

Birmingham City Students' Union

STAFF / STUDENT PROTOCOL

This Staff / Student Protocol exists for the benefit of Birmingham City Students' Union's members, Executive Officers and staff. The Union recognises that staff are central to its activities, providing continuity, advice, implementation of policy, managerial expertise and as such are a valued resource.

This protocol seeks to clarify the working relationship between the organisations members and its staff. This protocol forms an annexe to the terms and conditions of employment. This protocol must be adhered to by the members, Executive Officers and staff.

It is anticipated that this protocol will allow individuals within the Union to work in a safe and friendly environment such that they can perform to the best of their ability.

1 Specific Intent

- 1.1 Birmingham City Students' Union is the employer of the staff. The Communications Officer shall be the Executive Officer responsible for staffing matters.
- 1.2 The General Manager is an employee of Birmingham City Students' Union who shall represent the employers in all staff matters.
- 1.3 It is the specific intent of the agreement that the Union shall
 - 1.3.1 Comply with current employment legislation at the time of being in force and any future legislation concerning the employment of staff.
 - 1.3.2 Strive to be an equal opportunities employer.
 - 1.3.3 Protect the Union from any interference by its own employees in policy-making.
 - 1.3.4 Maintain sound employment practices and good staff relations.

2 Responsibilities of Staff

- 2.1 Staff are expressly prohibited from playing a political role within the Union that may cause a conflict of interests including
 - 2.1.1 Non-involvement in all Union political parties
 - 2.1.2 Impartiality during controversial discussion between students
 - 2.1.3 Remaining completely impartial at any Union elections while on duty
 - 2.1.4 Staff are forbidden by the terms of their contract of employment from revealing confidential information concerning the Union or its members to unauthorised persons
 - 2.1.5 Core staff who also qualify as students are forbidden from nominating, standing or campaigning in elections and will not be involved at committee level for any club or society.

- 2.1.6 Staff are prohibited from approaching or talking to members of the press without the express permission of the General Manager, who in turn will have gained the approval of the Communications Officer.
- 2.2 The situation as it affects student staff is more complex. The Union chooses to employ its own students to fulfil certain paid employment roles. As members of the Union they have a right to participate in the democratic and political processes.
- 2.3 The following guidelines exist:
 - 2.3.1 Student staff must temporarily relinquish their staff position if they wish to stand for election
 - 2.3.2 Whilst on duty, student staff must support Union campaigns, initiatives and activities whatever their personal views may be on these matters.
 - 2.3.3 The Union will attempt to accommodate shift changes for students to engage in Union activities, but this may not always be possible and we reserve the right to finalise all staff rotas.
- 2.4 Any member of staff having cause for complaint against a student or Executive Officer or another member of staff shall raise the matter with the General Manager. These complaints will be handled in line with the Staff Grievance procedure.

3 Responsibilities of the Organisation

- 3.1 The Communications Officer and the General Manager will ensure that all officers and staff are provided with a copy of this document.
- 3.2 The terms of this protocol will apply to all staff irrelevant to position in the organisation.
- 3.3 Courtesy and respect between Executive Officers and staff is expected at all times recognising that this document exists to protect both staff and students.
- 3.4 Members of staff shall not be discussed at any form of meeting or committee of the Union (with the exception of Staffing Sub Committee who shall always discuss matters in closed session).
- 3.5 Staff matters should be treated with strict confidentiality at all times and staff matters shall never be subject to any Union publicity.

4 Responsibility of Students/Members

- 4.1 The Union expects that its staff will be treated with respect and courtesy by its members and customers.
- 4.2 Any student not complying with this may be challenged and ultimately disciplined through the membership disciplinary rules.
- 4.3 Any member of the Union, including Executive Officers, having cause for complaint against any individual or group of staff should raise the matter with the President. Complaints will be dealt with in accordance with the Members Grievance Bylaw.