

# STUDENT/STAFF PROTOCOL



## 1. Policy Statement

- 1.1 The principle objective of this Protocol is to clarify the working relationship between ordinary students, elected officers, staff and managers. Whilst this statement makes reference to contracts, terms and conditions of employment, grievance and disciplinary procedures, they do not form part of the contract but rather a separate agreement between the Students' Union and Staff.
- 1.2 The Students' Union at Bath Spa University exists to represent its members and provide them with services, support and opportunities for development to enable them to maximise the benefits of their overall Student Experience. Critical to the successful operation of the Union is a positive and harmonious working relationship between Union members, Officers and Staff. The purpose of this protocol is to clarify the relationship between these Stakeholders and should be read within the context of the Unions agreed Constitution. Central to the resources of the Students' Union are the employed staff who undertake its day-to-day operation and implementation within a policy framework agreed by its members.
- 1.3 It is the intention of this agreement to ensure that the Students' Union shall maintain good staff relations.

## 2. Guide to Protocol

- 2.1 Elected Officers of the Students' Union share a collective and individual responsibility to ensure that under no circumstances shall discussions take place of matters relating to the responsibilities, conditions of Employment, performance or conduct of members of staff other than at a closed session meeting of the Board of Trustees.
- 2.2 Criticism or negative comments made against individual staff members should be treated with STRICT CONFIDENTIALITY at all times and should never, therefore, be the subject of Students' Union publicity: neither shall staff or elected officers communicate with any media concerning such matters.
- 2.3 Staff shall not publicly question or disagree with Union policy.
- 2.4 Students and users of Union facilities who have cause to comment on staff or staffing matters should contact the President (or in their absence one of the two V.P's) who will take up the matter with the General Manager. The General Manager

will take whatever actions are necessary, within the terms and conditions appertaining to those staff.

- 2.5 The General Manager has the contracted authority to be responsible for all staffing matters within agreed policies and procedures.
- 2.6 In order to avoid confusion and ensure that the smooth operation of the Students' Union is not adversely affected, the appropriate channels must be used at all times when dealing with Trustee /Staff matters or inter-relationships.
- 2.7 Courtesy between Union Officers and Staff is expected at all times. Union Officers will at all times, pursue any complaints or comments regarding staff with the President, who will liase with the General Manager.
- 2.8 Members of Staff shall not become actively involved in the politics of the Union, or be encouraged to do so by Union Officers or the general Student Population. Nor will they become politically involved in, or attempt to, influence Union elections. The only involvement may be in giving assistance to the Returning Officer.
- 2.9 Confidential matters must not be the subject of discussion between staff and Union Officers or any members of the Student body.
- 2.10 To avoid jeopardising the smooth running of the Union and the operation of agreed upon Disciplinary and Grievance Procedures, this Protocol Agreement should be adhered to at all times.
- 2.11 The General Manager will ensure that each member of staff and the Board of Trustees is issued with a copy of this Protocol Agreement.
- 2.12 The protection of this Protocol document shall extend to everyone working within the Students' Union, except when this contradicts any current employment legislation.
- 2.13 This Protocol Agreement should not be altered or amended in anyway unless by mutual agreement between the General Manager, (following consultation with staff) the Students' Union President and the Board of Trustees. However, the Board of Trustees has the power to ratify any changes proposed.
- 2.14 Any complaint about the operation of this Protocol Agreement, should be made in the first instance to the General Manager and, thereafter, to the Students' Union President or in the case of a Students' Union Officer, direct to the Students' Union President.

#### Student Employees Additional Clauses

Students who become casual or part-time employees of the Student's Union maybe members of Students'' Union committees,

but must declare an interest prior to any debate which might directly or indirectly affect their employment terms.

Any student officer or member of the Students' Union who has a potential conflict of interest, for example, by way of relation to or with an employee of the Students' Union, should declare the interest in all discussions or debate in that area of Union work.