



‘Enabling our students to have an exceptional experience’

York St John Students’ Union

Staff Handbook

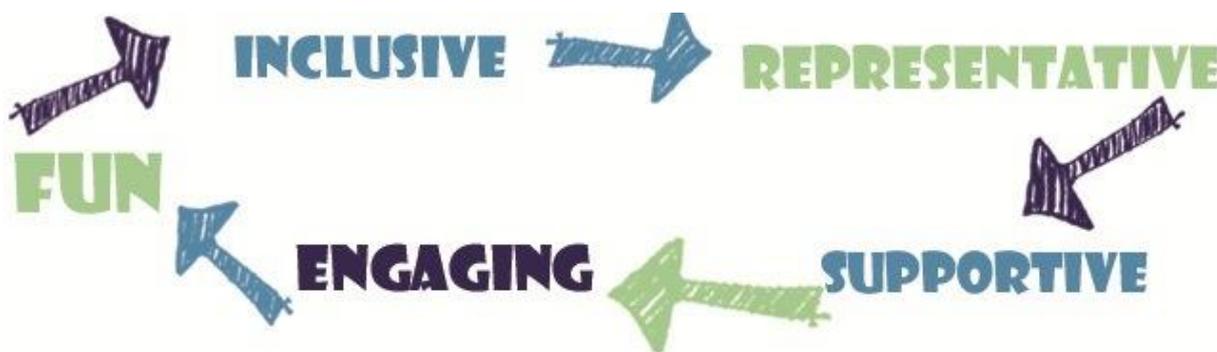
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Welcome from the Chief Executive

Congratulations on your appointment (or election if you are a Sabbatical Officer), and a big welcome to the staff team of York St John Students' Union (YSJSU). This Handbook aims to advise you on your terms and conditions of employment, the Students' Union's key policies and procedures, what is expected of you as a member of the York St John Students' Union staff team, and the benefits available to you as a member of the team.

YSJSU has a set of core values. These are not simple words, they are behavioural characteristics that we encourage all the team to live and demonstrate in everything we do. Our core values are show below:



At all times you should be **INCLUSIVE** and ensure what you are doing does not offend or isolate anyone; you should always be **REPRESENTATIVE** of the best interests of the members of YSJSU and be **ENGAGING** with our members to make sure we are in touch with them to ensure we can be **SUPPORTIVE** throughout their journey at University; finally, make sure you're having **FUN** because that means you'll be enjoying working for YSJSU!

Working at YSJSU is a rewarding and interesting experience and we hope you will enjoy working here. YSJSU is run by students for students and as a result some things are a bit different to what you may be used to in places where you have worked before. We will try to explain these differences to you so that you understand why YSJSU is so unique.

YSJSU is a membership organisation. This means that it is owned by and run for the benefit of the members. The members are the students of York St John University. In order to make sure that YSJSU is delivering what the members want there is a system of democracy in place, a bit like in a local council, whereby various representatives of the members have a role to play. It also allows for individual members to have a direct impact on the Union through their attendance at various committees and meetings.

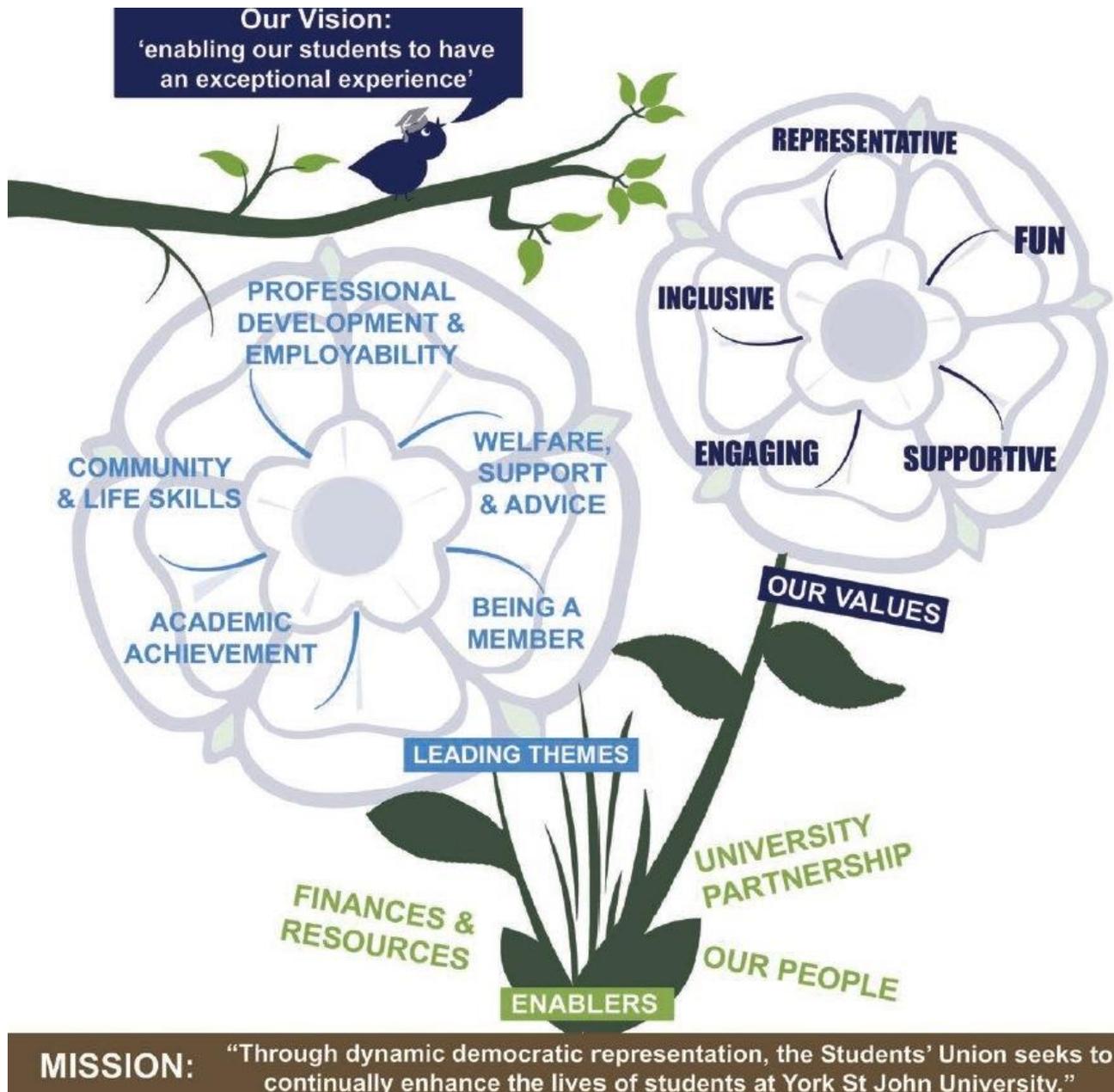
The democratic structure means that the student members are at the head of the organisation and have ultimate say in what YSJSU does. There are a number of committees which are also composed of students and these examine specific areas within YSJSU. The three Sabbatical Officers are full time student representatives who are elected annually to lead the Students' Union. The Sabbatical Officers comprise:

The President
Vice President Education
Vice President Welfare & Diversity

Make sure you pop and chat to each of the Sabbatical Officers to find out about their manifestoes and the projects they are working on.

Senate is a group of up to 24 student senators, the four Faculty Chairs and the three Sabbatical Officers who make policy and decisions. Senate holds the Sabbatical Officers accountable to the membership. The Annual General Meeting is the top tier of democracy. This is a meeting which all students can attend, put motions to and discuss the accounts and work of the Union. It holds all elected officials accountable to the Students' Union Constitution. A full version of the Students' Union Constitution is available from the Shared Drive in the folder marked 'Constitution' or on the website at www.ysjsu.com/documents

At YSJSU we all share the same aim, which is to contribute towards the delivery of our Strategic Plan which is designed to ensure our members, the students of York St John University have an exceptional experience throughout their time at University.



The YSJ Students' Union **Strategic Plan** is made up of five main themes, these are as follows:

BEING A MEMBER

Providing a platform for social and cultural integration, helping students make friends and take part in extracurricular activities

COMMUNITY & LIFE SKILLS

Learning life skills whilst at University, encouraging students to become involved in volunteering, learning financial management skills, and being positive role models in the local community

ACADEMIC ACHIEVEMENT

Supporting the teaching and learning at the institution, and providing the support students need to complete their degree

PROFESSIONAL DEVELOPMENT & EMPLOYABILITY

Ensuring students grow and develop as professional people, and have the advantage when getting a job once they have completed their time at University

WELFARE, SUPPORT & ADVICE

Helping and supporting students along their journey and time at University, including providing independent advice

Further information on our Strategic Plan can be found on the Students' Union website at www.ysjsu.com

Further sources of information on policies, procedures and your terms and conditions of employment can be found:

- On the Students' Union Shared Drive in the folder marked 'Human Resources'
- In your offer letter issued on appointment
- In your Contract of Employment

Please familiarise yourself with the contents of this Handbook and associated policies and procedures so that you understand how they apply to you.

If you have any questions regarding any aspect of your employment or anything else, please speak to your Line Manager or contact me directly,

Chris



The Role of Students' Union Staff

Staffing Structure

As part of your induction it would be helpful for you to meet all the people that work at the Students' Union on a permanent basis and talk to them about their role and how they contribute to the aims of YSJSU. A full organisational chart can be found in the Shared Drive under 'Personnel' then 'Organisational Charts'.

Staff Protocol

- 1.1 York St John Students' Union has as its principle purpose the provision of opportunities for students at the University to experience education in the widest sense.
- 1.2 To this end the Students' Union is structured as a collective self-governing organisation.
- 1.3 Central to the resources of the Students' Union are the employed staff who provide for continuity, professional advice, managerial expertise and the day-to-day operation and implementation of policy.
- 1.4 The purpose of this Protocol Agreement is to clarify the relationships between students, their elected representatives and staff.

It is the specific intention of this Agreement to ensure that the Students' Union shall:

- 2.1 comply with all Employment and Employment Protection Acts currently in force.
- 2.2 empower the Senate through the Staffing Committee to act with the full authority of the sovereign body of the Students' Union as the Staffing Committee of the Students' Union.
- 2.3 protect the individual employee from breaches of confidentiality in respect of personal affairs and to ensure that contractual matters are dealt with only by the Staffing Committee, advice on contractual or other matters will be sought from the University HR department or other qualified professionals.
- 2.4 protect the Students' Union from any interference in the conduct of its agreed policies by employees.
- 2.5 be committed to the effective implementation of an Equal Opportunities Policy.
- 2.6 maintain sound employment practices and good staff relations.
- 2.7 ensure all other legislation e.g. health and safety, is adhered to and that the organisation works within the law at all times.

Responsibilities of the Students' Union:

- 3.1 Elected Officers of the Students' Union share a collective and individual responsibility to ensure that under no circumstances will discussion take place on matters relating to the responsibilities, conditions of employment, performance or conduct of members of staff other than at a meeting with the individual member of staff, at a Trustee Board meeting or at a meeting of one of the Trustee Board Sub-committees.
- 3.2 All discussions at Staffing Committee or Trustee Board meetings involving members of staff shall be held in camera (closed session) and there shall be no published minutes of such discussions. The Chief Executive will keep a written confidential record that will be countersigned by the President as being a true and accurate record of such discussions.
- 3.3 Elected Officers of the Students' Union will ensure that there are no discussions of individual members of staff through either written or any other form of student media unless without the prior agreement of the individual, the President and Chief Executive.

Responsibilities of Staff:

- 4.1 The maintenance of the integrity of the democratic government of the Students' Union which precludes the direct involvement of employed staff in that process.
- 4.2 The Chief Executive is the designated senior staff member with responsibility for servicing and attending Trustee Boards and Staffing Committees.
- 4.3 To provide professional advice and continuity in the organisation's affairs, the Chief Executive will be in attendance at all meetings of the Staffing Committee when any issue relating to staffing is under discussion.
- 4.4 The Chief Executive, after consultation with the President, may appoint a nominee to attend a meeting in her/his place.
- 4.5 Staff may not exercise a vote in any meeting organised under the auspices of the Constitution of the Students' Union
- 4.6 Staff may not show support by the wearing of badges, the display of any campaign literature or to enter into any debate in any way relating to any internal or external elections.
- 4.7 Staff members may advise elected Officers of the Students' Union on any matter that is within their area of work, but shall not seek in any other way to influence the policy-making process.
- 4.8 Staff may not take part in any public discussion of Students' Union policy, nor give public expression to views contrary to the policies of the Students' Union.
- 4.9 Staff may from time to time develop professional working relationships with personnel from the parent Institution. At all times care needs to be taken not to compromise the Students' Union on any issue or undermine an elected Officer or any other member of Students' Union staff.
- 4.10 The Students' Union expects all employees to conduct themselves, at all times, in accordance with best standards in all professional relationships. Staff are therefore expected to declare any personal relationship with any other employee or Officer of the organisation.
- 4.11 The President shall be the media spokesperson of YSJSU. Staff shall not comment to representatives of the media, which shall include the student media.
- 4.12 Staff may become associate members of clubs or societies upon prior consent from sports and societies committee. Staff will not be eligible to stand for elected positions within clubs or societies. Staff may not be members nor participate in the activities of clubs or societies that give expression to political views or opinions that may undermine the roles of elected Officers within the Students' Union.

Relationships between Staff and Students

- 5.1 York St John Students' Union does not seek unduly to interfere in relationships between consenting adults. However, YSJSU has a duty of care to its students.
- 5.2 Members of staff are strongly advised not to enter into any romantic or sexual relationships with a student whom they are supporting or advising; nor to accept any new responsibility for a student with whom they have an existing relationship of this kind.
- 5.3 Everyone who is employed in any capacity by the YSJSU is in a position of authority and must not abuse that authority in any way to initiate or develop a close personal relationship with a student.
- 5.4 It is an obligation on all members of staff and employees to ensure that their behaviour is beyond reproach.

- 5.5 The following represents a set of guidelines for staff in their conduct with students:
- a. Ensure that behaviour and practices are professional and are compatible with the reputation of YSJSU and University;
 - b. Try to ensure that all contact with students is carried out in a professional setting;
 - c. Avoid inviting students to your home;
 - d. If any form of friendship develops where the member of staff and a student are involved one to one in any social setting outside the YSJSU, the member of staff must declare that fact to the Chief Executive.
- 5.6 In the event that a close personal relationship does develop between a person employed by the YSJSU and University student, it is always incumbent on the member of staff to ensure that the essential standards of integrity and impartiality are maintained.
- 5.7 Where personal relationship exists, the member of staff must inform Chief Executive, so that alternative arrangements can be made if necessary.
- 5.8 The existence of such a relationship is not in itself grounds for any disciplinary action, but failure to report it may be grounds for such action.

People Perks

There are loads of great benefits available to you now that you are a member of the YSJSU staff team. We like to call these 'people perks' and below are details of what these perks are.

Sports and Recreation Facilities

We encourage all our staff to keep fit and healthy. Discounted sports and gym facilities are available for staff and include daily health and fitness classes and a fully equipped fitness suite, which provides a combination of cardiovascular, fixed and free weight equipment. For more information visit the YSJ Active website or email ysjactive@yorks.ac.uk

Sports Teams and Societies

If you have a particular interest you may find that the Students' Union has a ratified Sports Team or Society for this. Staff are able to join Sports Teams and Societies and more information on how to do this can be sort from the SU Sports & Activities Manager.

Holiday Pay

Our standard holiday allowance is 26 days per year, this is 30% more than the statutory allowance. Plus, on top of this you receive 8 Public / Bank Holidays off and 5 additional days off at Christmas when the University is closed. Then, after completing 5 years' service you gain a further 5 days holiday. Employees working on a part time basis will receive their allowance based on a pro rata basis.

Life Cover

After 6 months service, and following completing the necessary documentation, you become eligible for our Life Cover benefit which gives you reassurance that loved ones could qualify for a lump sum payment should you not be around. Our Life Cover offers a benefit of three times your annual salary upon activation.

Library

All staff can take advantage of the University's extensive library services. The Library has a vast collection of books, video's, DVDs, CDs and other specialist materials. The University's Staff ID card acts as a borrowing card. More information can be found by visiting the Information Point in the Library.

Car Parking

Car parking is available on University residential sites. This may be available to you if you satisfy the requirements set out in the Car Parking Policy which is available on the University's Staff Information Point or from the Chief Executive, along with details of how to apply.

Flexi Time Working

All permanent staff are able to work under the rules of our Flexi Time policy which can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

NUS Extra Card

Our staff are able to purchase an NUS Extra card and take advantage of the numerous discounts this gives access to. You can purchase an NUS Extra card for just £12 from the Students' Union reception.

Pension

As a staff member of YSJSU you will be enrolled to our pension provider. We'll make employer contributions to your retirement pot and you'll pay member contributions.

Work, Pay and Pension Arrangements

Working Time

Core working hours are 35 hours per week with an unpaid hour for lunch unless stated otherwise in your contract of employment. Normal office hours are 9am to 5pm, Monday to Friday. The Students' Union operates Flexi-time arrangements for all office staff employees.

Staff are expected to be at work during the core periods of 10am to 12noon and 2pm to 4pm, unless taking authorised absence, however can be flexible with working hours outside of those times. The full Flexi-time policy is available from the Shared Drive in 'Human Resources' then 'People Policies'.

Working Time Regulations

In accordance with Government legislation there is a maximum restriction on working hours of 48 hours per week. It is not expected that staff will be required to work in excess of this limit, however if you do find that you are working hours in excess of 48 per week please bring this to the attention of your Line Manager.

It is possible that if you work for another employer you may exceed the 48 hour working limit. It is our responsibility to ensure that this does not happen and we therefore request that you let us know if you currently work elsewhere or if you are planning to do so.

With regards to breaks, in line with the Working Time Directive when the daily working time is six hours or more, you are required to take a 30 minute unpaid break.

Pay arrangements

Salaries are paid normally on the 22nd day of every month or on the Friday before if the 22nd falls over weekend, with the exception of December where, due to the Christmas break, salaries are normally paid early. Should you need to contact them, you will need to quote the Students' Union PAYE Reference 120/EB15918.

Overpayments

Should an error be made in terms of any payments due to an employee and an overpayment is made, the Finance Manager will arrange a repayment schedule with the employee to ensure any repayments are made within a fair and timely period.

If you should tender your resignation and at the point of leaving an amount remains outstanding, this amount will be deducted from your final payment.

Pay Scales and Grading

YSJSU operates pay scales for all staff. These scales are the same as those used by the University. Your Line Manager or the Chief Executive will be able to provide you with further information about your pay scale.

Each year representatives of the Universities UK and the Trade Unions which are recognised for the purpose of representing University staff meet to agree an annual cost of living pay increase. YSJSU does not participate in this bargaining but will usually pay the same annual increase to its staff, at the discretion of the Chief Executive.

To recognise improvements in performance staff can progress up the pay scale by receiving an additional point increment each year to the maximum of the grade. This will be evaluated during the appraisal process. Discretionary increments may be available to staff at the top of their grade.

All roles are graded using the HERA job evaluation process. Job descriptions will be reviewed annually as part of the appraisal system to ensure they are up to date, although it is not expected that the nature of individual jobs will change significantly as a matter of course.

In circumstances where significant changes to the job role are required, appropriate consultation will take place with the individual(s) affected. Where agreed changes are deemed to potentially alter the grading of the role, the role will be formally re-evaluated.

Probation

All staff undergo a period of probation on appointment. This will usually be for a period of 6 months, and will be stated in your contract of employment. Probationary reviews are carried out by Line Managers after 1, 3, and 6 months. Your probationary period is a time for you to see whether or not you are suited to the job you are doing and also for us to ensure that you reach the required level of performance.

At the end of your probation you will have a further meeting with your Line Manager. If your period of probation is satisfactory then your employment will be confirmed. It is possible at this stage that your probationary period may be extended. This will be to allow you extra time to acquire the necessary skills for the job. It is also possible, if you have not achieved the required standard after your probationary period, that your employment will be terminated giving the required period of notice.

Pensions

Staff employed at YSJSU will become eligible to join the NEST pension scheme after three months service. Dependant on certain criteria you will either be auto-enrolled into the scheme or will become entitled to join. Further details can be sought from the Finance Manager.

We'll make employer contributions to your retirement pot and you'll pay member contributions. Minimum contributions may increase from 2017, in line with new pensions law.

If you're eligible you'll also get extra money from the government through tax relief. This is paid at the basic rate, which at the moment is 20 per cent. This will be paid on the contributions you make and will go directly into your retirement pot once NEST has claimed it from the government.

From your enrolment until October 2017, we will arrange for a 1% gross (0.8% net) contribution to be deducted from your monthly salary and paid into your retirement pot. The Students' Union will also pay a 1% contribution monthly contribution into your pension.

The Students' Union has chosen to provide an **enhanced contribution level** to eligible staff that has passed their probationary period. This Enhanced Level would mean that you would contribute 4% gross (3.2% net) each month from your salary and the Students' Union would contribute 3.25% into your pension.

Expenses

If you are required to travel on YSJSU business you will be entitled to claim reasonable expenses for travel, accommodation and meals. If you are going to incur expenditure please agree this with your Line Manager in advance.

Travel

- If you use your own car to travel on YSJSU business you are entitled to claim a mileage allowance. We endeavour to encourage staff to use public transport wherever possible. If your journey would be cheaper by train and you choose to go by car then your claim will be limited to the second class rail fare for the journey. The claimable mileage rate is 45p per mile. This is the same for miles travelled by bicycle.
- Parking charges may be claimed back, but parking fines may not.
- Only in exceptional circumstances and with prior approval of the Chief Executive will air travel be permitted.
- Travel arrangements must be agreed in advance by the Chief Executive or Finance Manager.

Subsistence

- If whilst on YSJSU business you are required to take a meal away from home or your normal place of work you may claim reimbursement providing receipts are provided. Where meals are provided £5 per day can be claimed; where meals are not provided £10 per day can be claimed. A cash allowance will usually be authorised and issued for this by the Finance Manager.
- Up to a maximum of £50 may be claimed by Sabbatical Officers during the first two weeks of the academic year. Receipts must be provided for this and this is at the discretion of the Finance Manager. This payment relates to out-of-hours meals, refreshments and expenses incurred whilst working during the Welcome Fortnight period.
- Any other claim may be made and expenses paid at the discretion of the Chief Executive, or President if the Chief Executive is making the claim.
- All claims should be submitted on the expenses claim form available from the Finance Office and should be countersigned by your Line Manager.

Time Off, Holidays, Sick Leave

Holiday Entitlement

The holiday year runs from 1st October to the 30th September. All full time staff receive 26 days holiday per year, and an additional 5 days after 5 years' service. Part time staff including those who do not work all year round will receive holiday entitlement pro rata to that for full time staff.

Depending on which area you work in there may be additional rules regarding when you should take holiday and you are advised to check this with your Line Manager.

You should always request your holiday at least 2 weeks in advance with your Line Manager.

You should never book a holiday before checking with your Line Manager first that you can take leave on the dates required. Where a number of staff all require holiday at the same time this will operate on a first come first served basis.

In addition to this the Students' Union is closed for 8 public holidays and 5 University closed days at Christmas.

Staff who do not work full time or all year round will be entitled to a pro rata entitlement to both public holidays and closed days.

Full time employees who start part way through the holiday year, will be entitled to an apportioned amount of holiday based on every full month that they work of the holiday year.

Staff leaving the employment of YSJSU who have not taken all their holiday entitlement will either be required to use up their leave before they leave the service of YSJSU or they will receive any outstanding holiday pay as part of their final payment. Similarly employees who have taken more than their entitlement on leaving will have that sum deducted from their final pay.

Up to 5 days holiday may be carried forward from one year to the next by agreement with your Line Manager, and at the discretion of the Chief Executive. Up to 5 days holiday may only be carried forward in circumstances when the member of staff could not have reasonably taken their allowance in the given period. Any holiday entitlement carried above this limit will be lost.

Staff who are on sick leave will continue to accrue holiday entitlement for the duration of their paid sick leave be this full pay, half pay or Statutory Sick Pay.

Holidays for staff who are not full time are worked out on a pro rata basis. Individual cases will vary so please check with the Chief Executive to determine your holiday entitlement.

Holidays for term-time staff are set at the beginning of the year and advanced notice of the dates will be provided. It is not expected that term-time staff will take leave outside of these holiday dates. However if there are particular circumstances where an occasional day is required, please speak to your line manager.

Dependants' Leave

Staff are entitled to reasonable time off to deal with emergencies involving dependants. The types of things that are covered by this leave are:

- The sudden illness of a dependant where immediate arrangements for their care need to be made.
- The need to spend time with a child or close relative who is seriously ill.
- The breakdown of normal care arrangements.
- The need to make longer term arrangements to cope with a care problem.

You should speak to your Line Manager, as soon as possible with your request for leave.

Dependants' Leave is unpaid and deductions will be based on calculations of 1/365th of annual salary per day of dependants' leave taken or alternatively through notification on time sheets. All other conditions of employment, excluding remuneration, will continue throughout periods of dependants' leave.

Bereavement Leave

In the event of the death of a direct relative of an employee, YSJSU grants paid leave for three days at the time of bereavement with an additional day's paid leave for the funeral.

In special circumstances, the Chief Executive may grant additional leave. This will normally be taken as either annual leave or unpaid leave.

Leave for Jury Service

YSJSU will grant time off work for an employee called for Jury Service. The notification document should be shown to the Chief Executive.

Employees should claim from the court the maximum amount to which they are entitled in respect of loss of earnings. This form will be supplied by the courts and must be presented to the Chief Executive prior to undertaking Jury service duties.

YSJSU will pay the difference between normal salary and the compensation for loss of earnings received from the court (i.e. excluding the sum payable as an incidental subsistence allowance) and thus staff should suffer no financial loss while on jury service.

Leave for Public Service

If you wish to undertake public duties (e.g. local government council duties) you should discuss this with the Chief Executive who is authorised to grant special leave for the purpose of carrying out such duties.

Medical and Dental Appointments

Staff should endeavour to arrange medical and dental appointments in their own time. If this is not possible then any time taken off should be made up.

Study Leave

Where members of staff are undertaking work related study half a day paid leave per exam may be granted at the discretion of the Chief Executive.

Trade Union Activities

If you are a trade union official YSJSU recognises your right in law to reasonable time off with pay during working hours to attend to trade union duties. The timing of such time off is dependent on the permission of the Chief Executive. Permission will be subject to the needs of the Students' Union but it will not be refused unreasonably. Please try to give your Line Manager as much notice as possible

Other Leave Arrangements

With regards to other leave arrangements for parental, maternity, paternity and adoption leave, the Students' Union policies can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Sickness Absence

YSJSU will continue to pay you when you are off sick, as indicated in the table below. The amount you receive depends on a number of things including your length of service and the length of time that you have been off sick.

YSJSU's sick pay is inclusive of Statutory Sick Pay. This means that you will not receive any money on top of your normal salary or half your normal salary whichever is payable at the time.

Sick pay varies according to how long you have worked for YSJSU and is either full or half pay within any period of 12 calendar months as indicated in the following table. Any sick pay you have already received in the previous 52 weeks will be deducted from your entitlement.

Period of continuous service on first day of absence	Full Pay	Half Pay
After 6 months but less than 12 months	1 month	2 months
Over 1 year and up to 2 years	2 months	2 months
Over 2 years and up to 3 years	4 months	4 months
Over 3 years and up to 5 years	5 months	5 months
Over 5 years	6 months	6 months

Term time only staff will receive sick pay if they fall ill during term time (i.e. whilst they are due to be working). Their entitlement will be based on the above chart but length of service will be made up of accumulated periods of work.

Procedure to give notice of Sickness Absence

You must ensure that you do the following in order to receive your sick pay. Please note that pay will be withheld if you fail to meet these obligations.

- Telephone your Line Manager to inform him/her of your absence no later than half an hour later than you would normally have started work or 12pm whichever is sooner. You should call in person unless you are unable to do so. If your Line Manager is not available you should leave a message with Reception. You should tell us the nature of your illness and how long you expect to be absent.
- If you have been unable to tell your Line Manager how long you will be off sick you should continue to call in each working day you are off, following the procedure above.
- Fill in the self-certification form, this will cover any absences up to and including 7 days including Saturdays and Sundays.
- Obtain a medical certificate from your doctor for any absence over 7 days.

A Self Certification form is a form which you fill in to declare that you were unwell. It asks for the dates of your absence and details of your illness.

A medical certificate is a note provided by your GP or by the hospital if you are an in-patient, to say that you are not fit to work for a specified period of time.

It is essential that you provide one or other of these documents to make sure you receive your sick pay.

In certain circumstances we may ask for a medical certificate to cover all of your absence from the first day.

If you have been off work for a long time we may ask for you to provide a return to work certificate. This is a note obtained from the doctor to state that you are now fit to return. This is particularly important for staff involved in food handling.

You must be willing at any time whilst you are off sick to undertake a medical examination by an independent medical practitioner nominated by YSJSU. We may also ask for a report from your own GP

subject to the requirements of the Access to Medical Reports Act. If you do not agree to such an enquiry we may still take action without the benefit of such reports.

If the independent medical practitioner states that you are fit to work then you will lose your entitlement to sick pay from the date on which the doctor deemed that you should return to work.

On your return to work you will be required to attend a return to work meeting, and complete a return to work form with your Line Manager. A copy of this form can be obtained from your Line Manager or found in the Shared Drive under 'Human Resources' then 'People Policies'

Exclusions

You may be excluded from the scheme if the sickness absence is caused as a result of your misconduct.

If your absence is as a result of an accident for which damages may be receivable from a third party you will receive sick pay in advance of receiving these damages but may later be required to refund the amount received to YJSU.

Sickness during Annual Leave

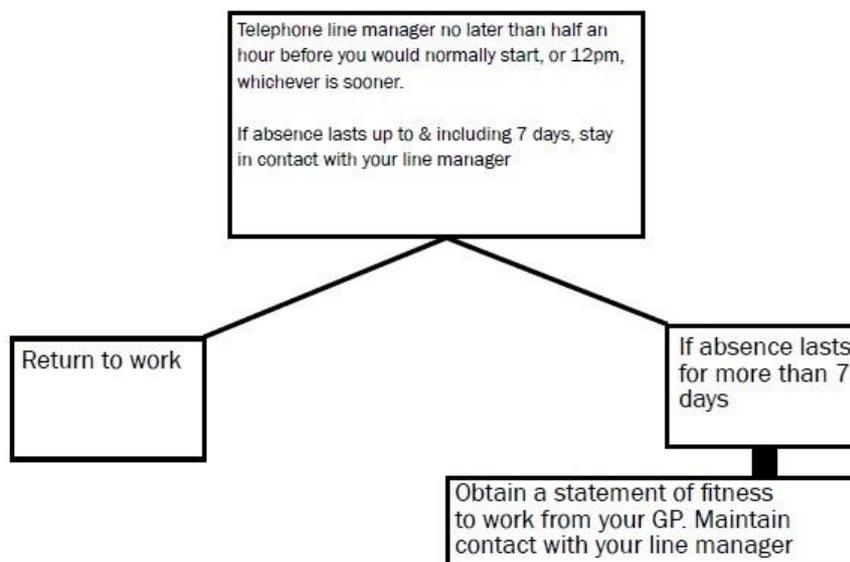
If you fall sick during the course of your annual leave we will consider you to be on sick leave from the date you report this to us in line with the procedure to give notice of sickness absence previously detailed. You will then be able to take the balance of annual leave at a later date.

If a public holiday or a day when the Union is officially closed falls whilst you are on paid sick leave then the sickness allowance will be suspended and replaced by holiday pay for the duration of the holiday.

Full Sickness Absence Policy

The Students' Unions full Sickness Absence Policy along with accompanying documentation can be found in the Shared Drive under 'Human Resources' then 'People Policies'. The diagram on the right of this page aims to provide an overview of this policy.

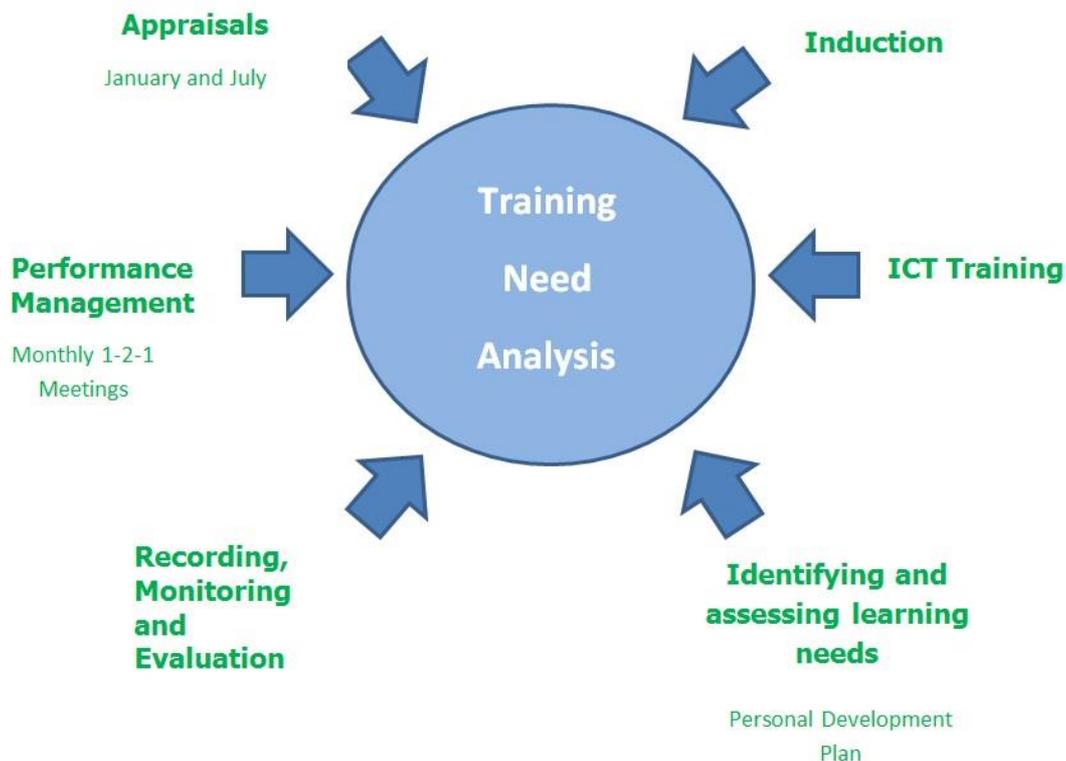
SICKNESS ABSENSE FLOWCHART



Learning & Development and Career Planning

Learning & Development Policy

YSJSU believes that it is a joint responsibility for all employees to continue to learn and develop throughout their career with the support of YSJSU. We believe that helping staff to grow and improve will help YSJSU to achieve its Vision and Objectives. All staff members should devise Personal Development Plans with their line manager. This will then feed in to the YSJSU overarching training needs analysis to help inform the development needs of the staff team.



The full YSJSU Learning & Development Policy can be found in the Shared Drive under 'Human Resources' then 'People Policies'. This policy sets out the various processes and documentation used to enhance the learning and development of YSJSU staff members.

We also recognise that there is more to learning than training courses and believe that a whole range of other activities can be a useful source of learning. These include attendance at conferences, reading books and other publications, meeting with people from other organisations, on the job training and e-learning.

Access for Everybody

In line with YSJSU's Equal Opportunities Policy all staff will have equal access to learning and development opportunities. Because people in YSJSU work at many different times of the day and throughout 7 days a week YSJSU feel it is important to be flexible to individual needs and where possible to make activities available to people during their core working hours. It should be noted however that there may be some occasions when events can only be offered at times which may fall outside of an employees' normal working pattern.

Advertising of Internal Vacancies

As part of YSJSU's commitment to career development, vacancies for roles within YSJSU will normally be advertised internally for a period of at least 5 working days ahead of any wider advertising.

Leaving our Employment

Retirement

Please refer to the YSJSU Retirement Policy which can be found in the Shared Drive under 'Personnel' then 'People Policies'.

Termination of Employment

If you wish to terminate your employment you must give written notice in accordance with that detailed in your contract of employment.

Redundancy

YSJSU acknowledges that as a business it may be subject to rapid change and in such instances will need to respond in a flexible manner. YSJSU will however take all reasonable steps to avoid the necessity of redundancies, in particular by utilising wherever possible, alternatives to compulsory redundancy. These include redeployment, voluntary redundancy and reducing staff numbers due to natural turnover.

Where compulsory redundancy is the only alternative selection criteria could be applied to ensure fairness and consistency of approach. These could include:

- Skills, competencies and qualifications
- Performance records
- Timekeeping
- Disciplinary records

An employee under notice of redundancy will be entitled to reasonable time off to look for alternative work.

An employee may appeal if they believe they have been unfairly selected for redundancy.

The full YSJSU Redundancy Policy can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Equal Opportunities

Policy Statement

The purpose of this policy is to outline the responsibility of all elected officers, staff and volunteers of the Students' Union to actively work towards ensuring that the Students' Union is an equal opportunities environment, free from harassment and unlawful discrimination. It is also expected that all members will abide by and uphold both this Equal Opportunities and Zero Tolerance Policies to actively contribute to making the Students' Union a safe and welcoming place for all.

As an organisation based on fair democratic representation and inclusive participation, we believe fundamentally in the principles of Equal Opportunities and in their importance in being a representative and participative Students' Union. We believe that all students have the right to get involved with all aspects of the Students' Union and University life. We not only pride ourselves on promoting Equal Opportunities, but we also pledge to campaign against discrimination both on.

To help give definition to the boundaries of this policy, we will take the definition set by the University within their own policies, as they define discrimination as being unfair treatment on the basis of;

- age
- carer responsibilities
- disability including mental health difficulties
- social class
- marital or civil partnership status
- gender identity
- pregnancy and maternity
- race, religion or belief
- gender and/or sexual orientation
- trade union activity
- criminal background
- weight
- Level or Mode of study (Year and/or PT/FT)
- Or any other category where discrimination cannot be reasonably justified (<https://www.gov.uk/discrimination-your-rights/types-of-discrimination>)

The full YSJSU Equal Opportunities Policy can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Respect and Dignity at Work

As a member of the YSJSU team you are expected to behave in an appropriate manner and take responsibility for helping to ensure that individuals do not suffer from any form of harassment, and furthermore ensure that individuals are encouraged and supported in any legitimate complaint they may have. The Students' Union is committed to the following dignity at work principles:

- Raising awareness of the effect of behaviour on others
- Assisting staff to find effective ways to deal with behaviour they find difficult and/or unreasonable
- Eradicating discriminatory practices and guaranteeing equal treatment and opportunity irrespective of gender, race, disability, age, sexual orientation and religion
- Dealing with behaviour that undermines an individual's self-esteem, confidence or mental health
- Providing working conditions that respect each member of staff's health and safety at work
- Being honest in communications with employees and open in sharing information limited only by legal and commercial constraints
- Listening to and, where possible, acting on employees' ideas and requests
- Engaging in fair procedures in dealing with complaints from or against members of staff
- Engaging in negotiations and discussions, in good faith, when conflicts arise

Harassment can take many forms and may be directed against persons because of protected characteristics. It may involve action, behaviour, exclusion, comment or physical contact which is found objectionable or which causes offence and can result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or undermining their confidence in their ability. Some examples of unacceptable conduct are as follows:

- Verbal abuse or insulting behaviour
- Sexist jokes, racist jokes or jokes about an individual's sexual orientation
- Unwanted physical contact ranging from touching to serious assault
- Display or circulation of sexually suggestive or racially abusive material
- Bullying, coercive or menacing behaviour
- Ridicule or exclusion of an individual for cultural or religious differences

It is for the person on the receiving end of any behaviour to decide whether he or she finds it unacceptable.

YSJSU endeavours to ensure all staff attend Respect For People Training on an annual basis to ensure that all staff members are appropriately trained.

Health and Safety

Policy statement

It is the Students' Union's policy to promote the health, safety and wellbeing of employees, students and visitors and the Students' Union seeks the co-operation of all these groups in implementing this policy. The Students' Union will:

- Provide and maintain a safe and healthy workplace.
- Provide information, instruction, training and supervision.
- Provide and ensure the use of safety procedures and any protective equipment that may be necessary.
- Encourage the active interest of all staff, students and visitors in the health and safety of themselves and others.

Individual responsibility

Every member of staff has a responsibility to:

- Work safely with due regard for the health and safety of themselves and others, including other staff, students and members of the public.
- Report accidents and incidents that may lead to injuries or loss making conditions, and any unsafe or unhealthy conditions.
- Comply with workplace health and safety rules, including the Lone Working Policy found in the Shared Drive under 'Human Resources /People Policies'

Risk Assessments

Staff responsible for risk assessments should apprise themselves of the Students' Union policy. Assessments must be undertaken in accordance with the Management of Health and Safety at Work Regulations using the Students' Union's risk assessment procedure.

Display Screen Equipment (DSE)

The Students' Union has a trained DSE Assessor who will ensure that all staff who work with Display Screen Equipment ('DSE') will be assessed against the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). Any employee who uses a workstation for Students' Union purposes should request an assessment through their Line Manager. The Students' Union may reimburse the costs of an eye test (up to a certain amount) if an employee uses DSE as part of their role, at the discretion of the Chief Executive.

Reporting

The following require reporting immediately

- Fire
- Accidents, dangerous occurrences and near misses (a standard reporting form exists)
- Serious safety hazard

If working alone at unusual hours then employees should let Security know (ext. 6444) of their presence on site. If in doubt about how to report an incident then contact the Chief Executive.

Training

The Students' Union is committed to providing health and safety training, as required. Staff should discuss their needs with their Line Manager and the Chief Executive, as appropriate.

Further information regarding Health & Safety matters can be sort from the Chief Executive.

Grievance Procedure

The York St John Students' Union is committed to promoting effective working relationships and an environment in which employees feel able to raise work-related issues with their managers. One of the ways to achieve this is by providing a clear framework within which employees can seek to have their concerns responded to efficiently and effectively, and where possible, by informal means.

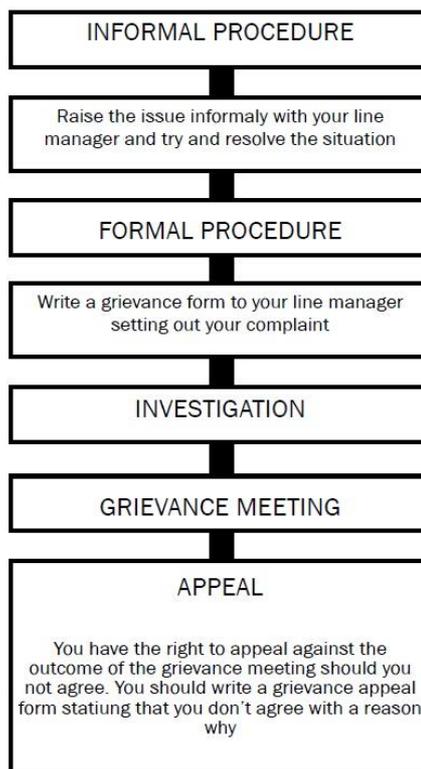
This procedure provides such a framework and has been developed with reference to the principles and practice contained within the ACAS Code of Practice on Discipline and Grievance.

Aim

The aim of this procedure is to provide a clear and transparent framework to deal with concerns, problems or complaints raised by employees in the course of their employment and to achieve as far as possible a fair and prompt resolution.

The flow chart below aims to provide a visual guide to the procedure but more information should be sought from the full procedure found in the Shared Drive.

OVERVIEW OF GRIEVANCE PROCEDURE



The full YSJSU Grievance Procedure can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Disciplinary Procedure

York St John Students' Union disciplinary procedure has been compiled in accordance with the principles and standards as set out in the ACAS Code of Practice on Disciplinary Rules and Procedures and applies to all staff.

It is designed to help maintain good standards of conduct and working practices which are essential both to the smooth running of the Students' Union and for the safety and wellbeing of all its employees and members.

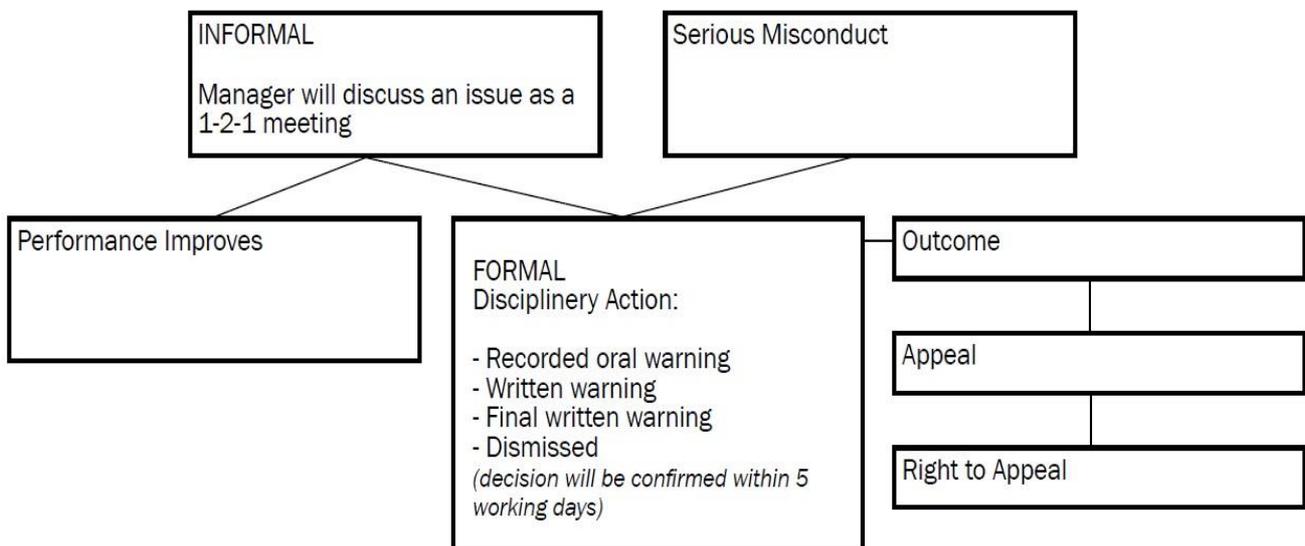
Aim

By setting out clear stages the procedure should ensure prompt, fair and consistent treatment of all employees who fail to observe the expected standards of behaviour, performance, conduct and attendance. The procedure should not be viewed primarily as a means of imposing sanctions but should be seen to emphasise and encourage improvements in individual conduct. The emphasis is to be placed on the identification and correction of problems rather than on punishment.

Line Managers have a positive role to play in encouraging employees to perform responsibly and effectively at work. It is expected that where possible the Line Manager will endeavour to resolve matters informally through day to day counselling and advice. If it is not possible to deal with matters on an informal basis, then the formal procedure will be invoked.

The flow chart below aims to provide a visual guide to the procedure but more information should be sought from the full procedure found in the Shared Drive.

DISCIPLINARY PROCEDURE FLOWCHART



The full YSJSU Disciplinary Procedure can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Capability Procedure

The purpose of this procedure is to contribute to the maintenance of satisfactory standards of performance within YSJSU and it is recognised that those with responsibility for the work performance of others have a duty to ensure that appropriate standards are established and communicated, that performance is monitored and that where necessary appropriate assistance is given to achieve these standards.

Where a manager judges an employee's performance to fall short of that which is acceptable for the position held action should be taken to assist the employee to reach an acceptable level of performance as a priority.

It is necessary to ensure that the employee concerned is clear about what is required in order to perform at a satisfactory level.

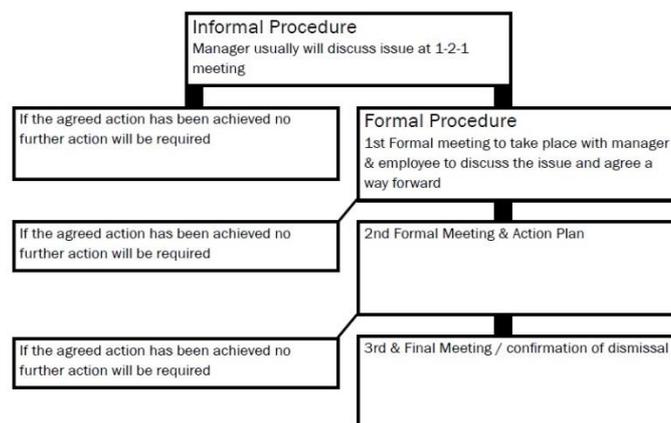
- It is important to establish the reasons for the problem
- Indicate that the level of performance is below a satisfactory level
- Clarify the minimum acceptable standards of performance.
- Identify any possible training needs and explore all means of addressing such needs.
- Give a clear indication of the improvement required and within what timescale
- Review the progress towards these standards.

No formal action will be taken until reasonable support and guidance has been given and the manager feels that informal interventions have been exhausted. If the manager feels that they have exhausted these routes then they may follow formal stages. At every stage the employee will be advised in writing of the performance/capability concerns and will be given the opportunity to respond before any decision is made.

The flow chart to the right aims to provide a visual guide to the procedure but more information should be sought from the full procedure found in the Shared Drive.

Except where the potential consequences of poor performance are, or could be serious, the procedure will be taken sequentially through the stages set out on the right. In circumstances where the actual or potential consequences of poor performance are, or could be, serious then the procedure may be implemented at any stage.

CAPABILITY PROCEDURE FLOWCHART



The full YSJSU Capability Procedure can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Conduct

Alcohol and Substance Abuse

The consumption of alcohol or the taking of non-prescribed/illegal drugs whilst on duty is expressly forbidden, as is turning up for work under the influence of the aforementioned. Failure to comply with this rule will be regarded as a breach of contract and you may be dismissed.

Use of Internet and Email

Many employees in YSJSU have access to a computer with internet and email facilities. All employees who have this facility are free to use the internet and email for business use. Employees who have a computer must abide by security regulations and in particular must not disclose their passwords.

Employees who have access may use the internet and email for their personal use outside working hours. The following rules must however be applied.

- Excessive use will not be tolerated
- Viewing or downloading pornography or inappropriate material is forbidden, and is considered gross misconduct
- Please bear in mind that any personal emails may be read by other colleagues and so the content must not be confidential
- Employees' use of email and the internet may be monitored

Social Media

As an organisation that represents students, social media is going to be an unavoidable and desirable part of Students' Union's communication. It is therefore important that YSJSU officers and staff think critically about their use of these tools and adopt a common-sense approach to managing the potential risk of using them.

Remember that social media use is:

- Public: What is posted enters the public domain and is available to others. Your comments can attract attention from large numbers of people in a short space of time, and even if a 'private' function is used, the comments you make are open to others to interpret.
- Permanent: your use of social media results in comments you make being permanently available and even if later removed they could be copied and republished in other media.

When using official YSJSU social media:

- You are the 'public face' of the student's body and you should participate in the same way that you would in person, professionally and responsibly.

When using social media in your personal life:

- You should be aware that what you publish cannot be isolated from your representational role and may be picked up by the media and students.
- Manage your privacy settings to reduce unwanted attention and be selective about whom you add to your networks.
- As with other forms of publishing, you should be aware of issues such as libel, defamation, slander.
- Remember that you are still bound by the YSJSU Equal Opportunities and Disciplinary policy and Other Regulations.

Whether in a personal or an official capacity, an officer's and permanent staff use of social media must not:

Bring the Students' Union into disrepute, for example by:

- Insulting members, colleagues, staff or other institutions. Discussion and debate is acceptable, personal attacks are not;
- Making defamatory comments about individuals or other organisations or groups;

- Posting images that are inappropriate or links to inappropriate content.

Breach confidentiality, for example by:

- Revealing confidential intellectual property or information owned by the organisation;
- Giving away confidential information about individual or organisation;
- Discussing the Students' Union internal operations (such as staffing arrangements, future business plan, budgets, that have not been communicated to the members).

Breach copyright, for example by:

- Using someone else's images or written content without permission;
- Failing to give acknowledgment where permission has been given to reproduce something;

Do anything that could be considered discriminatory against, or bullying or harassment of, any individuals, for example by:

- Making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief, or age;
- Using social media to bully another individual (such as a member, or a colleague or a staff member)
- Posting images that are discriminatory or offensive, or links to such content.

Telephone Use

Students' Union telephones are for business use and incoming personal calls should be kept to a minimum where possible. Outgoing personal calls should not be made unless vital. Where an individual is issued with a mobile phone then the Mobile Phone Policy should be adhered to which can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Financial Regulations

All employees are required to comply with YSJSU's financial regulations. All new managers will automatically receive a copy of these on appointment. Other employees should ask their Line Manager if they wish to see them.

Supplier Relationships

You should not accept business gifts other than single items of very low value such as diaries, pens or calendars. Any other gifts should be declared to the Chief Executive. If considered appropriate, these items will go into raffles which will give all staff an opportunity to benefit. The reason for this is that not all staff are in positions which bring them into contact with suppliers and hence the opportunity for receiving gifts. However, we recognise that all staff contribute to the success of the organisation and should therefore share in any perks or rewards which result.

Bribery Act

The crime of bribery is described as occurring when a person offers, gives or promises to give a "financial or other advantage" to another individual in exchange for "improperly" performing a "relevant function or activity". The offence of being bribed is defined as requesting, accepting or agreeing to accept such an advantage, in exchange for improperly performing a function or activity.

Staff are asked to consider the Bribery Act when dealing with suppliers and contractors and should you believe any of your actions could constitute a breach of this act then you should consult with your Line Manager or the Chief Executive immediately.

Confidentiality

No confidential information relating to YSJSU, its activities, or employees should be disclosed to any unauthorised person.

Dealing with the Media

If in the course of your employment you are asked by the media (including student media) for a statement on any issue related to YJSU you should decline to give it and instead direct any requests to the President. The President or an officer nominated by him/her will deal with all requests for information from the media relating to YJSU.

Smoking

York St John Students' Union aims to promote the health and wellbeing of its staff, students and visitors and provide a healthy environment for all. Whilst recognising that an individual has the right to smoke, the Students' Union also recognises the need to protect the health of non-smokers from the effects of passive smoking. Second hand exposure to tobacco smoke has been shown to be a risk factor for lung cancer and heart disease in non-smokers, as well as many other illnesses.

The York St John University campus is a smoke free campus and so smoking is not permitted on campus except in the designated smoking area within permitted times. More information regarding the University Smoke Free Campus Policy can be found on the University website and Students' Union staff are asked to familiarise themselves with this policy.

Smokers are encouraged to limit smoking to their lunch hour. However the Students' Union recognises that more breaks in the working day may be required. These should be negotiated with your Line Manager and based on trade-off with your lunch hour.

Where appropriate, the Students' Union will deal with breaches of the University Smoke Free Campus Policy through education and support. However, where considered sufficiently serious, any staff member found to be in breach will be subject to disciplinary action.

The following are sources of support:

- The NHS North Yorkshire Stop Smoking Service is available to provide one-to-one support. They are based on Monkgate and can be contacted on 0845 8770025. Website: www.givingupsmoking.co.uk
- General Practitioners can provide help within their surgeries or can refer to sources of support.
- Useful web-sites are: www.gosmokefree.co.uk; www.quit.org.uk ; www.nosmokingday.org.uk

General

Whistle Blowing Policy

York St John Students' Union is committed to the highest standards of openness, probity and accountability. YSJSU has a duty to conduct its affairs in a responsible and transparent way. This policy provides a process through which employees and students can disclose information which, they reasonably believe, tends to show one or more of the following:

- that a criminal offence has been committed, is being committed or is likely to be committed
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which s/he is subject
- that a miscarriage of justice has occurred, is occurring or is likely to occur
- that the health or safety of any individual has been, is being or is likely to be endangered
- that the environment has been, is being or is likely to be damaged.

The Public Interest Disclosure Act 2013, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The policy further seeks to ensure that any individual reporting such matters in the public interest will not suffer any detriment at the time of the disclosure or subsequently solely as a consequence of making the report.

The full YSJSU Whistle Blowing Policy can be found in the Shared Drive under 'Human Resources' then 'People Policies'.

Insurance

In accordance with legal requirements YSJSU has employers' liability and public liability insurance cover. This is in order to protect both employees and visitors to our premises. On occasions this may give rise to claims against YSJSU for negligence. You are not authorised to admit liability for YSJSU and under no circumstances must you do so.

YSJSU also has insurance to cover its own furniture and equipment. You should take every step to ensure that YSJSU's property is secure and not left unattended in unlocked rooms. However, if you discover any loss or damage to YSJSU's property you should contact the Chief Executive immediately.

Data Protection

YSJSU collects, holds and uses a variety of data on staff, students and others it comes into contact with. YSJSU wishes to outline its obligations under the Data Protection Acts 1994 and 1998. In support of this policy we will issue all staff with the University's Code of Practice on Data Protection which will give more specific guidance on the practical measures to be taken to ensure compliance with this policy.

- We will make sure that any data gathered and used by us is done so fairly and lawfully.
- We will ask your consent before we use the data.
- We will tell you what we are going to use the data for and not use it for any other purpose.
- We will only ask for the data that we need and we will make sure that any data obtained is suitable for the intended purpose.
- We will update our data when you tell us about any changes to it.
- We will not keep data for longer than is necessary.
- We will use our data in accordance with your rights under the Data Protection Act.
- We will keep all information in a safe and secure manner whether it is on paper or in the form of electronic data.
- We will not transfer any of your data outside the European Economic Area unless you give us your permission to do so.

In keeping with the Students' Union Information Security Policy all employees of the Students' Union agree to take all reasonable precautions to assure that YSJSU internal information, or information that has been entrusted to YSJSU by third parties such as customers, will not be disclosed to unauthorised persons. Further information on the YSJSU Information Security Policy can be found on the Shared Drive.

List of Uses of Staff Personal Data

All members of staff agree to the Union processing their data for the following purposes.

- Payment of salary, pension, sickness benefit or other payments due under the contract of employment
- Monitoring absence or sickness under an absence control or capability policy
- Training and development purposes
- Management planning
- Providing and obtaining references and consultation with external agencies, including police checks where necessary for the purposes of employment
- Promotion and salary progression exercises
- Negotiations with trade unions or other staff representatives
- Administration of YSJSU's policies and procedures
- Compliance with the Disability Discrimination Act
- Compliance with any statutory requirement to provide information about staff including statistical returns to external bodies
- Administration of YSJSU's disciplinary and grievance procedures
- Production of published staff lists including University telephone and email directories for both internal and external use
- Production of staff badges
- Production of photographs of staff for display within the University or on the web
- Monitoring the use of Union resources
- Use of CCTV to protect Union premises, staff and students and their belongings

Personal Belongings

YSJSU accepts no liability for any personal belongings which are lost or stolen whilst at work. You should therefore avoid bringing valuable items into work. If you do need to bring these items to work please ensure that they are kept in a secure place.

Please remember that YSJSU is an open building and you should therefore be vigilant to opportunist thieves at all times. Do not leave your office unattended and make sure that money and valuables are secure.