

## **Leeds Trinity Students' Union Student and Employee Protocol**

Board approved March 2020

### **1. Overview**

Leeds Trinity Students' Union ("the Union, "we", "us", "our") exists to provide effective representation, student services and opportunities for students at Leeds Trinity University.

The Board of Trustees of the organisation have overall responsibility for the organisation. Day to day running of the organisation including staff management is delegated to the General Manager.

Employees are a key resource for the Union who provide their professional expertise, continuity and have day to day operation and implementation of policy.

Positive working relationships between Union members, officers, Employees and the Board of Trustees are integral to the success of the organisation. This protocol clarifies responsibilities, boundaries and a structure for good relations to develop.

The purpose of the protocol is to:

- Comply with employment and equality law.
- Maintain good employment practice and staff relations.
- Protect individual employees from breaches of confidentiality in respect of personal matters and ensuring that contractual matters are only dealt with through the appropriate line management structure.
- Protect the Students' Union from interference in the political process by employees
- Achieve a professional working environment, all individuals, whether an elected officer, member of the Board of Trustees or employee shall treat each other with courtesy and respect.
- Champion elected officers and employees being flexible and supporting each other under pressure and ensuring that they communicate to others matters which affect their area of work.

### **2. Roles and Responsibilities**

#### **Elected Officers and Board of Trustees**

1. Elected officers and the Board of Trustees shall under no circumstances, discuss or permit discussion, of restricted business in meetings, formal or informal, in any publication produced under the auspices of the Students' Union.
2. No instruction shall be given to the General Manager or any other Union staff members by any elected officer or trustee which conflicts with legislation or legal liabilities falling on the Union.
3. Any operational problem identified or observed by Elected officers or the Board of Trustees should be brought to the attention of the General Manager, who will use the line management structure to resolve/act upon information.

#### **Union staff**

1. A line management structure led by the General Manager exists for employees to resolve day to day problems for queries and these should be dealt with through these procedures.

2. The General Manager has contractual responsibilities for the financial management of the Union, its staff, administration, commercial operations and long-term wellbeing and development, ensuring that all relevant legislation is adhered to.
3. Union staff are required to observe and faithfully implement the policies of the Union and at all times to give independent impartial advice to the Board of Trustees, Elected Officers and other representatives such as Student Council members. Direction and guidance in the implementation of policies is the responsibility of the General Manager.
4. Union staff are precluded from direct involvement in the democratic process, except to assist the Returning Officer in elections when required.
5. Union staff must at all times be impartial and independent between candidates or potential candidates for election to office.
6. Union staff offer a key support role to elected officers and should be positive in their approach to working with them, championing our students first and officer led culture and adopting their style as necessary to help elected officers to succeed.
7. Union staff may not exercise a vote in meetings organised through the Union Constitution and associated Bye-Laws.
8. Union staff may not take part in public discussion of Union policy, nor make any comment to representatives of the media without specific authority from the General Manager and President.
9. Disciplinary matters shall be dealt with using the current disciplinary procedures of the Union.
10. Union staff should raise any complaints or grievances relating to their employment through the line management structure using the grievance procedure.
11. Union staff have the right to belong to and be represented by a recognised Trade Union.

### **Student Staff**

1. It is the policy of the Union to employ Student staff wherever possible as Union staff members.
2. Student staff should raise any grievances relating to their employment through the line management structure using the grievance procedure.
3. Students employed as student staff enjoy all the rights and benefits of Union membership.
4. Student staff may not raise any matters relating to their employment in any meeting or public forum.
5. Any student staff member elected as a full-time elected officer or as a Trustee shall resign their student staff role upon taking up office.
6. Elected officers and trustees may not be appointed to a permanent staff position within one year of holding office.
7. Student staff must, during scheduled hours, be impartial and independent between candidates or potential candidates for election to office.
8. Student staff may not endorse an election candidate in their capacity as a Union employee.

### **Distribution and Dissemination of Policy**

Responsibility for distribution of the protocol is delegated to the General Manager who in turns delegates this to individual line managers.

Final responsibility for clarification and interpretation of this document shall rest with the Board of Trustees.