** Working with Student Officers**

**Introduction**

The Student Union has student engagement at the core of all that it does. The Union is founded on the leadership and direction of elected Student Officers and employees of the Union are required to work alongside these Officers.

Officers of the Union are required to adhere to all Union Policy and, in particular, Sabbatical Officers will receive the same induction, support and guidance as any other employee.

**Line management**

The Union has a line management structure in place to ensure adequate guidance and support is available for all staff. Line Managers are responsible for setting and agreeing work targets for staff in their area of responsibility and in consultation with the Chief Executive Officer.

From time to time, Officers of the Union may request staff to undertake additional work tasks. Requests that are aligned with the staff members’ job role and skill set that do not put undue pressure on their time or resources are deemed to be acceptable requests. However, Officer requests that are considered to be outside the job role or skill set of the staff member or that put undue pressure on the employee should be referred in the first instance to their Line Manager.

In these instances, the Line Manager should work with the employee and Officer to agree a suitable solution. In some cases this may result in an adjustment of work tasks and also perhaps a removal of a different priority to free up staff time. However, the Line Manager reserves the right to refuse the Officer request if it is deemed to be not in the best interest of the Union Strategic Objectives or welfare of the staff of the Union.

Officers of the Union should raise refusal of work requests by Line Managers to the Chief Executive Officer. The CEO will consider the request against the Strategic Plan and Union resources and make a decision to adjust the Operational Plan or refuse the request as necessary. The CEO or the Student Officer has the right to bring the matter to the attention of the Trustee Board.

**Complaints**

A staff member wishing to make a complaint against an Officer of the Union should follow the University Policy relating to Grievance. However, because Student Officers are democratically elected representatives, the treatment of any complaint and potential disciplinary action against an Officer shall be as described below.

**Non-Sabbatical Officers of the Union**

All Non-Sabbatical Officers of the Union shall be subject to the disciplinary procedures as set out in the Bye-Laws.

**Sabbatical Officers of the Union**

Sabbatical Officers shall be subject to the University Disciplinary Procedure with the exception of the following:

1. **Minor disciplinary –** Matters shall be dealt with by the Chief Executive Officer. In cases where the CEO is considered to be involved in the complaint, the Trustee Board shall nominate an alternative person.
2. **Written warning –** The Trustee Board shall appoint a member of the Board to carry out the investigation and decide the outcome of the investigation.
3. **Final written warning** **–** The Trustee Board shall appoint a member of the Board to carry out the investigation and decide the outcome of the investigation. Sanctions and period for improvement should be outlined as per the University Disciplinary Procedure
4. **Dismissal and Summary Dismissal –** The Trustee Board shall remove a Sabbatical Officer as a Trustee of the Student Union as per the regulations set out in the Constitution.
5. **Appeal –** appeals shall be submitted to the Secretary of the University for him/her to nominate an independent party to conduct the appeal in accordance with the University Disciplinary Procedure.