

## Agreement between the University of Nottingham and Unison

### INTRODUCTION

This agreement is between the University of Nottingham ("the University") and the University of Nottingham branch of UNISON ("the Union").

1. The purpose of this agreement is to promote good relations between the University and the Union who have a common objective to provide a high quality environment and services to the University community.
2. The University recognises the Union's responsibility to represent the interests of their members in relation to their terms and conditions of service and working environment, and the Union recognises management's responsibility to plan, organise and manage the activities of the University according to the objectives set by the University.

### GENERAL PRINCIPLES

1. The University recognises the Union as having the right to represent and, within the matters covered by this agreement, to negotiate formally on behalf of the following staff groups in the University who are members of the Union:
  - a. Manual and Ancillary Staff
  - b. Clerical and Junior Administrative Staff
  - c. Tradesmen, Supervisory Tradesmen, Service Supervisors
    - a. Senior Catering and Residential Staff, i.e. Hall Managers and Assistant Hall Managers
- i. This agreement does not apply to:
  - a. Academic and Academic Related Staff
  - b. Technical Staff
2. This agreement does not apply to matters which are presently negotiated centrally through the Central Council for Non-Teaching Staff in Universities and at joint national committees for staff groups listed in paragraph 2.1 above, or which are in the future negotiated by those bodies or their successors, other than for their interpretation and application.
3. This agreement does not limit in any way the right of an employee to request a personal interview with the Head of Department or other appropriate officer of the University

### ACCREDITED UNION REPRESENTATIVES

1. The University recognises the right of the Union's members to appoint from their numbers accredited representatives, known as stewards, to act on their behalf in accordance with the terms of this agreement. Branch officers and stewards must be employees of the University. The numbers of accredited Union representatives will not exceed twenty five. The names of the representatives and constituencies they represent or function they carry out will be notified to the Director of Personnel for confirmation of the University's recognition, and the Union will notify any subsequent changes. The Union agree to provide written credentials to representatives.
2. Full-time officers, i.e. officers who are employees of the Union, will be granted reasonable access to University sites for the purpose of advising, assisting and/or representing their members. Full-time officers may attend meetings between the University and the Union in an ex-officio capacity, acting in an advisory role.

3. An accredited representative may not in normal circumstances act as such outside his/her designated constituency. However, in an exceptional case agreement should be sought from both the representatives manager and the manager of the section the representative is visiting.

## **TIME OFF FOR TRADE UNION DUTIES/ACTIVITIES**

1. Subject to the needs of the University, paid time off work will be permitted for recognised representatives to carry out recognised union functions in accordance with the ACAS Code of Practice.
2. During working hours representatives are required to obtain permission from their manager regarding specific time off as covered by this agreement before leaving his/her place of work. Managers will need to take into account the reason for, and the urgency of the request as well as operational demands. Permission will not be unreasonably withheld.
3. Meetings between representatives of the University and the Union will normally be held in working hours. A reasonable number of representatives will be allowed time-off with pay to attend these meetings.
4. When the University calls a meeting with the Union, the Union representatives who will be attending this meeting will be allowed reasonable time-off with pay for a meeting of their own, before attending the meeting with the University.
5. Joint monthly stewards meetings to discuss pay awards and the Branch AGM may be held in working hours. All other meetings arranged for the purpose of conducting Union business should be held outside working hours.
6. The Chairperson and Secretary of the Branch, or their nominated representative, will each be granted up to five hours per week paid time-off for the purpose of Union duties, in addition to those meetings called by the University. In exceptional circumstances authority may be given by the Director of Personnel for additional paid time off
7. Time-off with pay will normally be granted to accredited representatives to attend appropriate courses of training in industrial relations.
8. Time-off with pay will normally be granted each year to one accredited representative for attendance at National Conference for a maximum of four days, and to one accredited representative for attendance at the National Sector Conference for a maximum of two days. Time-off without pay may be granted at the discretion of the Director of Personnel to additional accredited representatives for attendance at the National Sector Conference.

## **FACILITIES**

1. Subject to suitable accommodation being available, the University will provide accommodation in its premises for Union meetings. The University will make the necessary arrangements for meetings called by the University.
2. Wherever practicable, the University will permit a reasonable number of notice boards to be used for official trade union matters.
3. The University will provide reasonable office facilities and support facilities, e.g. photocopying, internal post, internal telephone calls. External telephone calls on Union business will be paid for by the Union.

## **DEDUCTION OF UNION SUBSCRIPTIONS**

1. All members of the Union who wish to pay their Union subscriptions by payroll deduction may do so by completing the appropriate form of authority and submitting it to the Payroll Office. The form should normally be submitted not later than the 10th day of a month in order for the first deduction to be made in that month. No deduction for this purpose will be made unless the appropriate form of authority has been received by the Payroll Office. Similarly, a member of the Union who wishes to cease paying Union subscriptions by payroll deduction should obtain the appropriate form, complete it and send copies to both the Payroll Office and to the Union. The Payroll

Office will not honour requests to cease payroll deductions for this purpose unless the appropriate form of authority or, exceptionally, a letter signed by the employee in question, has been received.

#### **VARIATION OR TERMINATION OF RECOGNITION AGREEMENT**

- 1. This agreement may be varied only with the consent of both the University and the Union. Either party may request a review of the practical arrangements set out in this agreement. The University and the Union reserve the right to terminate the agreement by giving six months notice in writing. Before notice of termination there will be extensive consultation with a view to resolving differences.**

#### **STATUS OF RECOGNITION AGREEMENT**

- 1. This agreement is not a legally enforceable document, but will be binding in honour between the parties and the persons they represent.**

#### **GRIEVANCE PROCEDURE**

**UNISON agrees in principle to a Grievance Procedure common to all support staff in the University. Until such time as all relevant trade unions are consulted and agree a new Grievance Procedure, UNISON members will continue to have access to the Grievance Procedure as set out in paragraphs 10 and 11 of the "Agreement Between the University of Nottingham and the National Union of Public Employees (NUPE) dated 12 May 1978.**