

Bye-Law 7: Staff Protocol

Basis

- 7.1 The Union is established as a collective self-governing organisation of its members.
- 7.2 Central to the resources of the Union are the employed staff who provide for continuity, long-term planning, professional advice, managerial expertise and day-to-day operation and implementation of policy.
- 7.3 The purpose of this Protocol is to clarify the relationship between the members, their elected Student Officers and staff.
- 7.4 For the purposes of this Protocol, Full-time Student Officers of the Union will not be considered to be employed staff.
- 7.5 This Protocol will apply to student employees as staff during the hours at which they are at work. Additionally, student employees are not permitted to raise issues relating to their employment in any Union meeting.

Specific Intent

- 7.6 It is the specific intent of this agreement to ensure that the Union shall:
- 7.6.1 comply with employment legislation at the time being in force and any future legislation concerning the employment of staff;
 - 7.6.2 empower the Trustee Board to act with the full authority of the supreme body of the Union subject to Policy, the Articles of Association and these Bye-Laws;
 - 7.6.3 protect individual employees from breaches of reasonable confidentiality in respect of personal affairs and ensure that staff contractual matters are dealt with only by the Union's authorised agents;
 - 7.6.4 protect the Union from any interference in the conduct of its policymaking by employees;
 - 7.6.5 strive to be an Equal Opportunities employer;

- 7.6.6 maintain sound employment practices and good staff relations.

Trustee Board

- 7.7 The Trustee Board shall have responsibility for staff matters, but may delegate this power to the Management Committee or a committee set up for this specific purpose. Trustees shall:
 - 7.7.1 determine the agreed staffing establishment;
 - 7.7.2 take into consideration recommendations on staffing matters made by ordinary members via the democratic processes as set out in Bye-Law 1: Democratic Processes;
 - 7.7.3 oversee and implement the Union's Terms and Conditions of Employment;
 - 7.7.4 ensure that there is an annual review of staff;
 - 7.7.5 negotiate with Trade Unions when appropriate;
 - 7.7.6 and process all other staffing matters for which formal lines are not laid down either in this or other written documents.

Responsibilities of Staff

- 7.8 In order for the Union to remain truly student-led, staff are not allowed to be involved in the process of government.
- 7.9 Staff may attend meetings of any body of the Union when invited to do so by the Chair of the meeting.
- 7.10 Staff are expected to provide professional advice to elected student representatives on any matters within their area of work but shall not seek in any other way to unduly influence the policy making process of the Union.
- 7.11 Staff will not give public expression to views contrary to policy that deliberately bring the Union, its staff or its policy into disrepute.
- 7.12 Staff will not comment to representatives of the media, including student media, on policy or employment issues.

Responsibilities of the Union

- 7.13 Except as otherwise indicated, the Union shall under no circumstances permit any public discussion of matters relating to the responsibilities, Conditions of Employment, performance or conduct of members of staff in:
- 7.13.1 meetings, informal or formal, with members of the Union or University;
 - 7.13.2 any Union media, including student media, correspondence or publications of any kind.

Complaints by Staff

- 7.14 Any member of staff having cause for comment on a matter relating to a member or a group of members' behaviour shall raise that matter with the Union's Chief of Staff, who shall refer it to the Campaigns and Democracy Officer for investigation and appropriate action under Clause 24 of the Articles of Association.
- 7.15 Any member of staff having cause for comment on a matter relating to a Student Officer or group of Student Officers' behaviour shall raise that matter with the Union's Chief of Staff for investigation. If it is deemed by the Chief of Staff to merit action, they shall confidentially refer it to the Trustee Board. The Trustee Board can, at their sole discretion, decide whether to use their powers under Clause 24. They can also decide whether the matter is severe enough to merit raising the issue with Union Council. Union Council can then decide whether to take appropriate action under Bye Law 4, Clause 26.
- 7.16 Any individual member of staff having cause for comment on a matter relating to them as an individual member of staff or to another member of staff shall raise the matter through the management structure in confidence, and whenever appropriate in confidence with the Union's Chief of Staff.

Complaints about staff

- 7.17 Should there be any occasion when a member of UUEAS wishes to raise a criticism of a member of staff, a group of staff or "the staff of UUEAS" this procedure should be followed:

- 7.17.1 The matter should be raised with the Chair of the Trustee Board, who will then refer the matter for initial investigation to the Chief of Staff. In the event the matter relates to the Chief of Staff, the matter will be referred to an external Trustee or external Trustees for initial investigation.
- 7.17.2 The CEO or External Trustee as appropriate will be responsible for ensuring that the matter is discussed through the established structures with the staff member(s), in consultation with the staff trade union where appropriate.
- 7.17.3 Where the initial investigation reveals that a disciplinary matter may have occurred, the normal disciplinary procedure will apply.
- 7.17.4 A reply to the member will be conveyed through the Chair of the Trustee Board.
- 7.17.5 If the member remains dissatisfied with the reply, an appeal can be lodged with the Board of Trustees.
- 7.17.6 Only after the exhaustion of this procedure may a member raise the issue in the democratic forums of the Union, in the context of debate on the Management Committee's handling of personnel matters. The member shall not refer to the member of staff by name or position and shall not use this as an opportunity to go over the details of their original complaint.
- 7.17.7 Given that contractually, staff do not have a right of reply in public or democratic forums, where members fail to abide by this procedure, the matter will be dealt with via the code of conduct and shall be considered as harassment.