

STAFF/STUDENT PROTOCOL

(The Relationship of the Elected Officers of ICU, its Committees and its Permanent Staff)

1. It is recognised that any officers elected by the student members of ICU are accountable to that membership, through the ICU Council, or through its committees. ICU staff are accountable through the line management structure to the General Manager and ultimately, through the ICU President, to the ICU Trustee Board.
2. The aim of this Protocol is to clarify the relationships between students, their elected representatives and staff. The document serves to provide protection to staff and the democratic processes of the Union, but also to promote an effective working environment.
3. The President of the ICU and the General Manager are responsible for ensuring all officers and members of ICU staff are aware of this protocol. Sabbatical Officers and any other person who derives employment from elected office are "ICU officers" and not "staff" for the purposes of this protocol.

THE ROLE OF STAFF IN MATTERS OF ICU POLICY

4. The maintenance of the integrity of democratic practice within ICU precludes the direct involvement of staff employed in the Union in matters of policy.
5. Staff shall at all times strive to uphold the policies, aims and objectives of the ICU.
6. Staff members may attend meetings of any body of the ICU when invited or with the permission of the President.
7. Staff members may not exercise a vote in any Union meeting.
8. Staff members may advise officers of the ICU on any matter within their work area, but shall not in any other way seek to influence the policy-making process of the Union.
9. Staff members may not take part in public discussion of ICU policy nor give public expression to views contrary to ICU policy within the Union.
10. Staff members shall not comment on ICU policy except to answer factual questions which come within their area of work.
11. Staff shall not involve themselves in any partial way in the election of any officers or representatives of the ICU.

THE ROLE OF MEMBERS OF THE ICU IN EMPLOYMENT ISSUES

12. The maintenance of the integrity of the Union as an employer precludes any staff matters, either related to work or personal matters, from being discussed in any open forum of the Union. This does not prevent the discussion of any activities undertaken by the Union, even if staff led, as long as staff performance does not feature in said discussion. This does not prevent the discussion of any activities undertaken by the

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13. All matters relating to conditions of service, performance and conduct of members of staff employed in the Union shall be dealt with by the ICU President in consultation with the ICU, General Manager where appropriate. The ICU President and General Manager may seek the advice and support of the College's Human Resources Division.
14. All matters relating to the conditions of service, performance and conduct of the ICU General Manager shall be dealt with by the ICU President as the General Manager's line manager, in consultation with the College's Human Resources Division, where appropriate.
15. All matters relating to the performance and conduct of members of College staff shall be raised at the appropriate level in the College by the ICU President, where appropriate.
16. The officers of the ICU shall refer complaints about individual members of staff employed in the Union to the ICU President who will handle them in consultation with the ICU General Manager and in accordance with the line management structure of the Union.
17. The officers of the ICU shall not permit discussions relating to the conditions of employment, performance or conduct of members of Union staff in articles, correspondence or other publications produced under the auspices of the ICU.
18. Officers of the ICU should be encouraged to make use of the staff support available, but shall not directly manage the work of individual members of staff employed in the Union. In the event that an ICU officer wishes to change the priorities of an ICU staff member, this should be done through the Union's line management structure.
19. Complaints about the conduct of ICU Staff members while not on Union business, which are raised by members of the Union, College or the general public or by shall be addressed through the appropriate line management structure.
20. Matters relating to ICU staff shall be considered within the context of the line management structure of the Union and, where necessary, in accordance with the College's disciplinary and grievance procedures .

SABBATICAL OFFICERS

21. Sabbatical Officers shall be subject to the same scrutiny and discipline as any other ICU officer, subject to the relevant Union Regulations and policies.

STUDENT STAFF

22. Students may be employed by the Union on a part-time basis. These students should be not be prevented from exercising their democratic rights as student members of the ICU because they are also members of ICU staff. Therefore, student staff may take a full and active part in the democratic administration of the ICU, including full membership of all its committees with the exception of the Trustee Board.

23. Student staff may not raise any issue relating to the employment, terms and conditions of service, performance and conduct of themselves or any other staff member in any committee of the ICU.
24. Student staff are entitled to comment on policies relating to the areas of the ICU where they work, other than employment policies, and shall not be discriminated against for doing so.
25. Student staff will be afforded the same protections as permanent ICU staff members under this protocol.
26. Student staff should pursue any issue which arises in connection with their employment through the relevant line management structure.

ENFORCEMENT and INTERPRETATION

27. The ICU President is ultimately responsible for the enforcement of this protocol and shall be responsible for clarifying the relationship between the ICU and members of staff. When the Trustee Board is sitting, its chair shall be responsible for the clarification or enforcement of the protocol.
28. When the President or other ICU officer for the time being with delegated authority to manage staff act through such staff, the conduct of the President or other officer may be the subject of comment in any open meeting or forum. Discussion of the conduct of the staff themselves shall be subject to the prohibitions set out above.
29. The Trustee Board and Executive Committee may discuss matters relating to employment issues for staff with safeguards for propriety set out elsewhere in the Constitution and Regulations. The Trustee Board may require staff to attend, answer questions and produce documents or items.
30. Breaches of this protocol by ICU staff shall be resolved through the line management structure, by the ICU General Manager. If the General Manager is implicated the ICU President shall resolve the matter.
31. Breaches of this protocol by ICU members shall be resolved by the President, if necessary, through the appropriate disciplinary procedures. If the President is implicated the matter shall be referred to the ICU Trustee Board.