

**Students'
Union**
Bath Spa

**WORKING FOR THE
STUDENTS' UNION**

Staff Handbook

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Introduction

We want to ensure that the Students' Union is an organisation its members are proud of, that staff and officers are proud to work in and that our partners are proud to be associated with.

Staff are at the heart of delivering that ambition and we want to ensure that all staff feel part of the team, understand what is expected from them and feel that their efforts are valued and appreciated.

This booklet is intended to provide you with information to help you in your role. It is not meant to be an exhaustive list but rather to give you an overview and point you in the direction of further information.

About the Union

The Union is a registered charity and its charitable aims are to:

- To promote the interests and welfare of students during their course of study at Bath Spa University. In doing so we represent, support and advise students on a range of subjects.
- To be the recognised representative between students and Bath Spa University and other external bodies.
- To provide social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of students.

So what is it we actually do?

- We run a bar, café, gym, shop and events which provide essential services for students and are principal sources of income for the Union.
- We provide help and support for students – from health campaigns, academic advice and signposting you to sources of help.
- We support clubs and societies run by students for the benefit of students
- We organise volunteering and skill development opportunities
- We organise trips and other opportunities for students.
- We liaise directly with the University and organisations nationally and in the local area to campaign about and discuss issues that affect students.

Our Vision, Mission & Values

Our Vision and Mission statements outline the purpose of the Union and how we will seek to achieve this. They are supported by our Organisational Values which describe the culture and ethical principles of the Union.

They were reviewed as part of the development of our Strategic Plan for 2016-2020.

Our Vision

To empower all Bath Spa students to achieve their potential

Our Mission

To foster an inclusive, community-led culture that actively listens to and responds to the views of students, and which inspires the creation of opportunities to enrich their university experience

Our Organisational Values

- Students are at the heart of everything we do.
- We have many voices but we are one Union: we achieve great things together.
- We are creative, innovative and responsive to the changing needs of students.
- We take pride in delivering high quality services, opportunities and value for money.
- Trust, sustainability and accountability are at the heart of how we work.

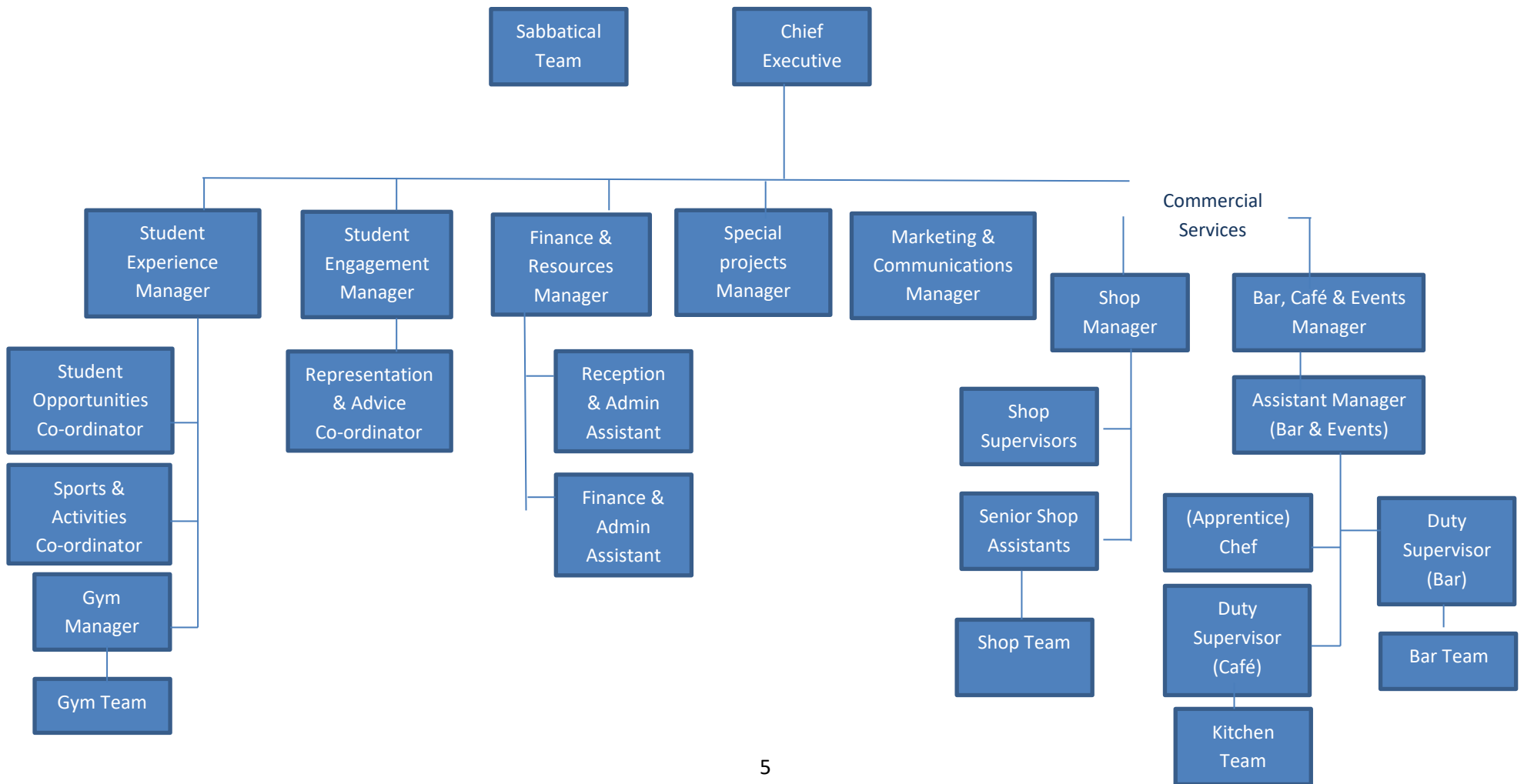
The BIG Plan 2016-20

Our new Strategic Plan 2016-2020 was approved by the Board of Trustees in June 2016. The strategy aims to reflect the concerns of students at Bath Spa University today and be flexible to respond to challenges that emerge during its four year lifespan. It outlines six core priorities for the Union:

- Engagement, Communication & Research
- Activities
- Well-being
- Student Voice
- Community
- Skills Development

You can find out more about the Strategy at: <http://www.bathspasu.co.uk/thebigplan/>

Staff Structure from Sept 2018



Our Standards

Our People

The Union aims to provide a supportive work environment, where everyone is clear about their roles and responsibilities and where the contribution of every member of the team is valued.

We want every Trustee, elected Officer and Representative and staff member to be supported to achieve their potential.

We expect all our team to maintain high standards that reflect our organisational values and actively demonstrate the following:

- Ambitious, passionate, dedicated, committed & motivated
- Team orientated: equally valued and respectful of colleagues
- Professional & take responsibility
- Empowering, willing and available to help and support

Staff / Student protocol

The Students' Union exists to represent its members and provide them with services, support and opportunities to enable them to maximise the benefits of their overall student experience.

The Students' Union employs a number of professional staff who bring expertise to the Union and undertake its day-to-day operations, working within an agreed policy framework.

The staff / student protocol is an agreement drawn up to clarify the working relationship between students, elected officers, staff and managers and to ensure that continued harmonious working relationships between all parties.

Equal Opportunities

The Union is committed to ensuring equality of opportunity for all, irrespective of :

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Gender
- Sexual orientation

It is continually working to improve its practices and is working towards achieving the Investors in Diversity standard. It expects all staff to uphold these standards at all times.

The Students' Union's Equality & Diversity Policy can be found on the staff pages of the Students' Union website at <https://www.bathspasu.co.uk/about/equalitiesanddiversity/>

Dignity at Work

The Students' Union supports the rights of all staff and students to be treated with dignity and respect and works to develop and encourage a working and learning environment and culture in which harassment is known to be unacceptable and where individuals have the confidence to complain of harassment without fear of ridicule or reprisals.

There are many forms of harassment which can be described in simple terms as unwelcome behaviour that affects the dignity of men and women. It is the conduct of one or more people against another or others when an intimidating, hostile or offensive atmosphere is created. In general terms, it is actions or comments viewed as demeaning or unacceptable by the recipient

The Students' Union Dignity at Work policy is designed both to help prevent harassment and to offer support to any member of the Students' Union who feels that they are being harassed by another member. This includes harassment and bullying via social media.

For further information please visit the Union's website or contact the Chief Executive.

Creating a Sustainable Students' Union

The Students' Union promotes environmental sustainability and aims to be an ethical organisation. Therefore staff are expected to behave in a way which minimises the impact of the Student's Union.

Staff are responsible for ensuring energy is not wasted by switching off lights and electrical equipment when not in use, and overnight. Staff must use the recycling/composting bins which have been provided in order to reduce the amount of waste going to landfill. Union staff are encouraged to use the University's Work Management System to report instances of dripping taps and water leaks.

When purchasing goods and equipment on behalf of the Students' Union, staff should support Fairtrade where possible. The Warpit system should be used where applicable, to identify items which can be reused preventing them going to landfill.

Please see the information on page 13 regarding support for staff to use sustainable transport where possible.

Confidential Information

The Union is required to comply with the General Data Protection Regulations 2018.

As an employer we have an obligation to keep all your personal details secure and only identified staff are able to access your personal information.

As an employee of the Union, you shall not, during and after your employment, except as authorised by Bath Spa University Students' Union or required by your duties hereunder, use for your own benefit or gain or divulge to any persons, firm, company or other organisations whatsoever, any confidential information belonging to Bath Spa University Students' Union relating to its affairs or dealings which may come to your knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than by way of unauthorised disclosure.

All confidential records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of your employment shall remain the property of Bath Spa University Students' Union and must be returned to it on the termination of your employment.

Confidential information must be determined in relation to individual employees according to their status, responsibilities and the nature of their duties. However it shall include all information which has been specifically designated as confidential by Bath Spa University Students' Union and any information which relates to the commercial and financial activities

of Bath Spa University Students' Union, the unauthorised disclosure of which would embarrass, harm or prejudice Bath Spa University Students' Union. It does not extend to the information already in the public domain, unless such information arrived by unauthorised means.

Further details of the Unions Data protection Policy are available on the Union's website.

Changes to your personal details

When you begin your employment at the Union you will be asked to complete a personal details form which includes next of kin details, home address and phone numbers.

It is really important that you notify the Union office of any changes as soon as possible. This information is held securely but enables us to respond in the event of an emergency.

Pay and Staff Benefits

Remuneration

All staff are paid at the grade and salary point detailed in their Contract of Employment.

The University provides the Union's payroll services. You will be paid by credit transfer in to your bank or building society account.

All staff are paid monthly on 21st day each month (except when this falls on a Saturday, Sunday or Bank Holiday when payment will normally be on the nearest working day before or after). Pay dates are available from the Finance & Resources Manager.

All staff are paid less National Insurance, pension, tax and any other deductions (such as overpayments or loans) that apply in line with the Wages Act 1986.

For salaried posts, staff receive 1/12th of their annual salary less deductions for period from the 1st to the end of the month on the 21st each month (or nearest working day).

If you leave before the end of the month and you have received pay on the 21st of the month for the whole month you will be liable to repay any net overpayment made to you.

For casual staff you are asked to complete a timesheet each week. It is important that you do so promptly or we will not be able to pay you. You will be paid on 21st (or nearest working day) of the following month. (For example you would be paid for any hours worked in October on 21st November).

Holidays

Annual holiday entitlement is dependent on the grade of the post and the length of service.

For full-time employees the holiday year begins on 1st August. Full details of the Union's Leave policy can be found on the Union's website or from the Finance & Resources Manager.

Holiday entitlement is as follows:

Grade	Number of Days holiday
Up to Grade 6	30
Above grade 6	33

In addition, a full-time employee receives 11 days public holidays/days per annum when the Students' Union is closed in the interests of efficiency, for which you will be paid.

Holidays must always be agreed in advance by your line manager. Please note that the Union reserves the right to refuse any holiday within term time.

Casual and term time employees receive payment for their holiday entitlement. This equates to 12.07% and is added to their hourly rate.

Pension

All employees have the option to join the Students' Union pension scheme (provided by AEGON) or the Government NEST scheme and qualifying employees will be automatically enrolled as a member to the appropriate pension scheme, unless they choose to opt out. Further details are available from the Finance & Resources Manager.

Tax Office

The address of the Tax office which deals with the Union is at:

HMRC
Norfolk House
Temple Street
Bristol BS1 6HS

Tax Reference Number

Our Tax Reference number is: 034/B2889

Hours of Work

The details of your hours of work are contained in your Statement of Employment. The Union has a number of different contracts it uses for different roles. If you have any questions about your contract or hours of work please see your line manager or the Finance & Resources Manager.

Overtime, Flexi and Lieu

The Union does not normally pay overtime unless in extremely exceptional circumstances. Casual staff are paid for the hours they have worked.

Lieu

The LIEU system is to account for additional hours that permanent staff who normally work a fixed set of hours may be required to work from time to time in addition to their normal working week, whether part or full time.

It does not apply for people on a casual or annualised hours contract. Any hours worked are agreed in advance with the line manager, recorded and taken back during normal working hours at flat rate.

Flexi

Office based staff occasionally may be required to work during evenings or weekends. The office has core hours of Monday-Friday 10 - 3pm, with staff able to start and finish their day anytime either side of those.

Staff record their time every day and any + / - s accrued must then be used/made back during the following weeks.

Sabbatical officer attendance at meetings

As Trustees of the Union any attendance at Trustee meetings or Union events by Sabbatical Officers is undertaken on a voluntary basis.

Travel & Subsistence

If you are required to attend meetings, courses, conferences or events as part of your role, the Union will reimburse your costs at the rates which are agreed by the Board of Trustees. These are reviewed on a regular basis to ensure they reflect the rates set by the University and HMRC.

You cannot claim for accommodation or meals that have already been paid for by the Union as part of any training course, conference or other package. The Union will not reimburse you for any alcohol.

Claims should be submitted on the Travel & Subsistence Claim form and MUST be accompanied by receipts.

Accommodation:

Overnight accommodation £45, or a reasonable amount.

Travel:

- Mileage: 45p for first 80 miles on any one day and 28p per mile thereafter.
- Train travel: Second class. You should ensure travel is booked at the earliest possible opportunity to benefit from advance booking discounts.
- Air travel: Not permitted within the UK and standard fare to destinations outside the UK.
- Taxi & bus fares: At standard ticket rate.

Subsistence:

The maximum amount that can be claimed is:

- Breakfast - £6.00 (only applicable if leaving home before 6.30am)
- Lunch - £10.00
- Tea - £3.00
- Dinner - £15.00 (only applicable if arriving home after 8.30pm)
- Overnight allowance - £5 (for ad hoc drinks and snacks)

Post Grading

All posts are evaluated using the University's Management, Specialist and Administrative Roles grading structure. This can be found at <http://www2.bathspa.ac.uk/services/hr/for-staff/pay-and-grading/grade-descriptors.asp>

This ensures that the Union has an open, consistent and fair way of considering the grading of posts. No posts remain unchanged over time and job descriptions are routinely reviewed during Staff Development Reviews to ensure they remain up to date.

Staff members who feel that their posts are wrongly graded can ask for their post grading to be reconsidered. To do so employees should write to the Finance & Resources Manager. Their letter should contain evidence of tasks undertaken and areas of responsibility that demonstrate an increased level of responsibility in line with the grading structure.

The Finance & resources Manager would then convene a post grading panel comprised of:

- A Trustee

- The Chief Executive
- Either the Vice Chancellor's representative on the Union's Senior Management Team or a Member of the Finance & Resources Committee

The panel could also include union representation if the employee is a Trade Union member at the time of requesting a post re-grading.

The remit of the panel would be to consider any requests from individual post holders or groups of employees employed in the same roles. Where a request is received from an individual where they are one of several post holders (e.g. bar staff) the panels could consider that request but their decisions should be made applicable to all post holders in that role.

Staff could only ask for their own post to be revaluated (or that of their collective group). The panel would not consider any request regarding another employee's post to be re-evaluated.

In considering any such request the panel would consider the following:

- The existing job description
- The post grading structure framework
- Evidence presented by the employee(s)

Lifeworks

Life works is a core part of how the Union seeks to ensure your wellbeing. It is an Employee Assistance Programme provided by Ceridian. Current employees will have received information through the post about the service and new starters will be issued with the information going forward. The website and phone line offer all sorts of advice on matters such as:

- Health
- Family
- Money
- Work
- You

For further information visit <https://portal.lifeworks.com/portal/HomePages> or contact the Finance & Resources Manager.

Mindful Employer

The Union is proud to be a signatory to the Mindful Employer charter. Developed, led and supported by employers, the provides businesses and organisations with easier access to information and support for staff who experience stress, anxiety, depression or other mental health conditions. This includes access for staff to 24hour/7 day confidential phone support. Further details can be found on all staff noticeboards.

Eye Tests

If an employee's eye sight requires the use of corrective lenses to best facilitate their work, the Union will make a contribution of up to £18.39 towards an eye test and a contribution of

up to £50 towards the purchase of corrective spectacles. Basic spectacles may be purchased for £50. Full itemised receipt(s) must be provided. Please note that Credit card receipts on their own cannot be accepted.

Further details of how to apply for funding are available on the Union website or from the Finance & Resources Manager.

Flu Vaccination

Union staff are able to access the University's free Flu Vaccination programme as part of their general well-being programme.

Childcare Voucher Scheme

As part of the Union's employee benefits package, you can now enjoy savings on the cost of childcare by taking part in our childcare voucher scheme.

The scheme works through a salary sacrifice arrangement, which means that you give up part of your salary in exchange for receiving an equal amount in childcare vouchers. You are allowed to receive childcare vouchers up to £55 per week, or £243 per month. However, unlike your salary, you don't pay any tax or national insurance on childcare vouchers.

Childcare vouchers can be used for a wide range of childcare, including nurseries, playgroups, pre-school, after-school care, play schemes, holiday clubs, nannies and au-pairs. However, the childcare provider must be registered or approved by an appropriate authority, such as Ofsted.

Further details are available from the Finance & Resources Manager.

Death in Service Benefits

All staff who are members of the Union's Pension scheme and aged between 18 and 65 are covered by the Union's Death in Service policy. This scheme will pay a lump sum, equivalent to four times the employee's salary, to their nominated person (s) should they die whilst employed by the Union.

Trade Union membership

The Students' Union actively encourages Union membership and recognises Unison for the purposes of any pay negotiations. For further information please visit:

<http://users.bathspa.ac.uk/unison/>

Gym Facilities

The Union wishes to support its staff and members to have healthy lifestyles and recognises that physical activity can have a positive impact on an individual's physical and mental well-being. The Students' Union employees are able to obtain membership of the gym at the student rate.

Payroll Giving

If you are thinking of donating money to charity, or already do so directly, you can now take advantage of payroll giving. This method of giving is tax-free as donations are deducted from your pay before tax. Find out how to make your money go further for your chosen charity [on the Payroll Giving website](#), and if you want to sign up, click on 'Donate' and fill in your details

Nursery

Oak Tree Day Nursery provides an effective balanced curriculum that is based on the Development Matters in the Early Years Foundation Stage. The Nursery provides a happy, secure, stimulating environment where children can develop to their full potential.

Union staff are able to receive a discounted rate at the nursery in line with University staff.

You can contact the Oak Tree Day Nursery for further information on (01225) 875590 or you can email the Nursery Manager, Emma Dixon directly at: e.dixon@bathspa.ac.uk .

Sustainable Transport

In partnership with the University the Union seeks to encourage its staff to use sustainable transport wherever possible. Further information can be found at:

<http://www2.bathspa.ac.uk/services/environment/green-focus/sustainable-transport/>

This support includes a car sharing scheme, details of which can be found on the above link. Like the University the Union also offers eligible employees an interest free sustainable transport loan. Further details are available on line and from the Finance & Resources Manager.

Car Parking and Permits

The University has parking available at the majority of its sites, although it can be limited at busy times. You will need to display a valid parking permit which can be obtained from the University. Your line manager or the Finance & Resources Manager will be able to give you advice about parking arrangements.

Please be aware that vehicles may not be allowed onto campus without a valid permit clearly displayed in the windscreen. Security staff can refuse entry to any vehicle without a permit and may remove unauthorised vehicles.

If, for any reason you need to leave your car on site overnight, please inform Security on ext. 5555.

The full version of the car parking terms and condition are available on the University website at <http://www2.bathspa.ac.uk/regulations/parking-terms-and-conditions/>

Ensuring a work – life balance

The Union recognises that maintaining a work life balance is sometimes difficult, particularly for employees with caring responsibilities.

The union has a number of policies in place to support employees achieve this balance. Further details of these can be found on the Union’s website or from the Finance & Resources Manager.

Parental, Maternity, Paternity & Adoption Leave

Details about your contractual entitlement to parental, maternity, paternity and adoption leave and pay can be found on the Students’ Union website or from the Finance & Resources Manager.

Ordinary and Shared Parental leave is available to enable parents to take time off work to look after a child or make arrangements for a child’s welfare.

Maternity and Paternity leave policies outline the support for new parents.

Adoption leave enables eligible employees to take time off when a child is newly placed for adoption.

Time off for Dependents

All employees, regardless of length of service, are entitled to reasonable time off for the care of dependents. This right allows employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies.

Flexible Working Policy

The aim of the Union’s flexible working policy is to reflect the time pressures it recognises are placed on working parents. Parents of children aged 16 or under, or disabled children under the age of 18 have the right to apply to their employer to work more flexibly if they meet certain criteria.

The request can cover hours of work, times of work and place of work and may include requests for different patterns of work.

Further details of all our policies to support work-life balance can be found on our website.

Conditions of Employment

Probationary Period

The first 6 months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

Bath Spa University Students' Union reserves the right to extend your probationary period, if, in its opinion, circumstances so require.

During your probationary period your employment may be terminated by Bath Spa University Students' Union with one week's written notice. The full probationary procedure can be found on the staff page of the Students' Union website.

Termination of Employment

The period of notice that you are required to give to terminate your employment is dependent on the grade of the post:

Grade	Length of notice required
During probationary period	1 week
Up to and including Grade 5	1 month
Grade 6 and above	2 months

The period of notice you are entitled to receive is prescribed by law. The Students' Union currently exceeds the minimum periods that must apply.

Period of Continuous Employment	Minimum notice
During probationary period	1 week
Up to and including four years continuous service	1 month
After five years continuous service, but less than 12 years	1 week for each year of continuous employment
Twelve years or more	12 weeks

Notice should be given in writing to your line Manager. Your Manager will work with you to agree your termination date and how you will work to reduce any untaken annual leave. Where on termination of your employment you have taken less annual leave than your entitlement (to be calculated on a pro rata basis) you will be paid in lieu for that time.

Where on termination of your employment you have taken more annual leave than your entitlement (to be calculated on a pro rata basis) you will compensate the Students' Union for that amount. Further details of how to this would be calculated are available from the Finance and Resources Manager.

If your employment is terminated for gross misconduct, you will not be entitled to any notice or compensation. Examples of gross misconduct can be found within the Union's Disciplinary Policy.

Exclusivity of Service

During working hours, you will be required to devote your full attention and abilities to your duties, and to act in the best interests of Bath Spa University Students' Union at all times.

Before you enter into an obligation to undertake any additional work including consultancy you must obtain the consent of Bath Spa University Students' Union to ensure compliance with the Work Time Directive and to avoid any conflict with your substantive role.

Clothing, Uniforms & Personal Protective Equipment

As staff are the representatives of the Union, we expect that everyone arriving for work will ensure they arrive in a clean and tidy state.

The Union may require staff to wear a uniform, either as a normal part of their role or on occasion at prominent events. This enables team members to be easily identified by members, visitors and colleagues and helps us promote the Union to its members. These can be shirts, T-shirts or hoodies. Any uniform items will be provided by the union but you are responsible for their washing and ironing. Your line manager will let you know if a uniform is required.

If personal protective clothing is required this will be provided by the Union. It is your responsibility to wear any protective clothing provided to you. If you feel you require items that have not been provided to undertake your duties please speak to your line manager.

When you leave the employment of the Union you must ensure all clothing and equipment provided is returned.

Health and Safety

All staff are responsible for health and safety at work under Sections 7 & 8 of the Health and Safety at Work etc. Act 1974. These include the duty to take reasonable care to avoid injury to yourself and others by your work activities or omissions and to co-operate with your employer in the discharge of his statutory duties.

This includes ensuring a responsibility to have due regard for any identified risks, including safe use of Visual Display Units and to raise any concerns with your line manager.

Further details are available in the Union's Health & Safety Policy which is available online or from your Line Manager.

Drugs & Alcohol

Staff must always be sober whilst at work. Staff should not drink whilst at work or during their lunch or other work breaks unless it is a special occasion, i.e. a lunch time leaving party or a staff drink at the end of a shift.

It is totally unacceptable for staff to use illegal drugs or misuse prescribed drugs or substances (such as solvents) whilst at work or during their lunch or other work breaks. In addition to this, it is also unacceptable if drug or alcohol misuse occurring outside the workplace and outside working hours impacts on performance whilst at work.

The Union recognises that drug dependency is a treatable condition, and will assist staff in the prevention, early detection and diagnosis and treatment of dependency, all in the strictest confidence. Further information is available in the Union's Alcohol, Drugs & Smoking policy.

Absence from Work

Sickness

In the event of any absence due to sickness or injury or other cause, you should notify your line manager or the main office on the first day of absence by 9.30am or at least one hour before the start of a shift. You should give details of the exact nature of your illness and if possible an indication of how long you expect this to last.

This should be done in person by phone. A text message or email is not acceptable.

When you return to work you must complete a self-certification form and give it to the Finance & Resources Manager. If you are absent for more than 7 days you must submit a medical certificate and further medical certificates to cover each further week of absence. A final certificate of fitness must be supplied when you resume work.

Further details of the Union's Sickness Absence Policy can be found on the website along with details of entitlement to sick pay. You should note that this entitlement may be subject to deductions made under the National Scheme as at 31 March 1989.

Special Leave

The students' union offers employees a range of special and other additional leave to help them to meet their wider needs and social obligations in a range of situations.

These are detailed in the Special Leave Policy, which covers the following areas:

Compassionate Leave

Paid compassionate leave is available for the death of a close family member, or to attend a funeral. It is not possible to provide definitive list of circumstances and who specifically would be considered a close relative, but further guidance can be found in the Special Leave Policy.

Jury Service Leave or attendance at court as a witness

Members of staff who are called for Jury Service or to act as a witness will be released from duty. Further details can be found in the Special Leave Policy.

Leave for public duties

Under Section 50(1)-(3) of the Employment Rights Act 1996 you are entitled to take time off during work to undertake certain public duties, such as being a Justice of the Peace or member of a Local Authority. Further details are available from the Finance and Resources Manager.

Adverse Weather

Unless notified otherwise, there is an obligation for staff to make every effort to reach work in severe weather and inability to do so should be reported by telephone to your line manager at the earliest opportunity.

If it is necessary to close the University because of severe weather, an all staff email will be sent out. An announcement will also be put on the front page of the main BSU website; and a recorded message will be made available on the University central telephone number 01225 875875 by 7 am.

In these circumstances, if you are concerned that the University may be closed, you are advised to wait at home until this message has been posted. If the University is closed, under normal circumstances staff will be paid.

If staff are unable to attend when the University is open, line managers should determine, following a discussion with their staff, if staff can work from home, take flexi, annual leave or be unpaid.

Time off for medical or dental appointments

The Union encourages all staff to take a proactive approach to maintaining good health.

Employees are expected to arrange for routine medical or dental checks, tests or treatments in their own time and with minimal disruption to their work. Appointments which would cause any disruption to the employee's usual working pattern must be agreed in advance with the employee's Line Manager.

However where an employee is referred for treatment or a consultation, the Union recognises this may need to occur in work time and employees are not expected to take unpaid leave. Any time needed for recuperation after a procedure should be taken as sickness absence and reported accordingly.

Leave for Members of the Reserve Forces

The Union recognises that employees may be required to attend training exercises as part of their commitment to the Volunteer Reserve Forces.

Unpaid Leave and Career Breaks

Staff may request unpaid leave for periods of up to three months or a career break of up to 12 months for personal reasons or to pursue development opportunities. Further details are available in the Special Leave Policy.

Time off for Public Duties

Employees have right to take reasonable time off work to carry out certain public duties. The union will support staff who contribute to wider society in this way and aims to facilitate employees in doing so.

Employee Volunteering

Bath Spa Students' Union recognises the importance of being a socially responsible organisation and in particular recognises the role its employees can play in encouraging students and the wider community to become actively engaged in the local community. The Union will support employees to take up to 2 days per annum to volunteer in the community.

Staff Development & Training

Each year you will be invited to attend a Staff Development Review with your manager.

This is an opportunity to discuss performance for the previous 12 months, agree priorities and targets for the next twelve months and discuss any training and development that may be appropriate.

Further details of the scheme are available on the Union's website.

Training

The Union seeks to actively support the professional development of its staff and as such uses the Staff Development review as the basis to consider training requirements. The Union has a budget to support training and considers all requests within the confines of that budget.

The following are types of training that may be considered:

Mandatory courses which you are required to attend as a part of your role.

This would be identified in your Contract of Employment or job description, for example a first aid qualification. All costs would be met by the Union.

Professional Membership

Certain roles require membership of Professional bodies. In these circumstances the Union will meet the costs of such membership, up to a total of £150 per employee.

In-house training courses provided by the University or Union

These cover a range of topics such as Health & Safety and IT courses which are designed to develop your skills and knowledge in particular areas.

Conferences and networking events

These can be an essential part of your professional development. Where they may be appropriate to several post holders but where cost and time factors may be an issue the Union may decide to send one person who can then feedback their findings to colleagues.

Staff Away days

The Union normally seeks to arrange two events per annum which are open to all staff and trustees. They may also include external partners.

These take place outside of term time and focus upon Organisational development (December) and Team building (June).

External training courses

Where an external training course or qualification is identified as being beneficial to your role the Union will, subject to funding, support you to access that training. It may also support you by giving you up to three days per year as study time where coursework or exams are a part of that course.

You would be expected to successfully complete any course paid for by the Union. If a staff member leaves the employment of the Union within two years of completing the course they will be required to pay back a pro rata amount reflecting the cost of the course as follows:

Within six months	Full cost of the course
Within 6-24 months of completion	Cost course / 24 x 24 less number whole months since course completion.

Support for your personal and professional development

Where you wish to undertake further training or education which could support your continued professional development but is not identified as being of direct relevance to your role you could apply for up to three days study leave where you can demonstrate that there may be wider benefits for the Union. However the Union would not financially support this training.

Where you wish to pursue training outside of your role, with no benefit to the Union, you would be expected to do this in your own time and at your own expense.

Further details are available in the Union's Training policy, which is available on the Union's website.

Other Policies & Procedures

Disciplinary Procedure

The Disciplinary policy is designed to help and encourage all employees to achieve and maintain the appropriate standards of conduct, behaviour, attendance and performance necessary to the conduct of the Union's affairs and for the well-being of all employees.

The Union also believes that management have a positive role to play in encouraging all employees to perform professionally and to the expected standard whilst at work. The aim is to ensure consistent and fair treatment for all.

The disciplinary policy will not apply during a period of probationary service nor will it apply to redundancy dismissals or the non-renewal of fixed term contracts.

Initially, informal action will be considered, where appropriate, to resolve problems. No formal disciplinary action will be taken against an employee until the case has been fully investigated. Where formal action is being taken, the employee will be advised of the nature of the complaint against them beforehand. Disciplinary action may be considered when an issue is of a serious nature, or after a number of minor complaints have arisen. Advice will be sought before any formal disciplinary action can be taken

The disciplinary procedures can be found on the staff pages of the Students' Union website.

Grievance Procedure

The Grievance procedure is designed to help and encourage all employees to have the opportunity to proactively resolve an action, practice, or behaviour by another employee, employees, or the Union, which they believe affects them and their employment at the Union. The aim is to ensure consistent and fair treatment for all, without prejudice to an employee's employment and without unreasonable delay. This procedure applies to all employees regardless of length of service.

The intention of this policy is to provide a systematic process from which an employee can see how a grievance would be handled, if required. Ideally, any potential areas of concern for an employee can be dealt more quickly and effectively for all parties, informally with the line manager and/or relevant party. If a grievance cannot be resolved informally, an employee may wish to use the formal procedure.

The grievance procedures can be found on the Students' Union website.

Capability Procedure

The Students' Union is committed to supporting and developing its staff to ensure that they are able to fulfil their roles and responsibilities to a high standard of competence.

The Students' Union wishes to create an environment in which successful performance is both encouraged and rewarded. It is in the interests of both staff and students that the Students' Union ensures that employees achieve and maintain such a standard in their work. The purpose of this procedure is to assist employees who are persistently failing to reach the required standards of work performance. It is also to ensure, in the interests of equity that the line manager follows a standard framework of action when dealing with issues of capability.

Further details are available on the Union's Website.

Whistleblowing Policy

The Union has an obligation to uphold the highest standards.

The purpose of the Whistleblowing Policy is to encourage staff and students to raise genuine concerns about malpractice within the Union without being subject to any detriment including victimisation and disciplinary action up to and including dismissal.

Further details are available on the Union's website.

Useful Numbers

Students' Union Main Office	01225 875588
Students' Union Bar/Cafe	01225 875404
Students' Union Shop	01225 875758
Students' Union President	01225 876159
Chief Executive	01225 876264
Finance & Resources Manager	01225 875486
Students Union Website	www.bathspasu.co.uk