



## BYE LAWS I

### STAFF PROTOCOL

Coventry University Students' Union employs staff and agrees the terms and conditions of employment. Staff provide advice and managerial expertise and are an important and valued resource. Executive members alone are accountable for the work of the Union and members should not discuss staff or staff related matters at Union meetings.

#### **Role of the Executive and Individual Officers**

The Executive will not discuss individual staff members. Executive Officers of the Union will not directly manage the work of individual staff members. In the event that an elected officer wishes to change the priorities of a staff member they will see the General Manager in the first instance. This is not meant to prevent dialogue between officers and staff but it is essential that each staff member has one manager from whom they take direction

In the event that an officer has a complaint concerning the behaviour of a member of staff they must not deal with it directly, but should report it to the Chair of Executive who will report it to the General Manager. The General Manager will investigate the issue and will decide whether or not to take the matter further. An appeal against this decision may be made to the Board of Trustees.

Elected Officers have a responsibility to ensure that under no circumstances will individual staff members be discussed other than at a meeting of the Personnel, Training and Development (PTD) Committee. Staffing issues should be treated with strict confidentiality at all times and should never be the subject of Union publicity.

#### **Role of Staff**

Staff will not be involved in the democracy of the Union. Staff will attend meetings as directed by the General Manager, but will act in an advisory capacity to the committee members. Staff will not have the right to cast a vote under any circumstances. Staff should not contradict decisions made by elected officers or Union policy. Staff should not communicate with any media concerning the Union, with the exception of designated staff who may contact the media on agreed issues with the express permission of the Chair of Executive.

A staff member with a complaint against or a comment on the behaviour of an elected officer must not deal with it directly but should report it to the General Manager who will report it to the Chair of Executive. The Chair of

Executive will investigate the issue and will decide whether or not to take the matter further. An appeal against this decision may be made to the Board of Trustees.

In the event that an individual member of staff or a group of staff have an issue with their employment, they should pursue it through the line management structure to the General Manager, who will in turn take whatever actions are necessary and prudent, within the terms and conditions appertaining to those staff. Staff may consult with their Trades Union representatives at any time.

Staff involved in the day to day running of the Union may apply for associate membership and become members of societies or sports clubs.

The General Manager has the contracted authority to be responsible for all staffing matters. All members of the Staff and the Executive are required to respect this.