



# *Facilities & Time Off For Trade Union Duties & Activities*

## **A g r e e m e n t**

<b>1. Policy Statement</b>	<b>2</b>
<b>2 Time Off for Trade Union Duties</b>	<b>2</b>
<b>3 Time Off for Trade Union Activities</b>	<b>3</b>
<b>5 Funded Facility Time for Senior Trade Union Representatives</b>	<b>5</b>
<b>8 Time off for Health &amp; Safety Representatives Duties</b>	<b>6</b>
<b>9 Time off for Equality Representative Duties</b>	<b>7</b>
<b>10 Time Off for Training &amp; Attendance at Conferences</b>	<b>7</b>
<b>11 Procedure for Requesting Time Off</b>	<b>9</b>
<b>12 Recording &amp; Monitoring Time Off</b>	<b>11</b>
<b>13 Industrial Action</b>	<b>12</b>
<b>14 Facilities</b>	<b>12</b>
<b>15 Confidentiality</b>	<b>13</b>
<b>16 Access to Management Information</b>	<b>13</b>
<b>18 Policy Review</b>	<b>14</b>

## 1. Policy Statement

The purpose of this agreement is to establish rules and procedures which allow requests for time off to be dealt with in a fair and consistent manner.

The Council recognises that Trade Union Representatives are entitled to reasonable time off to fulfil their functions, duties and activities. The Council and the Trade Unions agree as a fundamental principle that each request for time off must be balanced against the operational requirements of the Service.

The Council recognises that different terminology may be adopted by the Trade Unions to describe the different Trade Union roles. For the purposes of consistency and ease of understanding 'Representative' is a collective term to refer to all Fife Council accredited Trade Union Representatives, Senior Trade Union Representatives, Workplace Representatives, Health & Safety Representatives, Union Learning Representatives and Equality Representatives. Please refer to EE01 'Recognition Agreement' for further information about the various roles.

This agreement has been written to comply with the statutory rights to paid time off for trade union duties, training and conferences (where approved) and unpaid time off for trade union activities, as set out in the [Trade Union Act 2016](#); [Trade Union and Labour Relations \(Consolidation\) Act 1992](#). This agreement also complies with the statutory recognition of Union Learning Representatives as detailed in the Employment Act 2002 and has been written to take into account the [ACAS Code of Practice](#) on Time Off for Trade Union Duties and Activities 2010.

Facility Time can be used to support employees in Fife's partner Trusts but no additional facility time will be allocated in this respect. Taking into account membership numbers we would not expect a significant proportion of facility time will be spent in this area. The continued provision of support to partner Trusts will be reviewed on an annual basis.

This Agreement relies on the trust of those employees using it. Fife Council expects representatives to utilise the corporate time off process and associated records in an appropriate way and requests all managers and representatives are familiar with the guidance for authorising time off.

## 2 Time Off for Trade Union Duties

The Council recognises that accredited Representatives are entitled to **reasonable time off with pay**, subject to the needs of their Service, to undertake duties, and the necessary preparatory work, concerned with:

- Negotiations with the Council on relevant matters; or
- Other functions which the Council has agreed the Union may perform.

Senior and/or Trade Union Representatives will receive the pay, which they would have earned had they worked during their time off, where time off with pay is granted under the provisions of these guidelines.

The following lists are neither exclusive nor exhaustive but illustrate the nature of the duties and associated preparatory work for which time off with pay may be granted for:

### ***Discussions/meetings re:***

- workforce change consultation (TUPE, etc.)
- working practices
- role clarity/duties
- pay, grading, hours of work
- equality, learning, health & safety
- use of machinery/equipment
- physical conditions or the working environment, e.g. nature of the work location
- recruitment & deployment
- early retirement/pension
- discipline, conduct, performance, capability, attendance, grievance, dismissal
- induction to explain to new employees the role of the Trade Union in the workplace

### ***Attendance at:***

- JNCF meetings
- Service Consultative Forums
- Approved Training
- Approved Conferences

The Council recognises that to contribute fully to meetings it may be necessary to have more than one representative present from the same trade union. The Senior Trade Union representative (on Funded Time) should allocate resources efficiently and effectively and ensure that those on Funded Time are the key representatives at meetings/forums, as appropriate.

## **3 Time Off for Trade Union Activities**

The Council recognises that accredited Representatives are entitled to **reasonable time off without pay**, subject to the exigencies of the Service, to take part in Trade Union activities. The Council also recognises that, to operate effectively and democratically, Trade Unions require the active participation of members and that such participation will promote the proper representation of members' interests.

Where unpaid time off is granted, employees participating in the Flexible Working Hours Scheme may wish to consider using accrued flexi time to attend meetings.

Trade union activities are those activities relating to the running of and participation in the affairs of the union. The following list is neither exclusive nor exhaustive but illustrates the nature of activities for which **time off without pay** may be granted:

- attending meetings (other than those outlined above);
- voting in properly conducted ballots on industrial action and union elections, including Representative elections;
- attendance at non-approved Training or Conferences.

The above list applies to both Representatives and Trade Union members.

Whilst recognising that there is no entitlement to paid time off for Trade Union activities, Heads of Service will consider sympathetically requests for time off with

pay from Representatives and Trade Union members, particularly for example where this will help to ensure workplace meetings are fully representative. The timing of such workplace meetings should be arranged to minimise the disruptive effect on the Service as far as possible.

**Summary of Trade Union Duties and Activities (as per EE56 form)**

<p><b>TU Duties (reasonable time off with pay)</b></p> <ol style="list-style-type: none"> <li>1. Approved Conference (from approved list)</li> <li>2. Approved Training (from approved list)</li> <li>3. JNCF</li> <li>4. Service Consultation Forum</li> <li>5. Preparation/Attendance for             <ol style="list-style-type: none"> <li>a. Discipline</li> <li>b. Grievance</li> <li>c. Capability Hearings</li> </ol> </li> <li>6. Attendance at FC working group meeting</li> <li>7. Attendance at ad hoc management meeting</li> <li>8. Advice / communication with Union members about             <ol style="list-style-type: none"> <li>a. TUPE</li> <li>b. T&amp;C's</li> <li>c. Work Environment</li> </ol> </li> </ol>	<p><b>TU Activities (reasonable time off without pay):</b></p> <ol style="list-style-type: none"> <li>9. Non-approved Conference or Non-approved Training</li> <li>10. Other Trade Union Committees/Meetings</li> <li>11. Voting on ballot</li> <li>12. Other Workplace meeting (Equality rep activity)</li> </ol>
<p><b>TU Learning Reps (reasonable time off with pay for):</b></p> <ol style="list-style-type: none"> <li>13. Attending training / learning/equality events</li> <li>14. Facilitating / organising events</li> <li>15. Management meetings / Research / Preparation</li> <li>16. Providing information / advice</li> </ol>	<p><b>TU Health &amp; Safety Reps only (necessary time off with pay for):</b></p> <ol style="list-style-type: none"> <li>17. Attending H&amp;S training events</li> <li>18. Advising on H&amp;S issues</li> <li>19. Conducting inspections / investigations / risk assessments</li> <li>20. Attendance at workplace / management meetings on H&amp;S issues</li> </ol>

**4 Representatives of Teaching Trade Unions**

For Representatives of the Teaching Trade Unions, the following arrangements apply in respect of paid time off for Trade Union duties:

<b><u>Number of members represented</u></b>	<b><u>Amount of time off</u></b>
4-20	40 minutes per week
21-40	60 minutes per week
41+	80 minutes per week

Reasonable time off, as and when required, should be granted and agreed with the Head Teacher in advance. The above table provides an outline of the time allocation

available. This time off should be organised over the school year, taking into account the requirement for class cover and the need to minimise any discontinuity for pupils.

## **5 Funded Facility Time for Senior Trade Union Representatives**

The Council will provide an agreed level of Funded Facility Time to the Trade Unions. The level of funded facility time will be reviewed on an annual basis and agreed by HR with the Trade Unions following submission of membership numbers information. In agreeing a reasonable level of funded facility time for each of the Trade Unions the Council will apply a ratio of one full-time Representative for every 1000 members. Review of agreed levels of funded facility time out-with the annual cycle may be undertaken if circumstances justify.

### ***Full-time Senior Trade Union Representatives***

Following the end of a period of Funded Facility Time, the Full-time Senior Trade Union Representative will return to his/her former post on his/her existing terms and conditions of service. If the period of the full-time role has been less than two years, the individual will return to their substantive post. Where the full-time role with the Trade Union has been more than two years, the employing Service will arrange for a nominated senior officer to meet with the employee to discuss his/her return to work.

In the event of the post being affected by any restructuring or reorganisation leading to deployment and, or, redundancy, the Senior Trade Union Representative will be treated the same as any other employee whose substantive posts are similarly affected.

During the period of funded facility time the Trade Union will be responsible for the payment of all travelling and subsistence expenses. The Trade Union will be expected to exercise proper management supervision in line with the Council's policies and procedures. It would be good practice to agree annual leave in line with service requirements.

Any issues relating to discipline, capability or attendance etc. will be managed by the Council, as the employer, and in line with Council policies and procedures. Sickness absence information should be sent to HR for recording purposes with a copy being sent to the Line Manager of their substantive post. The substantive post Line Manager is required to liaise with HR on the practical application of the attendance management policy and procedures. For further information, support and guidance please contact HR.

The duration of the period of full-time funded facility time will be treated as continuous service and the Senior Trade Union Representative will receive their normal salary and normal incremental progression will apply, as appropriate.

## ***Recording Activity and Duties undertaken***

The Trade Union Act 2016 requires public sector employers to publish information relating to time off for trade union duties and activities. Those representatives in receipt of Funded Facility Time are required to complete the data collection form at the end of each pay period and submit this to HR. This provides the organisation with information on the type of duties and activities undertaken. Failure to provide this information may result in funded facility time being withdrawn.

Those trade union representatives who are part-funded with facility time will organise their duties & activities, as far as possible, within this 'agreed funded time'. Only in exceptional circumstances will the corporate time-off process be used to authorise time off **out-with** the funded facility time.

### **6 Funded Facility Time for the Joint Trade Union Secretary**

The Council will provide an agreed level of funded facility time to the Joint Trade Union Secretary. This time will equate to 0.5 FTE which will be reviewed on an annual basis.

### **7 Time Off for Union Learning Representatives Duties**

The Council recognises that accredited Union Learning Representatives are entitled to take **reasonable paid time off** to undertake the duties of their role. The main functions for which paid time off as a Union Learning Representative will be allowed are:

- analysing learning or training needs;
- providing information and advice about learning or training matters;
- arranging learning or training;
- promoting the value of learning or training;
- consulting the employer about carrying on any such activities;
- preparation to carry out any of the above activities; and
- undergoing relevant training.

Union Learning Representatives will be expected to liaise with the Council to ensure training activities are complementary and that the scope for duplication is minimised. In some cases therefore it may be helpful if Union Learning Representatives attend meetings concerned with agreeing and promoting learning agreements and meetings with external partners.

Union Learning Representatives will receive the pay, which they would have earned had they worked during their time off, where time is granted under the provisions of these guidelines. On an annual basis Union Learning Reps should submit a brief report to JNCF to illustrate their activities over the previous year.

### **8 Time off for Health & Safety Representatives Duties**

The Council recognises that accredited Health & Safety Representatives are entitled to **necessary paid time off** to carry out health & safety functions and duties and to attend relevant training courses.

The main functions for which paid time off as a Health & Safety Representative will be allowed are:-

- representing employees in discussions with the Council on health, safety or welfare issues;
- being involved with risk assessment procedures;
- attending safety committee meetings;
- inspecting the workplace;
- investigating potential hazards;
- investigating notifiable accidents, cases of diseases or ill health, and dangerous occurrences; and
- investigating employees' complaints.

Health & Safety Representatives will receive the pay, which they would have earned had they worked during their time off, where time off is granted under the provisions of these guidelines.

## **9 Time off for Equality Representative Duties**

Equality Representatives have no statutory rights to time off, training or facilities. In Fife Council typically the role will be merged or absorbed into the role of existing representatives.

Equality Representatives can be concerned with a wide range of diversity issues from the promotion of diversity management to helping ensure legal compliance and conducting audits. They can also:-

- help raise awareness of issues related to equality and diversity;
- raise the profile of equal treatment of workers on the grounds of age, religion or belief, race, sex or sexual orientation, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity;
- engage with the Council on a range of equality issues.

## **10 Time Off for Training & Attendance at Conferences**

### ***Training***

Representatives are permitted **reasonable paid time off** during working hours to undergo training relevant to carry out their duties, subject to the exigencies of the Service. Relevant training could for example include training courses to:-

- develop the skills in representation, accompaniment, negotiation and consultation;
- familiarise or update Union Representatives on issues reflecting the developing needs of the workplace they represent;
- develop skills for accompanying employees in grievance, capability and disciplinary hearings.

There is no statutory requirement to pay for time off where training is undertaken at a time when the Union Representative or Union Learning Representative would not otherwise have been at work unless the Union Representative or Union Learning Representative works flexible hours, such as night shift, but needs to undertake training during normal hours. A representative whose working day is shorter than that of other representatives, but who takes part in a training activity with hours in excess of the representatives contractual hours, should be paid for the hours in the training activity at the same level as those with full-time hours.

An approved list of training courses agreed with the Trade Unions will be developed and maintained by HR, in consultation with Executive Directors, who will ensure that all Service management teams are provided with up-to-date information on approved courses. It will be the responsibility of line managers or relevant authorising managers to consider each request for time off to attend a training course on the approved list, having regard to the relevance of the course to the duties of the Representative in question. The purpose of the approved list is to provide Services with information on training courses for which paid time off may be granted, subject to the exigencies of the Service, and thereby facilitate the process of dealing with time off requests.

As well as 'formal' training courses e-learning tools, related to the role of Unions Representatives, could be used where available and appropriate. Reasonable time off should be given within normal working hours to take advantage of e-learning where it is available.

As a general principle time off to attend an approved training course will generally be limited to a maximum of 10 days in any 12 month period. An additional 5 days will be available for newly appointed Representatives during their first year as an elected Representative.

### **Conferences**

As a general principle the Council will only grant **paid** time off to attend appropriate Trade Union Conferences to Senior Trade Union Representatives or, where appropriate, Trade Union nominated Representatives deputising for a Senior Trade Union Representative.

Requests for other Representatives to be granted **paid** time off to attend Trade Union Conferences should be submitted to the HR Manager for consideration.

An approved list of conferences, including approved numbers and categories of attendees, agreed with the Trade Unions, will be developed and maintained by HR, in consultation with Executive Directors. HR will ensure that all Service management teams are provided with up-to-date information on approved conferences and attendees. When agreeing the appropriate number and categories of approved attendees reference will be made to the national rules of the respective Trade Union. It will be the responsibility of line managers or relevant authorising managers to consider each request for time off to attend a conference on the approved list, having regard to the number and category of approved attendees, the relevance to the Representative in question and the number of attendees already confirmed. The purpose of the approved list is to provide Services with information on conferences for which paid time off may be granted, subject to the exigencies of the Service, and thereby facilitate the process of dealing with time off requests.

In situations where a Senior Representative with a part time allocation of funded facility time submits a request for additional time off to attend a full time conference or training course, this request should normally be granted by the manager with the caveat that there may be exceptional circumstances where operational circumstances are given priority.



## **11 Procedure for Requesting Time Off**

### ***Requesting Time Off***

The Council and Trade Unions agree that procedural rules relating to how time off requests are submitted will assist the proper consideration of all such requests. In particular the provision of adequate information will ensure fairness, avoid misunderstanding and facilitate a speedy response.

Time off requested should be reasonable and relevant to the number of Trade Union members represented. The Trade Unions will be expected to be reasonable in their requests for time off with the aim of ensuring minimum disruption to the Services of the Council.

Representatives requesting time off to pursue Trade Union duties or activities or to access the services of a Union Learning/Equality or Health and Safety Representative should provide their line manager or relevant authorising manager, with as much notice as possible (normally **not less than 5 working days**), providing confirmation (using the corporate system) of the following:

- State the purpose of the time off;
- State the intended location;
- Indicate the timing and the expected duration of time off required; and
- Provide written details, if requested to do so.

It is recognised that on some occasions the need to preserve personal confidential information relating to individuals in grievance or disciplinary matters will overrule some of the requirements above.

Where a Representative is seeking time off on a regular basis to attend scheduled committee meetings, the employee concerned should provide a list of the dates of the meetings to their line manager and relevant authorising manager. This information will enable the frequency, timing and duration of such meetings to be established and assist in the forward planning of time off requests. In each case, however, time off should be subject to approval at the appropriate time.

### ***Responsibilities of Managers and Trade Union Representatives***

For their part line managers should be familiar with the rights and duties of Union Representatives regarding time off. Managers should ensure that, where necessary, work cover and/or work load reductions are provided when time off is required. This can include the allocation of duties to other employees, rearranging work to a different time or a reduction in workloads. In turn Trade Union Representatives should minimise disruption to the Service by being prepared to be as flexible as possible in seeking time off in circumstances where the immediate or unexpected needs of the Service make it difficult for colleagues or managers to provide cover for them in their absence.

Representatives requesting time off should complete the relevant "other absence" option in corporate system and submit their request to their line manager or relevant authorising manager for approval.

Failure to follow the correct procedure for requesting time off may result in time taken being unpaid. Repeated and/ or unreasonable failure may result in the withdrawal of the facility for the individual and/or disciplinary action.

The Council recognises that, in exceptional circumstances, time off may be required at short notice and this may prevent the normal approval process being followed. Under these circumstances the Representative must, where possible, complete the formal request as soon as reasonably practicable. Where the time off required is urgent and there is not sufficient time to complete the request in advance, the Representative must take steps to seek verbal approval prior to taking the time. The formal request should then be made by the Representative retrospectively.

When considering time off requests, line managers or relevant authorising managers should take into account the following factors:-

- The operational requirements of the Service – relevant issues include the size of the Service and its workforce; effect of the time off on Service provision; the need to ensure safety and security in the workplace; and the need to maintain a service to the public;
- Length of absence;
- The frequency of previous requests; and
- The number of Representatives and, or, Trade Union members involved, as appropriate.

Requests for time off will not normally be refused provided that adequate notice has been given and the request can be accommodated within the Service's operational requirements, e.g. where cover arrangements are available.

Where a request for time off is not approved then the reason for the refusal will be given to the Representative within **3 days** of the decision and confirmed in writing, if so requested.

Where the Representative considers the refusal to be unreasonable, a complaint can be submitted via the Senior Shop Steward to the Head of Service.

### ***Time off Requests for Representatives of the Teaching Trade Unions***

As a general rule, time off for Representatives of the Teaching Trade Unions is pre-determined, fixed in duration and agreed, subject to local discussions regarding variations as to when and how this time is taken. In relation to this pre-determined, fixed in duration and agreed time off, the procedure for requesting time off, which applies to all other Trade Union Representatives across the Council, will not apply to Representatives of the Teaching Trade Unions.

Where additional time off is sought by Representatives of the Teaching Trade Unions the procedure for requesting time off, outlined above, should be followed.

### ***Time off Requests for Trade Union Members***

Employees who are Trade Union members and wish to submit a time off request for attending meetings etc. should submit requests to their line manager. Employees are expected to take account of their working relationships when requesting time off. Where unpaid time off is granted, employees will be required to clock out while attending the approved trade union activity.

### ***Time off for Training and Attendance at Conferences***

A Representative requesting time off to attend an approved training course or conference must on each occasion:

- (a) Provide as much notice as possible to their line manager. This should normally not be less than **10 working days**.
- (b) Provide written confirmation of his/her nomination for the event from an appropriate Senior Trade Union Representative and, or, Full-time Trade Union Officer.

Where time off is being requested for an event not previously approved, an appropriate Full-time Trade Union Officer and/ or Senior Trade Union Representative must contact the HR Manager, at least **10 working days** in advance of the start of the course, providing:

- (a) The name(s) of the employee(s) nominated to attend the event and the Service and location in which they work;
- (b) The location and duration of the event
- (c) Written details of the event including content, e.g. course programme/conference agenda or other supporting materials;
- (d) Details of the relevance of the event to the Representative's functions; and
- (e) Confirmation of whether or not the request includes the addition of the event on the approved list maintained by HR.

The time off requests should be submitted using the corporate time-off system and authorising managers will respond to the request quickly, within 5 days where possible, to allow the Representative to make necessary arrangements.

As a general principle, Representatives have a maximum entitlement of **10 days for training** each year or **15 days for new Representatives**.

Trade Unions will review the Training & Conference annually with HR. Additional requests during the course of the year, particularly proposals for Stewards to attend Conferences, should be submitted to the Head of HR providing as much notice as possible.

## **12 Recording & Monitoring Time Off**

All time off taken by all Representatives, other than Representatives of the Teaching Trade Unions, should be requested, authorised, recorded and monitored via the line manager and the corporate time-off system. The manager will ensure the recording of paid and unpaid time off and the number of occasions where time off is refused.

An annual report will be produced for review by the JNCF. A similar report, detailing time off arrangements for Representatives of the Teaching Trade Unions, will also be produced for review by the LNCT.

### ***Recording & Monitoring Time Off for Representatives of the Teaching Trade Unions***

As a general rule, time off for all Representatives of the Teaching Trade Unions is pre-determined, fixed in duration and agreed. For the Teaching Trade Unions, monitoring arrangements will focus on gathering statistical information regarding how time off taken is spent on the different Trade Union duties and activities. Teaching Trade Unions are requested to provide information using the recording form. This information will be used to prepare an annual report for the LNCT.

### **13 Industrial Action**

The Council and the Trade Unions have a responsibility to use agreed procedures to settle disputes and avoid industrial action. Time off may therefore be permitted for this purpose particularly where there is a dispute. There is no right to time off for trade union activities which themselves consist of industrial action. However, where a Representative is not taking part in industrial action but represents members involved, normal arrangements for time off with pay for the Representative will apply.

### **14 Facilities**

The Council will make available to Representatives, wherever possible, reasonable facilities necessary for them to carry out their duties efficiently and communicate effectively with their members. These facilities are provided for the specific and sole purpose of supporting ease and speed of communication with Trade Union members who are employed by Fife Council.

Facilities can only be taken up by Representatives who have received official confirmation of their accreditation by the Council.

As a minimum, the Council will ensure, with the support of all Services, that Representatives have reasonable access to the following facilities, without charge, in the performance of their duties:-

- Accommodation for meetings;
- Internal telephone calls and reasonable external;
- PC and other office equipment;
- Reasonable use of photocopying facilities;
- Reasonable secure filing space;
- Notice boards; and
- Internal communication systems, including mail, courier, email, e-learning, internet and intranet services.

#### ***Dedicated Office Accommodation***

The Council recognises that, where the membership of a particular Trade Union with the Council's workforce is sufficiently great, the provision of office space and related facilities will be of particular assistance to the day-to-day functions of the Union at local level. On this basis the Council will endeavour, as far as is reasonably practicable, to provide dedicated office space for use by Senior Trade Union Representatives.

As a longer term strategy, the Council is committed to considering the identification and management of dedicated Trade Union accommodation under the Office Rationalisation Programme. Under this programme the Council will endeavour, as far as possible to:-

- Include dedicated Trade Union accommodation as part of the permanent Fife Council accommodation structure;
- Ensure dedicated Trade Union accommodation is located within Council premises; and
- Assign an appropriate order of priority to Trade Union accommodation in the longer term Office Rationalisation Programme, taking into account existing and future commitments.

The Council reserves the right to require the Trade Union to pay an appropriate charge for dedicated accommodation, where it is accepted that this is justified in the interests of promoting the joint interests of the Council and Trade Union concerned. This charge may be offset against the admin fee already paid by the Trade Union for the deduction of Trade Union member subscriptions, where applicable.

As a general principle, where internal accommodation is available, and a Trade Union refuses the offer of dedicated office space within the Council, the Union will be solely liable to meet all the associated costs of external accommodation it independently chooses to lease.

### ***Additional Facilities***

Any additional facilities accessed, including for example, the use of Council vehicles, external postage, printing services and stationery will be charged for at an appropriate rate. Where applicable, this rate will equate to the standard internal charge applicable to other internal Council customers.

The Council will provide a system of deductions of Trade Union subscriptions, subject to a charge of 5%. The Trade Unions will be responsible for advising members of any changes as and when necessary.

## **15 Confidentiality**

The Council will respect the confidential and sensitive nature of communications between union representatives and their members and will not carry out any monitoring of union emails in accordance with the relevant Council policies (CC13 Email, Phone and Internet Guidelines and the Information Security Policy). Only in exceptional circumstances may the Council require access to communications but such access will be limited and subject to the rules set out in the above policies. Trade Unions will maintain the right to raise genuine concerns.

## **16 Access to Management Information**

The Council will provide recognised Trade Unions with the following information, as and when requested:

- Union subscription report, listing all members whose subscriptions are deducted at source by the Council.

## **17 General Guidelines When Working Full-Time for a Union**

### ***Responsibilities of the Employee***

Fife Council Employees, who are working full-time for a union, as officers, are required to **keep in touch** with their line manager of their substantive post. A minimum of five keeping in touch days have been allocated for this purpose with a maximum of ten being available during each year of their appointment to the union. If required, keeping in touch days may include under-taking appropriate “refresher” training to update their skills/knowledge for their substantive post.

The employee will be required to maintain, as far as possible, an up to date knowledge of their particular work area by reading relevant documentation/publications. Keeping in touch days should be agreed with the Line Manager at the start of each year

### ***Responsibilities of the Substantive Post Line Manager***

It is the responsibility of the line manager of the substantive post to keep the employee up to date with developments within the Service. Attendance Management will be the responsibility of the substantive line manager with support and guidance from the Senior Trade Union Representative of the specific union where the 'officer' works.

Line Managers will advise the employee of all relevant documentation/publications concerning developments in their particular work area and these will be made available for inspection within their employing Service. They will also provide any relevant general information e.g. staff newspaper.

### ***Return To Work***

Employees will normally be required to give a reasonable amount of written notice (4 weeks) to their employing Service of an intention to return to work to their substantive post. If an earlier return to work is required, HR will facilitate discussions with the Service to try and accommodate this. On return to work re-induction training shall be given by the employing service.

Further guidance on returning to work is available from HR.

## **18 Policy Review**

The agreement and its effectiveness will be reviewed and evaluated on an annual basis.

Agreement made at Joint Negotiation and Consultation Forum 13 March 2013

*Produced by Fife Council Human Resources Section  
Issue Number: 3.2  
Reviewed: February 2020*

### **Supporting Documentation**

EE05 Manager/User Guidance for approving time off