



Union Representatives

The Union will inform the University in writing of the names of the members of the Section Committee who have been elected, and also of any changes in the composition of the section committee. The University recognises the sole right of these section committee members to represent and negotiate on behalf of Union members in accordance with the rules of the Union and the agreements contained herein.

It is recognised and agreed that the current sub-section structure is as follows:

- Heads
- Academic
- Technician
- Administration
- Secretarial
- Porter / Security / Maintenance / Grounds / General

The above sub-section structure may not be altered without specific agreement of both the University and the Union.

The Section Committee, unless otherwise agreed, will not exceed 15 in number.

It is the University policy to facilitate the Union by allowing staff representatives reasonable time away from work to take part in negotiations and other Union business. Where they are required to attend to their local union representative duties, they will at all times request permission from their immediate supervisor to leave their place of work. Given reasonable notice, permission will not be unreasonably withheld.

Local Union representatives will represent their members fairly and effectively in all matters in accordance with the terms and procedures contained in this agreement.

In the event of any unofficial action taking place, local Union representatives will do everything possible to end the action and to secure a return to normal work pending the resolution of any grievance, in line with the agreed procedure set out in this agreement.

Local representatives will be expected to meet the same work standards and performance as other staff members while at their work.



Meetings

Meetings between the University and the Union will normally be held during working hours and on University premises. General meetings of all Union members or of any category of members will normally be held on the premises, subject to adequate facilities being available through the normal procedures for room reservations, and will be held outside working hours, except in cases of urgent necessity and subject in that case to permission from the Director of HR.

A maximum of 40 person days per annum will be allowed to the Union for all Union meetings. This includes Union/Management meetings. Unless otherwise agreed, this total will not be exceeded.

Travel and subsistence expenditure incurred as a result of attendance at Union Meeting will not be paid for by the University.

Training and Development

The University will provide reasonable facilities for local Union representatives to attend Trade Union approved training courses up to a maximum of 5 days per annum for each local Union representative. In exceptional circumstances, where an approved training course may be longer than 5 days duration, special training leave may be granted by the Director of HR. For all attendance by Union representatives at approved Union courses permission to attend will be sought from the Director of HR at least 2 weeks in advance, which permission will not be unreasonably withheld.

Notice Boards

The University will provide notice boards for official notices of SIPTU at agreed places within the University.

Union Dues

The University, for each permanent staff member covered by this agreement, who in writing duly authorises the University, will deduct from the earnings payable to such staff member standard amounts specified by the Union rules, and will pay them to the Union monthly.

The Branch Secretary of the Union will give written notice to the Director of HR of any changes in the standard amount of deduction in accordance with authorised Union rules for changes in dues.



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