers aware of any challenges or issues associated with dual-reporting lines with a view to early resolution.

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