



Bexhill 6th Form College

RELEASE FROM CONTRACTUAL DUTIES

- Including
- Parents Evenings
- Time off for Courses during College time
- Union Duties

POLICY NUMBER: PC6

July 2016

POLICY FOR RELEASE FROM CONTRACTUAL DUTIES

The College recognises that there are times when staff would like release from contractual duties. The College feels that the paramount consideration in each case must be the students and the effect on service provided. In each case, it is the professional responsibility of all staff to ensure that any outside work does not affect delivery to the students.

PUBLIC DUTIES

The College recognises that some staff may wish to undertake public duties.

The College will support release for the public duties listed below by giving up to five days unpaid release per year.

This obligation extends to employees who are members of the following bodies:

- A local authority
- A statutory tribunal (e.g. an employment tribunal)
- Justice of the Peace duties
- A police authority
- The service authority for the National Criminal Intelligence Service
- The service authority for the National Crime Squad
- A board of prison visitors or a prison visiting committee
- A relevant health authority
- A relevant education body e.g. governor
- The Environment Agency or the Scottish Environment Protection Agency
- A water industry consultative committee

OTHER ACTIVITIES

The College recognises that some staff may wish to undertake other activities.

The College will support release for the activities listed below by individual negotiation on an **annual basis**. Requests should be made in writing to the Principal at least two weeks before the first activity. The Principal will reply within 5 days. If the work is remunerated and salary is not stopped, the College will require the following contribution:

- Examination work/IV work relevant to courses delivered in College – teacher release paid to the College by the boards
- Inspection work – contribution of £500 per week or £100 per day minus tax to the College for cover
- Facilitator work – this will be unpaid for any work carried out in College hours

Staff undertaking more than one of these roles will need to agree additional release with the Principal.

Once release for public duties is agreed, each absence, up to five days per year, must be requested via the Director of Human Resources using the 'Release for Public Duties' form. A minimum of two weeks notice of such days should be given so appropriate cover can be arranged. HR will adjust the salary accordingly.

Staff wishing to undertake any other public duties should put their request in writing to the Principal outlining the nature of the public duty and its potential effect on their work at Bexhill College. The Principal will respond within five working days.

PARENTS' EVENINGS

The College regards parents' evenings as an essential part of the service we offer to parents and students.

All parents are entitled to meet with the teachers of their sons and daughters twice during the year at published Parents' Evenings.

Parents' Evenings are included in directed time allocations for all staff.

Parents' Evenings are published well in advance, only unavoidable reasons or illness should prevent staff attending. Staff are asked not to take trips/attend training courses when Parents' Evenings are on, if it means they cannot be present.

Preferably staff should sign the student appointment sheets.

Staff are required to "sign out" with reception when they leave and inform them of any "no-shows".

The College appreciates that there may be unavoidable reasons why a member of staff cannot attend a Parents' Evening. In these circumstances the staff member should request absence from the Vice Principal and, once agreed, inform the Head of Section. Alternative arrangements such as putting appointments on fewer evenings, may be considered if it will not affect the balance of appointments for other staff.

COURSES TAKEN DURING COLLEGE TIME

This policy covers applications for courses of over five days' duration (not necessarily consecutive) which will affect usual working hours as they are undertaken in College hours.

The College will aim to support all staff who apply for courses wherever possible.

Where applications require attendance during contracted hours, the following procedure should be followed.

- 1.Applications should be made by half-term in the term prior to the course commencing, eg May for September. Applications after this may not be supported as time to put arrangements in place is too short
- 2.Applications should be made to Head of Section/Line Manager (support staff) to gain support with consideration on how working time may be adapted. This may include:
 - Temporary reduction of hours, eg full-time to part-time
 - Temporary movement of teaching/working hours, eg into fewer days or change of hours within days. (This may require increased flexibility in timetabled subjects).
 - If part-time, change in usual working hours

3. This request should then be passed to the Principal for approval. A letter will be issued by the Principal confirming approval and terms and conditions or explaining why the request has not been granted

Successful applications then go through the Vice Principal to deal with any requests for funding and to be recorded on staff development records. Funding is not guaranteed even if approval is given by the Principal

TRADE UNION DUTIES AND ACTIVITIES

Employees who are officials of an independent Trade Union, (an employee who has been elected or appointed in accordance with the rules of trade union) recognised by Bexhill College will be permitted reasonable time during working hours to carry out certain trade union duties.

UNIONS RECOGNISED : NASUWT
NUT
ATL
UNISON

The College will recognise one representative per union to attend College negotiations.

Representatives are entitled to agreed time off where duties are concerned with:

- To attend the Information and Consultation Forum
- Matters of discipline and grievance for union member
- To act as an official union Health & Safety Representatives (see note below)

Requests for time off any of for the above purposes should be made using the request for 'Time off' form which can be collected from the Director of Human Resources.

Health and Safety Representatives

Safety representatives appointed by a recognised independent trade union will be permitted a reasonable and appropriate amount of time to enable them to perform their functions and, where necessary, to undergo such training in aspects of those functions as may be reasonable in all the circumstances. Time off for training will be in relation to the Code of Practice, - Time Off For The Training of Safety Representatives.

Facilities For Official Trade Union Activities

Please gain prior authorisation from the Principal or Director of Human Resources if you wish to:-

- Use College facilities for Union business including telephone, photocopying and email
- Utilise a space on one of the notice boards within the staff room
- Use facilities for meetings with full time union officials either as a group or individually the expressed agreement of the Principal or Director of Human Resources.
- Use College facilities for holding meetings with union members either as a group or individually. Requests for group meetings should be made by College union representative to the Principal giving at least a week's notice and outlining the purpose of the meeting. The College would not expect Union representatives to hold union meetings in public places – this has the potential to bring the College into disrepute.

Requesting Additional Time Off for Trade Union Activities

Trade Union officials and members requesting time to pursue their employee relations duties or activities, should provide management with as much notice as possible and giving details in writing stating:

- the purpose of such a request
- the intended location
- time and duration of time required
- Any disruption to working activity

The Director of Human Resources or Principal will discuss with the line manager as required

Requests should be made to the Principal and/or Director of Human Resources with a copy to their line-manager

A record of time off granted will be kept centrally by the Director of Human Resources

The Principal will consider each application for time off on its merits and will consider the reasonableness of the request in relation to agreed time off already taken or in prospect

Time Off For Training

Officials who request time to undergo relevant training should:

- give at least six weeks notice to the Director of Human Resources
- for training courses, provide full details of the course using the staff request for time off form. The Director of Human Resources will liaise with the line manager regarding the request
- recognise that any expenses will usually be covered by the union including travel expenses
- appreciate that paid cover will not be provided
- if paid cover is required, release will be unpaid

The representative will be informed if time has been agreed

Time for training will be proportionate to the role size of membership and time already given to staff for training for their substantive role. The College will also consider requests in line with the average amount of staff training undertaken in College

As a guide the College would not expect union representative to take more than two days per year on union related training

When requests are made consideration will be given to their reasonableness to ensure the provision of the College's service to the students is maintained at all times and unions should request mutually agreeable times which minimises the effect on the service.