



## BYE LAWS E

### SABBATICAL OFFICERS' TERMS AND CONDITIONS OF SERVICE

#### 1. Term of Office

The term of office commences on 1 July and terminates on 30 June. A training period of two weeks shall normally be served by the Sabbatical Officer immediately prior to the commencement of his/her term of office. A Sabbatical Officer who begins his/her term of office later than 1 July will serve from the day of his/her election declaration until 30 June that academic year

#### 2. Remuneration

Remuneration will be the equivalent of point 10 of the Coventry University pay spine and will be paid in equal monthly instalments

A Sabbatical Officer who begins the term of office later than 1 July will receive a pro rata payment based on the above rate of pay

Both Tax and National Insurance Contributions will be deducted at source

#### 3. Hours of Attendance

The Sabbatical Officer shall attend for the number of hours to meet the needs of the organisation (normally a **minimum** of 37½ hours per week). The Sabbatical Officer may be required to attend on Saturdays and Sundays and will be expected to be on campus during every working day when not claiming agreed holiday or away on CUSU business. Sabbatical Officers will also be required to attend frequent meetings outside office hours in the normal course of their duties, or when instructed to do so by Executive, or in an emergency

In agreement with the Chair of Executive, time off in lieu may be agreed only if permission was granted in advance of the extra hours attendance. No 'overtime' or any additional remuneration will be made

#### 4. Use of Union Resources

All CUSU resources must be used only for official CUSU business and not personal use and includes CUSU vehicles, telephones, stationery, photocopying, printing and funds

Any officer found guilty of abusing these resources is liable to face Dismissal and Caution of Officers procedures in accordance with section 14 of the Constitution

## **5. Annual Leave**

The Sabbatical Officer shall be entitled to 26 days (pro-rata) leave to be taken at the discretion of the Chair of Executive and to leave on all public holidays and general staff holidays. In the case of not completing a full 12 months office, the amount of leave shall be calculated on a pro-rata basis. Leave without reward and compassionate leave can be granted at the discretion of the Executive

There shall be times when leave shall not be taken except with prior permission of the Chair of Executive. These times are:

Two weeks prior to the start and the first two weeks the academic year  
The week of and the week prior to the AGM  
The week of and the week prior to the Elections  
The incoming Sabbatical Officers training period

## **6. Sickness Reporting and Documentation**

Procedures for sickness reporting shall be in accordance with those for staff of CUSU

## **7. Termination and Dismissal from Office**

The Sabbatical Officer may terminate his/her period of office by giving one working week's notice in writing to the Chair of Executive, and shall be announced at Student Council for information, and at the first Executive meeting after receipt of such a request

The Sabbatical Officer may be cautioned by a vote of censure or dismissed by a vote no confidence by a two thirds majority of a quorate Student Council as outlined in Section 18 of the CUSU Constitution

## **8. Grievance and Disciplinary Procedures**

A complaint against a Sabbatical Officer shall be discussed informally with the General Manager in the first instance. If the complaint cannot be resolved informally then it shall be investigated by the Standards and Disciplinary Committee. Please refer to Bye Laws O – Terms of Reference and Membership of the Standards Committee