

A large, thick, black stylized letter 'U' that curves across the top half of the page. It is composed of two main vertical strokes that curve inward at the bottom, meeting at a point.

We are Leeds University Union.

Employee Handbook

Leeds University Union.

Welcome to Leeds University Union.

Handbook Contents:

	Page		Page:
1. Introduction	4		
1.1 What is LUU	4	3.2.7 Partners' leave for new parents	15
1.2 The Union's One Page Plan 2006-2009	5	3.2.8 Leave for jury service	16
1.3 What's so different about a Student Union?	5	3.2.9 Leave for public service	16
1.4 How are decisions made in LUU?	7	3.2.10 Medical/Dental appointments	16
1.5 Staff protocol	8	3.2.11 Hospital appointments	16
		3.2.12 Study leave	16
2. Pay and Benefits	9	3.2.13 Trade union activities	16
2.1 Payment of salaries	9	3.3 Sick absence	17
2.2 Deductions from pay	10	3.3.1 Sick absence during annual leave	18
2.3 Pay scales and grading	10	3.3.2 Management of sickness absence	18
2.4 Overpayments	10		
2.5 Pension	10	4. Opportunities in LUU, training and development	20
2.6 Other benefits	10	4.1 Training and Development Policy	20
2.7 Expenses	11	4.2 Probation	21
		4.3 Making Headway	21
3. Time off, holidays and absence	12		
3.1 Holiday entitlement	12	5. Hours of work	22
3.2 Other leave arrangements	12	5.1 Hours of work	22
3.2.1 Time off to deal with an emergency involving a dependant	13	5.2 Flexible working hours	22
3.2.2 Parental leave	13	5.3 Home working	22
3.2.3 Compassionate leave	13	5.4 Annualised hours	23
3.2.4 Unpaid sabbatical leave	14	5.5 Temporary or Fixed Term Contracts	23
3.2.5 Maternity leave	14	5.6 Working Time regulations	23
3.2.6 Adoption leave	15	5.7 Other employment	23

6.	Leaving the Employment of LUU	Page:	23
6.1	Retirement age		23
6.2	Termination of Employment		24
6.3	Redundancy		24
7.	Policies and Procedures		24
7.1	Equality and Diversity Policy		24
7.2	Disability		25
7.3	Harassment and Bullying		26
7.4	Whistleblowing		27
7.5	Grievance Procedure		27
7.6	Disciplinary Procedure		28
7.7	Procedure for Managing capability		30
7.8	Smoking		31
7.9	Alcohol and substance abuse		31
7.10	Policy on Data Protection		32
7.11	Use of Internet and E-mail		33
7.12	Staff Uniform and Dress code		33
7.13	Personal Belongings		34
7.14	Bringing in own electrical equipment		34
7.15	Insurance		34
7.16	Financial regulations		34
7.17	Supplier relationships		34
7.18	Confidentiality		34
7.19	Car parking		35
7.20	Dealing with the media		35
7.21	Health and Safety		35
8.	General information		35
8.1	Trade Unions		35
8.2	LUU Name badges		35

8.4	Personal Details	36
8.5	Job location	36

For up to date news visit:
luuintranet. leeds.ac.uk or
 read LUU's **ilLUUminator**
 every other month!

Got a suggestion on how to improve LUU? Enter your ideas in the **Staff Suggestion Scheme.**

This Handbook is correct as at July 2008. Please ensure that you are referring to the most up to date version of this book.

1. Introduction:

Welcome to Leeds University Union.

If you have got this book it means that you are employed by Leeds University Union. You may be a new or existing member of staff. This book tells you everything you need to know about your employment with LUU and includes some useful information about what LUU is all about and its aims and objectives.

1.1 What is LUU?

Leeds University Union is the Student's Union for students of the University of Leeds. We are here to provide support and advice to make University life easier, while representing members on the issues that matter to them.

All students are members of Leeds University Union. So when you hear us referring to 'members', it basically means the students of the University of Leeds.

Leeds University Union is independent from the University but works closely with them to represent members, making University more than just an education.

LUU's Vision:

“By 2009 the vibrancy of LUU, the strength of our services and our ability to engage with, motivate and empower all of our members will mean that we are the most effective Students' Union in the country.”

To achieve our vision there are a number of themes which all LUU staff contribute towards:

- **Representing and empowering our members.**
- **Providing key services**
- **Listening and informing our members**
- **Making University life easier for our members**
- **Supporting the leisure time activities of our members.**

What services do we run?

LUU runs three different types of service:

• **Membership services**

Membership services are the student facing services which do not operate to generate income for LUU. They include the Student Advice Centre, Student Activities, Joblink, Campaigns and Democracy Support (CDS) and Bright Beginnings childcare centre.

• **Commercial Services**

Commercial services are those which are run by LUU as services for students but also to generate income for other areas of

LUU. They include bars, retail outlets and a venues department which puts on club nights and live entertainment.

- **Central services**

Central services are those which are needed to support the operation of all the other services and include Finance, Human Resources and Administration, Facilities and Marketing.

- **What else is there in LUU?**

In addition to the above we also have other services on our premises which are run by external companies who pay us rent. These include a hairdressers and an opticians.

1.2 The Union's One Page Plan (see page 6)

Our aim is to be the most effective Students' Union in the country. The Union's plan has been created on the thoughts, feelings and opinions of the diverse range of student members studying at the University of Leeds. All Union staff play a crucial part in ensuring that this vision is achieved.

1.3 What's so different about a Student Union?

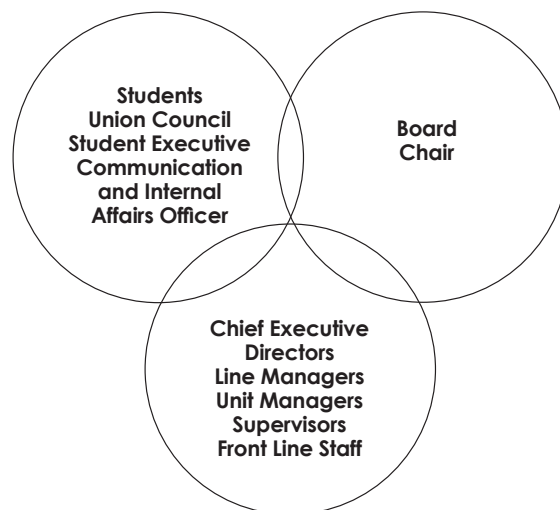
Working at LUU can be a rewarding and interesting experience and we hope you enjoy working here. The union is run by students for students and as a result some things are a bit different to what you may be used to in places where you have worked before. We will try to explain these differences to you so that you understand why LUU is so unique.

The Union is a membership organisation that means that it is owned by and run for the benefit of the members. The members are the students of Leeds University. In order to make sure that the Union is delivering what the members want there is a system of democracy in place, a bit

like in a local council, whereby various representatives of the members have a role to play. It also allows for individual members to have a direct impact on the Union through their attendance at meetings.

LUU AS THE VOICE FOR STUDENTS

LUU AS AN ORGANISATION



The structure of LUU looks like this (above)

This indicates that the student members play a key part in making decisions in LUU and have an important say in what LUU does. The Board has ultimate control of the Union.

There are a number of committees which are also composed of students and these examine specific areas within LUU.

Union council is a group that meets regularly to review the policy of the union and to ensure the needs of the students are being met. It is made up of the Executive and students who are elected by other students annually.

The **Executive** is a group of students who are elected by other students to work in LUU full time for one year. It is made up of the following set of officers.

The **Communication and Internal Affairs Officer** is the spokesperson for the Union and represents LUU locally and nationally, to stakeholders and the University. This officer also oversees issues which affect

The Union's Plan 2006 to 2010

Vision: By 2010 the vibrancy of LUU, the strength of our services and our ability to engage with, motivate and empower all of our members will mean that we are the most effective Students' Union in the country.

Mission: To provide effective representation and a range of member led services that are of consistently high quality and embrace the needs of our members.

Core Values:

Democracy Quality Responsibility Diversity Fun

Themes of our Vision

Representing and empowering our members

- Be truly legitimate and democratic Union
- Represent our members in key areas of student life
- Make LUU campaigns more effective
- Actively increase member involvement

Listening to and informing our members

- Communicate with members what they want, when they want, how they want
- Find out what members want for the future of the Union and inform them of our plans

Making University life easier for our members

- Make our members feel safer
- Help members manage debt

Providing key services

- Create a building that reflects the vibrancy of our activities
- Ensure that services are relevant to the wider and diverse membership

Supporting the leisure time activities of our members

- Make getting involved easier and ensure that all activities improve student life at Leeds
- Ensure that activities are relevant to the wider and diverse membership

In order to realise our vision we will:

- Be sustainable and legitimate
- Be relevant and responsive to our stakeholders
- Have competent and highly motivated staff

the organisation including policy and democratic processes.

The **Activities Officer** represents the Union's societies and sports clubs. They work to ensure there is adequate support and facilities, allowing student activities to develop and perform to their full potential.

The **Equality & Diversity Officer** represents students on all equality and diversity issues locally and nationally. They work to ensure LUU is addressing the needs of its diverse membership.

The **Welfare Officer** works to ensure there is plenty of support to help students deal with a range of issues including sexual and mental health, debt, accommodation and any problems at University.

The **Community Officer** represents the views of students to the Leeds community and builds relations. They work with students on external issues including crime, safety and housing.

The **Education Officer** represents students on all educational issues. They work to ensure students are happy with the quality of their education.

How is LUU run?

On a day to day basis LUU is run by the team of senior managers otherwise known as the Directors.

The **Chief Executive** is the most senior member of staff in LUU.

The **Directors** are responsible for a key area of our organisation and along with the Chief Executive they are: Director of Membership Services and Development, Director of Commercial Services and the Director of Resources.

Line Managers are responsible for an individual LUU service e.g. Facilities, Bars or Joblink.

Unit Managers and supervisors are responsible either for an outlet, e.g. Stylus or supervise a team of staff in a particular area.

LUU employs approximately 400 staff who run LUU's services. About half of these staff are students who work part time hours, on a mainly term time only basis.

Board of Trustees

The people with ultimate control of the Union are the **Board of Trustees**.

A trustee is a person who has legal responsibility for an organisation. LUU's Board of Trustees is made up of the six Student Executive Officers, four Student Trustees and four co-opted trustees (people external to LUU). The latter two categories are appointed to the role.

The Trustee Board meets six times per year and has a responsibility to scrutinise proposals put forward by LUU's managers to ensure that LUU is doing the best thing for students. The Board also has to ensure that LUU is meeting all its legal and other obligations. The Trustee Board will have responsibility for LUU as an organisation (as opposed to LUU as a representative body). The Trustee Board would only become involved in the representative bit of LUU if there were legal or financial reasons to do so.

1.4 How are decisions made in LUU?

We have already said that the students have a say in what happens in LUU. Students make decisions in two key ways, through Union Council or through referenda. Big decisions that impact a large number of members or significantly change the way the Union operate are made by referenda while smaller changes that will not be seen or felt by more than a few members are made by Union Council.

Students can submit motions to Union Council and / or referenda. A motion

proposes a new policy, or change in practice. Motions are then discussed by Union Council, or go to a campus Debate Meeting, if the proposal has been submitted for referenda. After the debate, voting takes place either within Union Council or by cross campus ballot for referenda motions.

If the voters show a majority of support for the proposal then the changes are made.

Recent decisions made by Union Council include the decision to ban the sale of the Sun newspaper in LUU or the decision to form a new Union assembly for student parents.

A Recent decision made by referenda include the decision to change the roles and responsibilities of the Unions Executive.

As well as decisions which affect the Union's services, discussions can also cover what issues LUU it is going to campaign on. Recent examples have included a campaign against tuition fees.

1.5 Staff Protocol

With all these officers and students around you may be wondering what we need you for. LUU recognises that its staff are central to its activities. The staff provide continuity, advice and managerial expertise and as such are a valued resource. We have a staff protocol because we think it is important to clarify the working relationship between the organisation's members and its staff. This protocol forms an annexe to the terms and conditions. The protocol must be adhered to at all times by the members, officers and staff of the Union.

Staff Status

All staff are employed directly by the Union. LUU agrees all terms and conditions for Union employed staff. The annual cost of living pay increase is negotiated nationally by representatives of the Universities and the Trade Unions.

Remuneration & HR Committee

The Remuneration & HR Committee is a sub committee of the Board of Trustees and will meet at least four times a year. The Committee consists of five trustees appointed by the Trustee Board, the Chief Executive and the HR Manager. Its remit includes:

Approving the Union wide pay award (e.g. cost of living) and feedback on negotiations.

To receive the results of the staff satisfaction survey and agree any subsequent action to be taken.

To receive reports concerning employment statistics e.g. disability, equal ops, working time directive, absence and agree any subsequent action to be taken

To agree any significant changes to remuneration systems.

Role of the Executive and individual officers

Officers of the Union will not directly manage the work of individual staff members. In the event that an officer wishes to change the priorities of a staff member they will see the Chief Executive in the first instance. This is not meant to prevent dialogue between officers and staff, but it is essential that each staff member has one manager from whom they take direction. In the event that an officer has a complaint against or a comment on the behaviour of a member of staff they must not deal with it directly, but should report it to the Communications and Internal Affairs Officer who will report it to the Chief Executive. The Chief Executive will investigate the issue and decide whether or not to take the matter further, reporting to the Communications & Internal Affairs Officer.

Elected Officers share a collective and individual responsibility to ensure that under no circumstances will staff be discussed at Union meetings. Staff may only be mentioned in Leeds Student of any other

LUU publicity with the express permission of the Chief Executive.

Role of Staff

The role of staff is to operate the services that LUU provides for its members.

A staff member with a complaint against or a comment on the behaviour of an officer must not deal with it directly, but should report it to the Chief Executive who will report it to the Communications and Internal Affairs Officer. The Communications and Internal Affairs Officer will investigate the issue and will decide whether or not to take the matter further.

In the event that an individual member of staff or a group of staff have an issue with their employment they should pursue it through the line management structure or via the trade union as appropriate.

Members of staff shall not become actively involved in the policy making of LUU, nor shall they become politically involved in or attempt to influence LUU elections or referenda. Members of staff should not take part in any public discussion which could be construed as critical of LUU officers and their policies, or attempting to influence the political views of others within the workplace, outside of trade union activity.

Members who work for LUU

Some staff in LUU will also be members of LUU if they are studying at the University of Leeds. These staff as full members of the Union, are able to participate in the democratic running of the Union, but must not raise issues relating to their employment.

Disciplinary & Grievance Procedure

This protocol does not affect the rights of staff members to pursue an issue via the disciplinary and grievance procedure.

It is expected that both staff and officers will treat each other with respect and courtesy at all times.

This section of the handbook together with your Statement of Main Terms of Employment forms part of your contract of employment with LUU. Please read both documents carefully before signing your statement. Much of the information contained in this handbook is for your information and is designed to help you to understand how things work in LUU.

Anything that forms part of your terms and conditions is marked with an asterisk.

If you have any queries regarding your terms and conditions please approach your line manager or supervisor or the HR & Administration Manager in the first instance.

2. Pay and Benefits

2.1 Payment of Salaries*

LUU operates two payroll systems, a monthly payroll and a weekly payroll. If you are on the monthly payroll please be aware that the University of Leeds currently administers this on our behalf. Your payslip will therefore show 'University of Leeds' on it. Monthly payments are made on the last working day of the month. Weekly payments are made every Friday.

Generally payments are made directly into a nominated bank account.

If you have any queries relating to tax or are required to give details your tax office and reference number are as follows.

**31 Lisbon Street
Leeds
LS1 4SD**

Reference Number 567/MZ12603

2.2 Deductions from Pay*

Your salary will be paid net of tax, national insurance and pension contributions if these are incurred. If you are on the monthly payroll, LUU can arrange for other things to be deducted from your pay with your prior agreement if you wish. These are as follows.

Hospital Fund

The Leeds Hospital fund provides financial assistance to hospital in-patients and towards the cost of glasses, dental treatment & specialist consultation etc. Full details can be obtained from the HR & Administration Manager.

Trade Union Subscriptions

If you are a member of a recognised trade union LUU will arrange for your subscriptions to be deducted from your wage and paid directly to the trade union.

2.3 Pay Scales & Grading*

LUU operates pay scales for all staff. There are two pay scales scale A and scale B, which overlap. Your Line Manager will be able to provide you with the appropriate pay scale for you.

Each year representatives of Universities UK and the trade unions which are recognised for the purpose of representing University staff meet to agree an annual cost of living pay increase. LUU does not participate in this bargaining but agrees to pay the same annual increase to its staff. Last year this represented a pay increase of approximately 3%.

LUU recognises that staff who have been with the organisation for a while will have improved in their job. To reward this staff will progress up the pay scale by receiving an additional increment each year to the maximum of the grade. Discretionary increments may be available to staff at the top of their grade.

Job descriptions will be reviewed annually as part of the Making Headway scheme to ensure they are up to date. It is not expected that the nature of individual jobs will change significantly as a matter of course. If however there are changes to external factors then there may be an impact on an individual job. In the event of this a job description would be reviewed by the Line Manager and the HR Manager. Such changes may be rewarded by the payment of additional increments or promotion to a higher grade.

2.4 Overpayments*

If you believe that you have been overpaid it is your responsibility to point this out to your Line Manager. If you fail to declare an overpayment and it is later demonstrated that you could reasonably have been aware of it you may be liable for disciplinary action.

LUU reserves the right to deduct any overpayments made to you or any other payments made by mistake of fact or law and any loans or bills for Union services unpaid on the last day of employment. LUU will obtain your signature in advance of any such deduction.

2.5 Pension*

Staff employed by LUU are eligible to join a pension scheme. When you start work at LUU you will be invited to join the relevant pension scheme and full details will be provided at that time.

2.6 Other Benefits*

Working for LUU you will have access to a number of benefits these are detailed below.

Use of Union Facilities

As an employee of LUU, you are entitled to use the Union's services. There is controlled access to the building after 7.00pm but you will be able to access the building if you have your LUU badge with you.

Sports Centre

All staff are eligible to use the facilities of the University Sports Centre for a reasonable annual fee. To become a registered staff user you will need to get an application form from the Sports Centre Reception, two photos, and your payroll number from your pay-slip.

Library Cards

The University libraries have a massive collection of books to borrow or for reference purposes. It is possible to obtain a library card to gain admission. Please contact the library for more details.

Childcare Facilities and Subsidy

Leeds University Union and the University of Leeds jointly run the Bright Beginnings Childcare centre. The purpose built centre provides quality childcare for children between the ages of 3 months and 5 years throughout the year and also runs playschemes for children of school age during the Easter holiday, the summer holiday and all half terms. Employees of LUU are entitled to a discount of 10% off their bills for the nursery and playschemes. If you are interested in obtaining a place for your child or for further details please telephone the manager of the childcare centre on 0113 343 1818.

Discounts in shops

As a member of LUU staff you are eligible for 10% discount in some LUU shops. You will only be eligible for discounts if you are wearing your LUU badge, please bring this to the attention of the cashier when you make your purchase.

2.7 Expenses*

If you are required to travel on LUU business you will be entitled to claim reasonable expenses for travel, accommodation and meals. If you are going to incur expenditure please agree this with your Line Manager first.

If you use your own car to travel on LUU business you are entitled to claim a mileage allowance in line with the approved Inland Revenue rates. We wish to encourage staff to use public transport wherever possible. If your journey would be cheaper by train and you choose to go by car then your claim will be limited to the second class rail fare for the journey.

The current rates are:

- **40p per mile for the first 100 miles of any return journey**
- **20p per mile for each mile over 100 miles**

LUU seeks to reduce the carbon emissions created by any business travel, staff are asked to record mileage for all business journeys and air-travel is only permissible in special circumstances with the approval of a line manager due to the high level of carbon emissions.

To further support this, LUU will reimburse any work related travel on a bicycle at 20p per mile.

If you are required to stay overnight you will be entitled to an overnight allowance of £5 in addition to your accommodation allowances. This is to compensate for any expenditure that arises as a result of being away from home, e.g. telephone calls home.

If whilst on LUU business you are required to take a meal away from home or your normal place of work you may claim reimbursement providing receipts are provided. The following maximum allowances will apply.

Breakfast	£5
Lunch	£7
Dinner	£10

All claims should be submitted on the expenses claim form available from the Finance Office and should be countersigned by your Line Manager.

3. Time Off, holidays, leave & absence*

3.1 Holiday Entitlement*

The holiday year runs from **1st January to 31st December**. All full time staff receive 26 days holiday per year. Part time staff including those who do not work all year round will receive holiday entitlement pro rata to that for full time staff. Staff who work irregular shift patterns may have their holiday entitlement expressed in hours rather than days. For full time staff it is expected that at least two weeks of holiday will be taken consecutively each year and that at least two weeks of holiday will be taken out of term time. Depending on which service you work in there may be additional rules regarding when you should take holiday and you are advised to check this with your Line Manager. You should never book a holiday before checking with your Line Manager first that you can take leave on the dates required. Holiday request forms are available from the HR & Administration department and should be submitted at least 10 working days prior to your holiday. Where a number of staff all require holiday at the same time this will operate on a first come first served basis.

In addition to this the Union is closed for the eight statutory public holidays which are

New Year's Day
Good Friday
Easter Monday
May Day
Spring Bank Holiday
August Bank Holiday
Christmas Day
Boxing Day

There will be other days when the Union is officially closed; these will be published at the start of each year. If these exceed 7 1/2 days then this will be counted against the annual leave entitlement. Staff who do

not work full time or all year round will be entitled to a pro rata entitlement to both public holidays and closed days. For full time employees who start part way through the year holiday entitlement for that year will be determined on a pro rata basis.

For full time employees who leave part way through the year holiday entitlement for that year will be also be determined on a pro rata basis.

Staff who leave the employment of the Union who have not taken all their holiday entitlement will either be required to use up their leave before they leave the service of LUU or will receive any outstanding holiday pay as part of their final payment. In certain circumstances you may be required to take all your leave before you end your employment. Similarly employees who have taken more than their entitlement on leaving will have that sum deducted from their final pay.

A maximum of 5 days holiday may be carried forward from one year to the next by agreement with your line manager. These days must be taken in the first three months of the year.

Staff who are on sick leave will continue to accrue holiday entitlement for the duration of their paid sick leave be this full pay, half pay or Statutory Sick Pay. Once an employee is no longer receiving payment from LUU their holiday entitlement will be suspended until their return to work.

Holidays for staff who are not full time are worked out on a pro rata basis. Individual cases will vary so please check with the HR & Administration Manager to determine your holiday entitlement. The pro rata entitlement takes into account all bank holidays and closed days.

It is expected that term time only staff will take the majority of their holidays out of term time. However it is expected that there will be some times when term time staff do need to take occasional days leave during term and this is in agreement

with the Line Manager concerned.

3.2 Other Leave Arrangements*

3.2.1 Time off to deal with an emergency involving a dependant*

Staff are entitled to time off to deal with emergencies involving dependants. Under this arrangement up to 5 working days in any 12 month period will be provided as paid leave. Time off in excess of this may be granted as unpaid leave or taken from your annual leave entitlement. This entitlement will be pro rata for part time staff.

The types of things that are covered by this leave are:

- **The sudden illness of a dependant where immediate arrangements for their care need to be made.**
- **The need to spend time with a child or close relative who is seriously ill.**
- **The breakdown of normal care arrangements.**
- **The need to make longer term arrangements to cope with a care problem.**

This type of leave is specifically for emergencies only and should not therefore exceed one or two days whilst you make alternative arrangements for longer term care.

You should speak to your Line Manager, as soon as possible with your request for leave. On the first day of leave you will be expected to follow the normal rules for notification by contacting your Line Manager.

3.2.2 Parental Leave

If you are the parent of a child who was aged under five and you have one year's service you are entitled to a total of 13

weeks unpaid parental leave per child. This has to be taken before the child's 5th birthday. If you have adopted a child or you adopt a child in the future and you have one year's service you will receive an entitlement of 18 weeks. In this case you can either take the leave within five years or before the child's eighteenth birthday whichever is sooner.

You can take the leave in blocks of one week at a time and can take up to four weeks in any one year. You should write to your Line Manager to request leave and it will be granted if it is possible to overcome any operational difficulties. If it is necessary your manager may ask you to postpone your leave or agree an alternative date. You may be asked to provide evidence of the child's age, e.g. a birth certificate to confirm that you are eligible for this leave.

During any period of leave holiday will not be accrued, staff may continue to make pension contributions and if they do so LUU will continue to maintain their contributions.

3.2.3 Compassionate Leave*

Up to five working days may be granted as paid leave to enable you to deal with distressing situations. In exceptional circumstances longer periods of leave may be granted as unpaid leave. The following examples indicate when this type of leave may apply.

- **The death of a partner, a close relative or a person with whom you have a close continuing relationship.**
- **A domestic catastrophe such as a household fire.**
- **The amount of leave granted will depend on**
- **The level of responsibility for the funeral or for other tasks arising from the death of the partner or relative.**
- **The distance required to be travelled.**
- **The availability of other members of the**

family to contribute to relieving the effects of the domestic catastrophe.

On the first day of absence employees will be expected to follow the usual rules for the notification of any absence i.e. employees should telephone or speak to their Line Manager.

3.2.4 Unpaid Sabbatical Leave*

If you have completed at least two years of service you may take an extended period of unpaid leave. LUU will keep your post open and your duties will be covered by a temporary member of staff. You can take between three and twelve months leave and you must give at least three months notice of your intention to take the leave. You should be aware that it will not always be possible to grant requests for this leave as there will be certain times when you will not be able to be away from your job.

Once on leave if you wish to return to work early you must give at least 6 week's notice so that LUU can terminate the contract of the temporary with sufficient notice. It may be necessary to refuse early return if it would disrupt the running of the business

During unpaid sabbatical leave your continuity of employment will be maintained.

You are only eligible to take one period of unpaid leave during your employment with LUU. Authorisation is at the discretion of the Chief Executive.

3.2.5 Maternity Leave

All pregnant employees are entitled to a minimum of 26 weeks ordinary maternity leave regardless of length of service or hours worked.

All pregnant employees are also eligible for additional maternity leave of a further 26 weeks regardless of length of service. The rate of pay you will receive does differ however, and is outlined in the next section. If you are pregnant you need to inform

LUU of your intention to take maternity leave by the end of the 15th week before the expected week of childbirth. You also need to let us know when you expect the baby to be born and when you want your maternity leave to start.

Maternity leave can begin at any time from the 11th week before the expected week of childbirth. Your maternity leave will begin automatically however if you are absent from work for a pregnancy related illness during the four weeks before the start of the expected week of childbirth, regardless of when you have said you want your maternity leave to start.

Pay During Maternity Leave

Pregnant employees who have 26 weeks service by the 15th week before the estimated week of childbirth will be eligible for SMP which will be paid at 90% of earnings for 6 weeks, followed by 33 weeks at £108.85 (or 90% of earnings for the full 39 weeks if this is less than £108.85 a week). These rates are current as at 01 April 2007. You will receive this through the payroll If you do not have 26 weeks service by the 15th week before the estimated week of childbirth you will not qualify for SMP

If you do not qualify for SMP you can apply for Maternity allowance through the Department of Social Security.

LUU Maternity Pay Scheme*

If you have one year's service by the 15th week before the estimated week of childbirth and you return to work after your maternity leave for at least 3 months you are entitled to more generous pay and leave under LUU's maternity pay scheme. The maternity pay you receive from LUU includes Statutory Maternity pay.

You have the option of receiving:

- **8 weeks leave on full pay followed by 16 weeks leave on half pay followed by 13 weeks SMP and thereafter up to 13 weeks unpaid leave or**

- **16 weeks leave on full pay, 23 weeks SMP and up to 13 weeks unpaid leave.**

You must notify your Line Manager of your intention to take maternity leave at least 21 days before actually starting your leave. Notification must be accompanied by a form MAT B1 which will be given to you by your doctor.

Maternity leave cannot start earlier than the 11th week before the expected week of childbirth and you must take at least two weeks off following the birth in order to comply with health and safety legislation.

In addition to the pay you will continue to receive all benefits that are not pay related for the duration of your paid maternity leave. You will therefore continue to accrue holidays for up to 39 weeks of your paid maternity leave.

You have a statutory right to return to work after maternity leave subject to certain provisions.

We may write to you three weeks before the end of your maternity leave period asking for written confirmation that you still intend to return to work. You may lose the right to return unless you provide confirmation of such return within 14 days.

If you return before the end of the 26-week period of Statutory Ordinary Maternity Leave you must inform LUU in writing 8 weeks before wishing to return to work of your intended date of return.

Employees are entitled to paid time off for antenatal care subject to the production of an appointment card. This includes appointments at hospitals, with general practitioners and midwives and attending antenatal classes.

Keeping In Touch Days

Keeping in touch can help to make it easier for both LUU and employees when returning to work. If both the employee and LUU agree, employees can do up to 10 days work for LUU during maternity

leave, known as 'Keeping in Touch Days'. LUU and the employee must both agree that the employee will work these days, and agree the work to be done and arrangements for pay.

Once you have returned to work, upon request and following a risk assessment LUU will provide facilities for employees to rest and to store expressed milk.

Still Births or Miscarriages

If a member of staff miscarries her baby earlier than the 25th week of her pregnancy, she will not qualify for maternity leave, SMP or MA. Any period of sickness absence from work would be dealt with under the normal sick pay arrangements.

In the event of a stillbirth from the 25th week of pregnancy onwards, members of staff would be eligible for maternity leave, SMP or MA in the normal way.

3.2.6 Adoption Leave

Employees who are to become parents through adoption have the right to 26 weeks ordinary adoption leave and 26 weeks additional adoption leave. The leave can commence at any time 14 days before placement. For those earning above the lower earnings limit then 39 weeks statutory adoption pay is also payable.

In the case of adoption, the equivalent maternity leave with pay is available to those who comply with the qualifying service and return to work for a 3 months following the leave. In the case of older children there may be provision to take the leave in blocks of not less than 4 weeks at any one time. If you are intending to adopt a child please speak to the HR & Administration Manager to discuss your entitlement to leave in more detail.

3.2.7 Partner's Leave for New Parents*

Two week's paid leave is granted to biological or adoptive fathers and

recognised partners. This is subject to the new parent having worked continuously for LUU for 26 weeks ending with the 15th week before the baby is due. Additional leave may be granted on an unpaid basis at the discretion of the Chief Executive. Prospective parents are required to give three months notice of their anticipated absence to their Line Manager. Every effort will be made to accommodate requests but it must be acknowledged that some flexibility is expected.

3.2.8 Leave for Jury Service*

Leeds University Union will grant time off work for an employee called for Jury Service. The notification document should be shown to the Line Manager who shall pass it to the Chief Executive

Employees should claim from the court the maximum amount to which they are entitled in respect of loss of earnings. This form will be supplied by the courts and must be presented to the HR & Administration Manager prior to undertaking Jury service duties.

Leeds University Union will pay the difference between normal salary and the compensation for loss of earnings received from the court (i.e. excluding the sum payable as an incidental subsistence allowance) and thus staff should suffer no financial loss while on jury service.

3.2.9 Leave for Public Service*

If you wish to undertake public duties (e.g. local government council duties) you should discuss this with the Chief Executive who is authorised to grant special leave for the purpose of carrying out such duties.

3.2.10 Medical/Dental Appointments*

Staff should endeavour to arrange medical and dental appointments in their own time. If this is not possible then any time taken off should be made up.

3.2.11 Hospital Appointments*

Paid time off is available for in and out patient hospital appointments. To claim such leave staff are required to produce an appointment card.

3.2.12 Study Leave*

Where members of staff are undertaking work related study half a day paid leave per exam may be granted at the discretion of the Chief Executive.

3.2.13 Trade Union Activities*

If you are a trade union official LUU recognises your right in law to reasonable time off with pay during working hours to attend to trade union duties. The timing of such time off is dependent on the permission of the Chief Executive. Permission will be subject to the needs of your department but it will not be refused unreasonably. Please try to give your line manager as much notice as possible

Reasonable paid time off during working hours will be granted by LUU to enable officials to:

- **Attend meetings on individual grievance and disciplinary matters where the official is assisting a member of the trade union.**
- **Meet with full time officials of the trade union in connection with specific issues affecting trade union members.**
- **Attend courses organised by the TUC or the trade union subject to operational requirements and the appropriateness of the training course.**
- **Participate in such other duties as may be agreed by LUU and the trade union.**
- **Participate in health and safety duties.**

Branch meetings will usually be held outside normal working hours. We recognise that not all staff work during normal working hours. If a branch meeting is held when a particular official should be

working it is to be expected that the official will be granted time off with pay in order to attend.

Whilst there is no statutory requirement for trade union members and officials to be paid for time off during working hours for activities relating to their trade unions, LUU accepts that it is reasonable on certain occasions to grant facilities for meeting during working hours for considering important issues. It is recognised that trade union activities such as branch administration, correspondence, maintaining membership records, discussions with members about matters of general interest etc. are conducted in the members and officials own time.

3.3 Sickness Absence*

LUU will continue to pay you when you are off sick. The amount you receive depends on a number of things including your length of service and the length of time that you have been off sick. LUU's sick pay includes anything you would otherwise receive from the government such as Statutory Sick Pay. This means that you will not receive any money on top of your normal salary or half your normal salary whichever is payable at the time.

Statutory Sick Pay is a sum currently equivalent to £72.55 per week which is a minimum payment which the Government guarantees you will receive if you are off work subject to you earning a minimum amount.

Sick pay varies according to how long you have worked for LUU and is either full or half pay as indicated in the following table (below):

If you go off sick any sick pay that you have already received in the previous 52 weeks will be deducted from your entitlement.

Example

An employee with two year's service goes off sick.

During the last year they have already received a total of 5 weeks sick pay. They are now eligible for 7 weeks full pay and 13 weeks half pay, having already received 5 of their 13 weeks entitlement to full pay.

Term time only staff will receive sick pay if they fall ill during term time (i.e. whilst they are due to be working). Their entitlement will be based on the above chart but length of service will be made up of accumulated periods of work.

Example

A term time only member of staff who was employed on 01 October will have one year's service on 31 August the following year.

However, this employee has not actually worked for a full 12 months due to the long vacation periods at Christmas, Easter and in the Summer.

For the purposes of sick pay this employee will have 7 months service only based on the number of weeks actually worked which is approximately 31 weeks.

You must ensure that you do the following in order to get your sick pay. Please note that pay will be withheld if you fail to meet these obligations:

- **Telephone your line manager to inform him/her of your absence no later than half an hour later than you would normally have started work or 12pm whichever is sooner. You should call in person unless you are unable to do so. If your Line Manager is not available you should leave a message with the HR & Administration Manager on 0113 380 1201. You should tell us the nature of your illness and how long you expect to be absent for.**
- **If you have been unable to tell you Line Manager how long you will be off sick you should continue to call in each working day you are off, following the procedure above.**

- **Fill in the self certification form when it is sent to you at home or when you return to work. This will cover any absences up to and including 7 days including Saturdays and Sundays.**

- **Get a medical certificate from your doctor for any absence over 7 days.**

A **Self Certification form** is a form which you fill in to declare that you were unwell. It asks for the dates of your absence and details of your illness. A medical certificate is a note provided by your GP or by the hospital if you are an in-patient, to say that you are not fit to work for a specified period of time. It is essential that you provide one or other of these documents to make sure you get your sick pay.

In certain circumstances we may ask for a medical certificate to cover all of your absence from the first day. If you have been off work for a long time we may ask for you to provide a return to work certificate. This is a note obtained from the doctor to state that you are now fit to return. This is particularly important for staff involved in food handling.

date on which the doctor deemed that you should return to work.

Exclusions*

You may be excluded from the scheme if the sickness absence is caused as a result of your misconduct.

If your absence is as a result of an accident for which damages may be receivable from a third party you will receive sick pay in advance of receiving these damages but may later be required to refund the amount received to LUU.

3.3.1 Sickness During Annual Leave*

If you fall sick during the course of your annual leave we will consider you to be on sick leave from the date of the medical certificate supplied. You will then be able to take the balance of annual leave at a later date.

If a public holiday or a day when the Union is officially closed falls whilst you are on paid sick leave then the sickness allowance will be suspended and replaced by holiday

Length of Service	Full Pay	Half Pay
After 3 months but less than 6 months	2 weeks	2 weeks
After 6 months but less than 1 year	9 weeks	9 weeks
After 1 year but less than 3 years	13 weeks	13 weeks
After 3 years but less than 5 years	20 weeks	20 weeks
After 5 years	26 weeks	26 weeks

You must be willing at any time whilst you are off sick to undertake a medical examination by an independent medical practitioner nominated by LUU. We may also ask for a report from your own GP subject to the requirements of the Access to Medical Reports Act. If you do not agree to such an enquiry we may still take action without the benefit of such reports.

If the independent medical practitioner states that you are fit to work then you will lose your entitlement to sick pay from the

pay for the duration of the holiday. Such days will not count towards the period of allowance in the table given.

3.3.2 Management of Sickness Absence

LUU acknowledges that people all become ill occasionally and need to take time off work. Sick pay is provided so that people feel that they can take time off when they are genuinely not well. Absenteeism can however sometimes

become a problem. You should remember that you are part of a team of people and your absenteeism affects them. Your colleagues will have to cover for work that you are not able to do and this may ultimately affect the level of service that we are able to provide to our customers.

LUU recognises the need to treat all cases of sickness absence on an individual basis. The Union has a responsibility to ensure that all its employees are fit to work and to not expose staff to any work or activities which may endanger their health. The aim of LUU's sickness management procedure is to assist employees in returning to work and achieving an acceptable level of performance in turn ensuring that it is able to provide an optimum service to its members.

When you return to work after a period of sickness you will have a meeting with your Line Manager or Supervisor who will fill in a return to work form. The purpose of this meeting will be to establish the nature of your illness and to ensure that you are fit enough to resume your normal duties. If you are not fully fit then your manager may be able to make some adjustments to your normal working patterns or practices so that you do not become ill again. This is most likely to be necessary if you have been off work for a long time. These meetings will be used following an absence of any duration, even if you are just off for part of a day.

If you are off work for a long time, usually a month or more, your Line Manager may arrange to visit you at home or in hospital to see how you are. If you are likely to be off for a long time this will give your manager the opportunity to clear up any questions you may have about your entitlement to sick pay and to discuss the likely length of your absence so that suitable arrangements can be made for your cover.

If you are off work for a long time either by way of a single absence or a large number of short term absences to the extent that you are unable to fully meet

the requirements of your job it may be necessary to investigate the effects of your absence. You will be invited to a meeting with Occupational Health services who will consider whether your absence is due to a single underlying cause, whether you are fit to return to work, or whether any adaptations should be made to your work patterns to enable you to return to work.

Short Term Absence

Short-term absence can become a problem when an employee takes lots of odd days or short periods of time off work. This is particularly a problem when at the outset these absences do not appear to be connected in any way to a single health problem. If your pattern of absence becomes unacceptable your Line Manager will point this out to you. Your Line Manager will give you the opportunity to discuss the problem of your absenteeism and if there is a single reason it is better if you let your Manager know about this. Your manager will take a sympathetic view if you have genuine problems but will be unable to do so if he/she does not know what they are. If such a cause is not found you may be asked to attend Occupational Health to see if there is an underlying cause. If your absences are deemed to be unconnected it may be necessary to deal with the problem using the disciplinary procedure. At each stage you will be given guidance on what you should do to improve your absence record and a review date will be set. If there is no improvement the disciplinary action will continue to proceed, finally to dismissal if necessary in accordance with the agreed disciplinary procedure.

Long Term Sickness Absence

Long term sickness absence is defined as a single period of absence which extends over a long period of time or a series of short term absences which are connected to a single health condition. In this case you may be referred to Occupational Health Services for them to make an assessment of your condition.

Action that is taken with regard to long term sickness absence will take into account the likelihood that an individual will return to work within a reasonable period of time and the needs of the business.

Every attempt will be made where necessary to support the return of an individual to work either by offering alternative duties where available or by offering a phased return where an individual slowly works back up to their normal hours of attendance over a period of time. The following issues will be fully discussed before a final decision is made.

- **The prospect of a return to work in the foreseeable future**
- **The implication of the continued absence on the work of the department**
- **The possibility of ill health retirement under the pension scheme**
- **The possibility of alternative employment**
- **Any medical opinions obtained from Occupational Health**

Only when all other options have been exhausted will LUU terminate someone's employment on the grounds of incapability due to ill health. In many cases where the member of staff is a member of the Pension scheme it may be possible for that person to apply for ill health retirement under the scheme which will secure a level of income for the future. Any decision to dismiss will be taken by the Chief Executive and Communications & Internal Affairs Officer. If the employee is fit to attend this meeting they will be able to do so otherwise a decision will be made in their absence. The employee will be entitled to be accompanied by a Trade Union representative or a workplace colleague. As with any other form of dismissal there will be a right to appeal under the usual disciplinary procedure.

4. Opportunities in LUU, training & development

4.1 Training & Development Policy

LUU believes that it is the responsibility of all staff to continue to learn and develop throughout their career. We believe that helping staff to grow and improve will help LUU to achieve its vision and objectives.

Resources

LUU will support this development through the provision of appropriate resources including money, time off to attend training and development events, support from line managers and access to information and advice about training and development activities. We recognise that resources will always be limited and priority will therefore be given to development which is job related.

We also recognise that there is more to learning than training courses and believe that a whole range of other activities can be a useful source of learning. These include attendance at conferences, reading books and other publications, meeting with people from other organisations, on the job training and e-learning.

Access for Everybody

In line with LUU's equal opportunities policy all staff will have equal access to training and development opportunities. Because people in LUU work at many different times of the day and throughout 7 days a week LUU feel it is important to be flexible to individual needs and where possible to make activities available to people during their core working hours. It should be noted however that there may be some occasions when events can only be

offered at times which may fall outside of an employee's normal working pattern.

LUU Training Plan

To ensure a consistent approach across the organisation, LUU will ensure that through its annual training plan all staff will undertake a core programme of activities. This will include:

- **Induction including Basic Health & Safety Awareness**
- **Manual Handling Training**
- **Diversity & Cultural Awareness Training**

In addition to the core training activities, LUU will identify departmental training needs each year and offer additional training and learning opportunities, which may cover topics such as customer service, and IT / computer skills.

Agreeing Priorities

Training needs will be identified as part of LUU's annual planning activities. Training needs can be identified at the level of the organisation, a department or for an individual. The Corporate Management team are responsible for determining LUU's training priorities based on the needs of the organisation. Line Managers may work with the HR & Administration manager to help them determine the training needs of their department and for individual staff members.

External Validation

LUU has been accredited with Investors in People which recognises that LUU is an organisation that trains, develops, rewards and involves its staff to ensure that they have the right knowledge and skills to do the best at their job and to offer the best level of service to our members.

4.2 Probation*

All staff undergo a period of probation on appointment. This will usually be for

a period of 6 months but can in some individual cases be extended for up to 12 months. Probationary reviews are carried out by line managers after 1, 3 and 6 months. After each of these a short report will be produced and you will receive a copy.

Your probationary period is a time for you to see whether or not you are suited to the job you are doing and also for us to ensure that you reach the required level of performance.

At the end of your probation you will have a further meeting with your Line Manager. If your period of probation is satisfactory then your employment will be confirmed. It is possible at this stage that your probationary period may be extended. This will be to allow you extra time to acquire the necessary skills for the job. It is also possible, if you have not achieved the required standard after your probationary period, that your employment will be terminated giving the required period of notice.

4.3 Making Headway

Making Headway is a scheme designed to help you get more out of working for LUU. It offers chance for you to reflect on your work with LUU and discuss how things are going with your manager. It enables you and your manager to celebrate your achievements over the last 12 months and gives you chance to get feedback from your manager about your performance and in particular to look at areas where you can improve. You and your manager will also agree priorities and objectives for the forthcoming year and agree any learning that is required to help you to do your job better.

Training is provided for managers and supervisors to enable them to carry out the Making Headway scheme effectively.

5. Hours of Work

5.1 Hours of Work*

An individual's hours of work are as specified in the letter of appointment. The standard full time working week is 36.5 hours. Given the nature of the services that are run at LUU traditional office based hours will not be appropriate for all staff. It is expected that members of staff will be able to fulfil all their duties within their normal working hours. If by exception staff employed on a full time hours basis are requested to work extra hours then these will be granted as time off in lieu. Staff should normally attempt to take such time off in the same week. If, however, this is not practical then you may carry the hours forward as time off in lieu. Time off in lieu that is carried forward will be accrued at a rate of time and a half.

You must keep a record of all time off in lieu that you accrue and as with holiday leave requests, requests for time off in lieu must be authorised by your Line Manager before being taken.

Any time off in lieu earned must be taken off at the earliest opportunity and may only be carried from one month to the next with the agreement of your Line Manager.

Any lieu days not used up during one holiday year may not be carried over into the following year, save extenuating circumstances and this is with the agreement of the Chief Executive.

Staff on pay scale B do not receive any time off in lieu, except in exceptional circumstances, where the Chief Executive may agree that equivalent time in lieu may be taken. However, they are entitled to time off in lieu for working weekends, bank holidays and Union closed days.

Staff who are employed on an annualised hours basis do not receive any time off in lieu.

Staff required to work on a public holiday will be paid at double time and will receive a day off in lieu.

All full time employees are entitled to an unpaid daily meal break which will normally be one hour. For part time staff breaks will be detailed in your contract of employment.

5.2 Flexible Working Hours

In some departments Leeds University Union will be able to offer you flexible working hours. You should check with your manager to see if this is something which can be accommodated within your department. Flexible working hours means that you can choose which hours you work each day within the following boundaries.

For office based staff you must work between the core hours of **10am and 4pm** with a lunch break of between **30 minutes and 2 hours between 12pm and 2pm**. Other hours must be worked between 7.45 am and 6 pm. Your total working hours must not be greater than plus or minus 5 hours at any one time. Variations to your standard working pattern must be agreed with your manager in advance.

5.3 Home working

We recognise that there may be times when staff will be more productive if they work from home away from distractions and eliminating commuting time. Working from home allows people greater flexibility and control over their lives.

LUU will permit certain employees to work from home on an occasional basis (normally up to once every month). Clearly some employees must be at work in order to fulfil their function, for example, staff working behind bars, in receptions or behind tills in the shop and such employees will not normally be able to work from home.

If you wish to work from home then please discuss this with your line manager. Your

manager will agree specific targets that must be achieved during the day at home. Completed work should then be shown to your manager at the next opportunity.

You will be required to conduct a risk assessment of your home working environment before working from home.

5.4 Annualised Hours*

Some staff will be employed on annualised hours contracts. This means that they are contracted to work a certain number of hours each year but that the actual hours of work may vary from week to week according to the time of year. The most common arrangement will be for staff on annualised hours contracts to work more hours during term time and fewer hours during the vacation periods. For this reason, staff who are employed on an annualised hours basis do not get time off in lieu.

5.5 Temporary or Fixed Term Contracts

LUU seeks to employ the majority of its staff on permanent contracts. There will however be times when an additional level of flexibility is required (cover for maternity leave for example) and in this case fixed term or temporary contracts will be used. Where a member of staff has been on a fixed term contract for a duration of one year or more consideration will be given to making that employee permanent.

5.6 Working Time Regulations*

In accordance with Government legislation there is a maximum restriction on working hours of 48 hours per week. It is not expected that staff will be required to work in excess of this limit, however if you do find that you are working hours in excess of 48 per week please bring this to the attention of your Line Manager.

5.7 Other Employment*

It is possible that if you work for another employer you may exceed the 48 hour working limit. It is our responsibility to ensure that this does not happen and we therefore request that you let us know if you currently work elsewhere or if you are planning to do so.

6. Leaving the Employment of LUU*

6.1 Retirement age*

The normal retirement age for both men and women is 65. However, at any time during the twelve months prior to reaching the age of 65, an employee may make a written request to continue working beyond the normal retirement age.

Such a request will be considered by senior management and a decision notified to the employee. An employee will have the right to one request and one appeal only.

The procedure to be followed will be as follows:

1. At least six months (but no more than twelve months) before an employee reaches age 65, LUU will notify the employee that they will retire at that time. They will also be notified of their right to request to continue to work beyond age 65. This request must be made no later than three months before the retirement date.

2. Such a request must be made in writing to the employee's Senior Manager, who will hold a meeting with the employee to discuss the request.

3. The Senior Manager will inform the employee of his/her decision as soon as reasonably practicable.

4. The employee may appeal against the decision to the Chief Executive within two weeks of receiving the decision.

A member of staff who has completed 5 years pensionable service may apply to retire at any time up to fifteen years before normal retirement date and subject to the appropriate period of notice being given the Union will not unreasonably withhold its consent. Where a member of staff retires between ages 50 and 60 the pension payable is reduced to take account of its early payment. There is no such reduction where retirement takes place at or after age 60. Applications from members of staff who have completed 2 years pensionable service to retire on the grounds of serious ill health can be considered at any time before normal retirement state.

6.2 Termination of Employment*

If you wish to terminate your employment you must give **one months' notice in writing to your line manager**. Following completion of your probationary period you are entitled to receive one month's notice from LUU for service up to 4 years and thereafter an additional week for each completed year of service up to a maximum of 12 weeks.

Line Managers are required to give two months notice of their intention to terminate their employment.

Directors are required to give three months notice of their intention to terminate their employment. Following completion of probation, Directors will receive three months notice from LUU regardless of their length of service.

6.3 Redundancy*

LUU acknowledges that as a business it may be subject to rapid change and in such instances will need to respond in a flexible manner. LUU will however take all reasonable steps to avoid the necessity of redundancies, in particular by

utilising wherever possible, alternatives to compulsory redundancy. These include redeployment, voluntary redundancy and reducing staff numbers due to natural turnover.

Where compulsory redundancy is the only alternative a number of selection criteria will be employed to ensure fairness and consistency of approach. These include

- **Length of service**
- **Attendance records**
- **Timekeeping**
- **Disciplinary records**
- **Skills, competencies and qualifications**
- **Performance records**

An employee under notice of redundancy will be entitled to reasonable time off to look for work.

An employee may appeal if they believe they have been unfairly selected for redundancy.

7. Policies & Procedures

7.1 Equality & Diversity Policy

Why do we have a policy?

Leeds University Union is proud to be a not for profit, member led organisation. We want all our members to have access to our services and decision making processes and to take full advantage of the opportunities open to them. To achieve this we need to listen to our members, to learn from their experiences, knowledge and skills and work together to build an inclusive, more effective, students' union.

The Union Plan 2006-2009 was agreed by

a referendum in which all members could take part. One of our key action points is to ensure that “all our services are relevant and accessible to all members”. We committed to undertake a major piece of research to ascertain the views of our diverse groups of members and will use the findings to help us develop.

Equality and diversity statement

Diversity is one of our core values and we are determined to ensure:

- **That we treat all individuals fairly, with dignity and respect;**
- **That the services and opportunities we provide and our decision making processes are open to all;**
- **That we provide a safe, supportive and welcoming environment for members, staff, visitors and customers.**

Discrimination

Leeds University Union is opposed to any discrimination as a result of gender, race, colour or ethnic or national origin, religion or belief, disability, any long-term illness, age, sexual orientation, marital status, family responsibility, social class, political belief or HIV status or as a result of any conditions or requirements that do accord with the principals of fairness and natural justice.

Implementation

- 1. We are committed to a wide-ranging action plan including working harder to find out the views of our diverse groups of members, tackling discrimination, and promoting diversity.**
- 2. We will undertake a review of our policies and procedures to ensure that no direct or indirect discrimination or barriers may occur.**
- 3. Leeds University Union is committed to training and developing working practices and procedures that will make it easy for**

all to abide by our policy. However we will apply disciplinary or grievance procedures should any members, visitors or employees contravene this policy.

Monitoring and review

This policy will be reviewed every three years and progress on the action plan will be monitored regularly by the Diversity Working Group consisting of: Equality and Diversity Officer, Advice Manager (Equality Champion), Human Resources and Administration Manager, Events Manager and Chief Executive.

7.2 Disability

A disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

People who have disabilities are covered by the equality and diversity policy which states that they will be treated fairly and not discriminated against. Disability will also be one of the factors which is included in equal opportunities monitoring

Given the impact that having a disability can have on working life we feel it is important to explain the actions that will be taken by LUU in working with disabled people.

Disabled employees will be entitled to expect LUU to make reasonable adjustments to the workplace or to their working practices to ensure that they are able to carry out their duties. This may include provision of disabled access or changes to the way work is done that enables a disabled person to do the work. This applies equally to new employees or those who become disabled whilst working for LUU. In the latter case LUU will consider re-deployment to a more suitable position if it is not possible for the individual to continue in their previous job.

LUU will also:

- **Seek expert help on this issue where necessary**
- **Ask candidates before interviews if they have any specific requirements and make necessary reasonable adjustments in advance.**
- **Only ask about a disability during an interview if it has a bearing on the person's ability to perform the job.**
- **Consider modifications to job qualification requirements if a person could not achieve a qualification due to disability but would otherwise perform the job well.**

7.3 Harassment and Bullying

LUU operates a grievance procedure details of which are contained in this handbook. However, we recognise that employees who have grievances relating to either harassment or bullying may require additional support beyond that which is provided by the general grievance procedure.

LUU recognises that all employees have the right not be harassed or bullied and is committed to providing an environment free from such treatment.

We seek to provide the facility for individuals to raise complaints of harassment or bullying without fear of victimisation.

Employees have a responsibility not to behave in a manner that could be offensive to others.

Harassment is defined as unwanted or unwelcome behaviour which causes offence, discomfort or embarrassment or makes the recipient feel threatened. Inappropriate behaviour may include physical conduct, verbal conduct or non verbal conduct.

Bullying is defined as offensive, abusive, intimidating, malicious or insulting behaviour which may make the recipient feel upset, threatened or vulnerable. It may be necessary on occasion for managers to respond to misconduct or poor performance. This will be done in a fair and consistent way and does not constitute bullying or harassment.

Procedure for dealing with Harassment or bullying:

If you feel you are being subjected to harassment or bullying you should if you feel confident to do so make it clear to that individual that you find their behaviour unacceptable. If you are unable to confront the person you may seek advice from your line manager or a trained Harassment Adviser.

Although you may find it distressing, it will assist your case if you are able to keep records of the incidences of harassment or bullying and their effects.

If the harassment does not stop you may take your complaint through the grievance procedure. It may not be necessary for you to meet with the alleged individual as it is sometimes possible for someone to meet with them on your behalf.

You should be aware that it is not always possible to retain your confidentiality when dealing with a complaint of this kind. We will however seek to do so wherever possible and at your request.

If you are accused of harassment or bullying at work please consider the following:

Differences of attitude and culture or misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. Remember that is the persons reaction to your behaviour that is important.

Consider the complaint carefully and think about whether it can be justified in any

way. You may feel that it is appropriate for you to change your behaviour.

If you are accused of harassment you may take advice from a trained Harassment Adviser. These people are there to help and support you and use of this support will not be interpreted as an admission of guilt.

The aim of this policy and procedure is to eliminate harassment and bullying from LUU and to prevent staff from having to undergo such treatment from their colleagues.

7.4 Whistleblowing

LUU is committed to conducting its affairs in accordance with the highest possible standards of integrity. LUU is committed to ensuring that it has procedures in place to help to expose any malpractice, misconduct, corruption or other impropriety.

Often a member of staff will be the first to discover such action. If you discover something of this nature although you may be reluctant to 'blow the whistle' on such suspicions you should do so without fear of victimisation or repercussions. This will be the case even if the suspicion is found to be without grounds, providing it is not malicious. The law provides protection from unfair dismissal for whistle blowers.

So that you are clear what type of actions fall within this category, whistle blowing is the disclosure of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the workplace.

This may include:

- **Criminal activity**
- **Financial malpractice or fraud**
- **Failure to comply with legal obligations**
- **Danger to health or safety**

- **Professional malpractice**
- **Abuse or misuse of LUU property**
- **Attempts to conceal any of the above.**

Any disclosures will be dealt with fully, fairly, quickly and confidentially. LUU will endeavour to keep the identity of the 'whistle blower' secret wherever possible.

If you wish to blow the whistle on something you should contact the Chief Executive or, if the issue concerns the Chief Executive, the Communications & Internal Affairs Officer. You will be asked to put your concerns in writing. The relevant party will investigate the disclosure and take the appropriate action. You will receive a copy of the report on completion of any investigation.

7.5 Grievance Procedure*

The following procedure relates to personal grievances relating to employment. It is expected that if a number of staff in a single department have a common grievance or if a grievance affects staff in a number of departments it will be raised by an internal trade union official with the Chief Executive who will attempt jointly to resolve it. Such a meeting does not form part of the formal grievance procedure.

Consideration will be given to the possibility of redeployment as a means of resolving a grievance where such action is appropriate and feasible.

The aim of the procedure is that grievances should be resolved promptly and fairly and if possible informally and that they should so far as is feasible be settled or redressed within the relevant department.

An employee may be accompanied by a trade union representative or a colleague at any stage in the grievance procedure.

The member of staff with a grievance should raise the matter in the first instance with his/her immediate supervisor. The

supervisor will then conduct such enquiries or interviews as he/she judges necessary in an attempt to settle or redress the grievance.

If the grievance is not resolved within 5 working days or if the grievance is against the immediate supervisor the member of staff can approach their Line Manager. This person will then take appropriate action to settle or redress the grievance.

If the grievance is not resolved within 5 working days the member of staff may approach a Senior Manager. The Senior Manager will then take appropriate action to settle or redress the grievance.

If the grievance is not resolved within 5 working days the member of staff may approach the Chief Executive. The Chief Executive will then take appropriate action to settle or redress the grievance. The decision or outcome reached by the Chief Executive will be final.

7.6 Disciplinary Procedure*

Within any organisation it is important to have clearly defined standards that apply across the organisation which ensure that all employees are treated fairly and consistently. LUU will ensure that all managers required to carry out these disciplinary procedures will be conversant with the rules and will know how to apply them. In order to ensure the fair and consistent treatment of all employees each individual manager will be trained in the use of disciplinary procedures and will receive expert advice and guidance on a case by case basis. Although disciplinary procedures are often seen as a way of imposing sanctions they are more usually applied to encourage employees to improve their performance and if you are subject to disciplinary action you should consider what you can do to improve your performance so that you meet the standards required by LUU.

Disciplinary meetings will take the following form:

Whenever disciplinary action is under consideration the member of staff will be informed in writing of the alleged complaint against them and where applicable will be provided with a copy of any witness statement. They will be informed that a meeting is to take place under the Disciplinary Procedure and that a possible outcome of the meeting after due consideration of all the facts and circumstances is that disciplinary action may be taken. The member of staff will be informed of his/her right to have a trade union representative or a colleague present at the meeting. Unless mutually agreed otherwise there should be at least five working days notice given of the meeting except in the most serious cases where the facts are already established.

At the meeting the member of staff will be advised of the complaint against them, which where applicable may include statements made by witnesses.

The member of staff or their representative will be given the opportunity to question any witnesses.

The member of staff or their representative will be given the opportunity to state their case and call any witnesses.

Those hearing the case will have the right to question any staff side witnesses.

Once the member of staff or their representative has completed their case the meeting will recess whilst the person hearing the case considers all the facts and circumstances.

The meeting will reconvene and the decision on the outcome given. Where disciplinary action is taken the member of staff will be advised of the decision, any improvement expected and the timescales for that improvement in writing. They will also be advised of the procedure for appealing and any consequences they may be liable to in the absence of any required improvement which will also be confirmed in writing.

Disciplinary actions will remain in force for the following timescales.

	Heard by:	Appeal to:
1st written warning	Immediate supervisor or nominee	Their supervisor or nominee
2nd written warning	Line Manager or nominee	Director or nominee
Final written warning	Director or nominee	Chief Executive or nominee
Dismissal	Chief Executive or nominee and Communications & Internal Affairs Officer or nominee	Human Resources & Remuneration Committee

The following table outlines the levels of authority for disciplinary action in LUU.

First written warning 6 months
 Second written warning 12 months
 Final written warning 2 years but where exceptionally serious the warning may remain in force for the period of employment.

On expiry of the timescales the warning letters will be removed from the files as time expired and returned to the individual.

If a member of staff fails to appear at a disciplinary meeting without any acceptable explanation being received the case will be heard in their absence based on the information available at that time. Staff will be advised of this in the invite letter. Staff will be informed of the outcome in writing, which will be sent by recorded delivery to their home address or delivered at work if convenient.

Where an allegation of a serious offence has been made against an employee it may be appropriate to suspend the member of staff on duty on full pay.

The following non-exhaustive list outlines examples of behaviour or conduct which may lead to disciplinary action.

- **Misuse or unauthorised use of computing and other equipment.**
- **Failure to comply with safety regulations and safe working practices**
- **Breaches of confidentiality and security**
- **Harassment or workplace bullying**

Wilful refusal to carry out reasonable instructions

- **Breach of LUU policies.**

If a member of staff is found to have committed gross misconduct then they will be liable for summary dismissal. That is dismissal without notice or pay in lieu of notice. Summary dismissal does not necessarily imply instant dismissal, as it is still necessary for incidents of gross misconduct to be fully investigated which may take some time.

Summary dismissal means that you are dismissed without being given your normal period of notice. In reality however you will not simply be dismissed straight away if you are accused of gross misconduct as it will still be necessary to go through the disciplinary procedure by carrying out an investigation and holding hearings. If after this however you are found to be guilty of gross misconduct you will be dismissed straight away. Any appeal hearing will be held in what would otherwise have been your notice period.

The following are examples (the list is not exhaustive) of misconduct which may constitute gross misconduct.

- **Theft of LUU property or the property of fellow employees, visitors or students.**
- **Fraud including falsification of claims for earnings and expenses**
- **Malicious damage to LUU property**

- **Fighting or physical assault**
- **Serious or persistent sexual or racial harassment**
- **A serious omission or act of negligence in the performance of duties**
- **Pursuing employment elsewhere including self-employment whilst on paid or unpaid sick leave.**
- **Non-accidental importation of pornography including downloading via computers.**
- **Bringing LUU into serious disrepute**
- **Serious infringement of health and safety regulations**

Appeals*

All appeals must be made in writing to the appropriate manager within 10 working days of receipt of the warning concerned.

The member of staff will be given 5 days notice of the time and place of the appeal hearing. If the time or date is inconvenient then a further date will be agreed for up to 5 days later.

The appeal hearing will be held by the appropriate member of staff according to the table. The chairperson will invite the person who is appealing against the decision, to state the grounds of the appeal. This may include the calling of witnesses.

Appeals hearings have the authority to substitute different disciplinary action, uphold or fail an appeal.

7.7 Procedure for Managing Capability*

The purpose of this procedure is to contribute to the maintenance of satisfactory standards of performance within LUU and it is recognised that those with responsibility for the work performance of others have a duty to ensure that

appropriate standards are established and communicated, that performance is monitored and that where necessary appropriate assistance is given to achieve these standards.

Where a manager judges an employee's performance to fall short of that which is acceptable for the position held action should be taken to assist the employee to reach an acceptable level of performance as a priority.

It is necessary to ensure that the employee concerned is clear about what is required in order to perform at a satisfactory level.

- **It is important to establish the reasons for the problem.**
- **Indicate that the level of performance is below a satisfactory level**
- **Clarify the minimum acceptable standards of performance.**
- **Identify any possible training needs and explore all means of addressing such needs.**
- **Give a clear indication of the improvement required and within what timescale**
- **Review the progress towards these standards.**

If improvement does not result it may be necessary to resort to the formal disciplinary procedure.

This follows the same route as for other disciplinary action but that it is expected in such cases that the problem would be cumulative starting with first written warning and so on.

At each stage the standards expected must be clearly defined and training and assistance offered to the employee to reach the standards.

7.8 Smoking Policy*

This policy has been developed to protect all employees, members, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

LUU recognises that exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is therefore the policy of Leeds University Union that all of our workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited throughout the entire workplace including company vehicles. This policy applies to employees, members, contractors and all visitors to LUU.

Employees of LUU will be entitled to smoke when they are on designated breaks. Smoking will be permitted in any outdoor areas which are in excess of 25 metres from LUU premises. Whilst smoking staff uniforms and badges must be covered such that you cannot be identified as a member of LUU staff and to prevent smell on clothing. Appropriate 'No smoking' signs will be clearly displayed at the entrances. Failure to comply with this policy could result in disciplinary action being taken. Failure to comply with the smoking law can incur a fixed penalty fine and possible criminal prosecution.

We note that staff may wish to give up smoking. LUU is promoting NHS Stop Smoking Services because we recognize that you are four times more likely to give up smoking with the support of this service. The services on offer are detailed below and further information and support is available from the HR department.

- The NHS Smoking Helpline -you can speak to a specialist adviser or request resources by calling **0800 169 0 169** (lines are open

daily from 7am to 11pm).

- **www.gosmokefree.co.uk** - an online resource for all the advice, information and support you need to stop and stay stopped.

- Together -This support programme is free to join, and is designed to help you stop smoking using both medical research as well as insights from ex-smokers. For more information call the NHS Smoking Helpline on **0800 169 0 169** or visit **www.gosmokefree.co.uk**.

7.9 Alcohol and Substance Abuse

LUU does not condone any form of drinking or substance abuse from its employees whilst on duty or during core working hours. We also request that employees are aware of the length of time that alcohol and other drugs remain in the body and continue to have an effect and that employees do not attend work whilst still under the influence of any drugs.

Under no circumstances must any illegal substances be brought into work.

There will be occasions when LUU holds staff parties to celebrate the end of term, retirements etc. These will be held at a time when the majority of staff are not working but staff are reminded that as such occasions are related to work that they are required to conduct themselves in an appropriate manner.

LUU will support employees who have problems with drugs or alcohol. If you wish to discuss this issue please talk to your Line Manager or one of the following: Occupational Health Services. Staff Counselling Service.

7.10 Policy on Data Protection

LUU collects, holds and uses a variety of data on staff, students and others it comes into contact with. LUU wishes to outline its obligations under the Data Protection Acts 1994 and 1998. In support of this policy we will issue all staff with a Code of Practice on Data Protection which will give more specific guidance on the practical measures to be taken to ensure compliance with this policy.

- **We will make sure that any data gathered and used by us is done so fairly and lawfully.**
- **We will ask your consent before we use the data.**
- **We will tell you what we are going to use the data for and not use it for any other purpose.**
- * **We will only ask for the data that we need and we will make sure that any data obtained is suitable for the intended purpose.**
- **We will update our data when you tell us about any changes to it.**
- **We will not keep data for longer than is necessary. We will publish a chart showing how long we keep different types of data for.**
- **We will use our data in accordance with your rights under the Data Protection Act.**
- **We will keep all information in a safe and secure manner whether it is on paper or in the form of electronic data.**
- **We will not transfer any of your data outside the European Economic Area unless you give us your permission to do so.**

List of Uses of Staff Personal Data

All members of staff agree to the Union processing their data for the following purposes.

- **Payment of salary, pension, sickness benefit or other payments due under the contract of employment.**
- **Monitoring absence or sickness under an absence control or capability policy.**
- **Training and development purposes**
- **Management planning**
- **Providing and obtaining references and consultation with external agencies, including police checks where necessary for the purposes of employment.**
- **Promotion and salary progression exercises.**
- **Negotiations with trade unions or other staff representatives.**
- **Administration of LUU's policies and procedures**
- **Compliance with the Disability Discrimination Act**
- **Compliance with any statutory requirement to provide information about staff including statistical returns to external bodies.**
- **Administration of LUU's disciplinary and grievance procedures.**
- **Production of published staff lists including the University Calendar and telephone and email directories for both internal and external use.**
- **Production of staff badges and identity cards.**
- **Production of photographs of staff for display within the university or on the web.**
- **Monitoring the use of Union resources**

- **Use of CCTV to protect Union premises, staff and students and their belongings.**

7.11 Use of the Internet and Email

Many employees in LUU have access to a computer with internet and email facilities. All employees who have this facility are free to use the internet and email for business use. Employees who have a computer must abide by security regulations and in particular must not disclose their passwords.

Personal Use

Employees who have access may use the internet and email for their personal use outside working hours. The following rules must however be applied:

Excessive use will not be tolerated. Viewing or downloading pornography or inappropriate material is forbidden. Please bear in mind that any personal emails may be read by other colleagues and so the content must not be confidential. Employees' use of email and the internet may be monitored.

There have recently been a number of problems with chain emails. Some of these have had inappropriate content, others have contained damaging viruses. Please be aware that employees in other organisations have been dismissed for forwarding such emails. If you inadvertently open one of these messages you should delete it immediately.

Policy for data on removable media & laptops

Staff at LUU have remote access via the internet to personnel and shared storage, therefore there is no need for data such as staff/members details or any private/sensitive data to be copied onto removable media. If a staff member requires this data to fulfil their role at a remote location that has no internet connection, permission must be sought

from their Line Manager & IT Support to minimise the possibility of this data being lost.

7.12 Staff Uniforms and Dress Code

Staff are expected to attend work dressed smartly and wearing clothes that are appropriate to their type of work. Personal protective clothing will be provided by LUU where necessary. Please seek advice from your Line Manager if you are unsure what standards of dress are expected in your department.

If you are required to wear a uniform this will be explained to you as soon as you start your employment with LUU but it is expected that all staff in a member facing role will wear the uniform while on duty. Member facing staff include those staff serving members in shops and bars, security, cleaning and reception areas.

Full time staff will be provided with three items of clothing, from a list of:

**T-shirt
Polo shirt
Shirt/blouse**

Part time staff will be issued with two items of clothing from the list above.

For those staff whose job requires it, additional items may be supplied, such as waterproofs, fleeces or jumpers. Protective clothing is also provided where needed for staff to meet Health & Safety requirements.

Staff have the option of purchasing additional items at cost price if they wish to. New items of uniform will be issued to staff at the start of each academic year

Staff members are responsible for the laundry of their staff uniform.

It is anticipated that managers and staff will work together to decide what is the most appropriate uniform to wear for each department and job role.

There are no guidelines on what items of clothing staff can wear with uniforms, but they should be appropriate to the type of work staff members are undertaking. If you have any concerns regarding the staff uniform for reasons such as pregnancy, cultural or religious reasons you should discuss these with your line manager or supervisor.

7.12 Personal Belongings

LUU accepts no liability for any personal belongings which are lost or stolen whilst at work. You should therefore avoid bringing valuable items into work. If you do need to bring these items to work please ensure that they are kept in a secure place.

Please remember that LUU is an open building and you should therefore be vigilant to opportunist thieves at all times. Do not leave your office unattended and make sure that money and valuables are secure.

7.13 Bringing in own electrical equipment

Due to health and safety requirements all electrical equipment is tested on a regular basis. Employees are therefore requested to refrain from bringing in any electrical equipment of their own as LUU will be unable to guarantee that this complies with the required safety standards.

7.14 Insurance

In accordance with legal requirements LUU has employers' liability and public liability insurance cover. This is in order to protect both employees and visitors to our premises. On occasions this may give rise to claims against LUU for negligence. You are not authorised to admit liability for LUU and under no circumstances must you do so.

LUU also has insurance to cover its own furniture and equipment. It is the responsibility of heads of departments

and individual staff members to inform the Facilities Office of any new equipment in their department and any disposals. You should take every step to ensure that LUU's property is secure and not left unattended in unlocked rooms. However, if you discover any loss or damage to LUU's property you should contact the Facilities Office immediately.

If you plan to organise a special event which may produce additional insurance risks for LUU you should seek advice from the Director of Resources.

7.15 Financial regulations*

All employees are required to comply with LUU's financial regulations. All new managers will automatically receive a copy of these on appointment. Other employees should ask their Line Manager if they wish to see them. LUU will also provide Financial Procedures training for all staff through the annual training plan.

7.16 Supplier Relationships

You should not accept business gifts other than single items of very low value such as diaries, pens or calendars. Any other gifts should be declared to the HR & Administration Manager. These items will go into raffles which will give all staff an opportunity to benefit. The reason for this is that not all staff are in positions which bring them into contact with suppliers and hence the opportunity for receiving gifts. However, we recognise that all staff contribute to the success of the organisation and should therefore share in any perks or rewards which result.

7.17 Confidentiality

No confidential information relating to LUU its activities or employees should be disclosed to any unauthorised person.

7.18 Car Parking

Annual parking permits for a specified zone of designated car parks within the University grounds commence 01 October and expire 30 September the following year. All permits are deducted from salary at 1/12th of the annual fee per month. There is a waiting list for annual parking permits, and needs based assessment (points) system is in operation for allocation purposes. Casual car parking may be available at a charge for a day or part of a day subject to space being available. Entrances to car parks are manned or automatically controlled by the Security Section. Annual permit application forms can be obtained from the University Security Office as soon as a member of staff has received confirmation of appointment. LUU accepts no liability for loss or damage to cars whilst parked on University property.

7.19 Dealing with the media

If in the course of your employment you are asked by the media (including student media such as Leeds Student, LSR or LUUTV) for a statement on any issue related to LUU you should decline to give it and instead direct any requests to the Communications & Internal Affairs Officer. The Communications & Internal Affairs Officer or an officer nominated by him/her will deal with all requests for information from the media relating to LUU.

7.20 Health & Safety

All staff members should refer to their departmental Health & Safety Manual for information on First Aid, Fire Procedures and other such matters.

8. General Information

8.1 Trade Unions

All employees have the right to belong to a Trade Union, to take part in its activities, and to seek and hold office.

LUU undertakes to make the following facilities available.

- **It will where possible make accommodation available for union meetings.**
- **It will provide notice boards for official trade union announcements.**
- **It will on request provide the trade union with reasonable information to enable it to identify its membership.**

1. It will provide check off facilities for the deduction of union subscriptions at source. The trade union will be charged an administrative fee for this facility.

LUU recognises Unite the Union (AMICUS section), UCU and UNISON. You will be given details on how to contact your local trade union Representative on commencement of employment, and details can also be found on the trade union notice boards around the building.

8.2 LUU Name Badges & Fobs

You should receive an LUU name badge once you have started work. All staff are requested to wear their badges at all times. You may also be issued with a fob to give you access to certain areas of the building. If you lose this fob you must report it to the Facilities department.

When you leave, your name badge should be returned to your Line Manager or the HR & Administration Manager. Your fob and

any keys you have also been issued with should also be returned to the Facilities department or your line manager.

8.3 Personal Details*

We are responsible for ensuring that any information we hold on employees is accurate and up to date. Can you please therefore notify the HR & Administration Department when any of your personal details change.

8.4 Job Location*

LUU has just one site in Lifton Place on the Leeds campus.

You will spend the majority of your time at the Leeds Campus, but in the course of your duties you may be required to work at any other location.