

Union Learning Agreement

1. Name

- 1.1 This agreement is between UCU and UNISON and Teesside University and shall be known as the “Joint Union Learning Agreement” (JULA).

2. General Principles

- 2.1 Teesside University and the recognised unions are committed to working in partnership to promote and support lifelong learning and ensure equal access to learning opportunities. All parties are committed to full and early consultation on matters covered by this agreement and Teesside University recognises the unions for collective bargaining on matters relating to staff learning, training and professional development.
- 2.2 Both parties will encourage staff to take up learning activities.

3. Benefits

- 3.1 All parties recognise that joint work on personal and professional development, such as that contained in this agreement, bring positive benefits for unions and management. It helps to:
- Bring together the needs of the organisation with the individual
 - Promote a positive attitude to staff training and professional development
 - Improve the quality of education provided by the institution through positive promotion of professional development
 - Improve the skills and employability of members helping them to become more adaptable to change
 - Ensure equality of opportunity in the workplace

4. Joint Training and Learning Committee (JTLC)

- 4.1 A joint training and learning committee (JTLC) will be established by (MONTH) (YEAR).
- 4.2 The JTLC will comprise of equal numbers of union and employer representatives.
- 4.3 The JTLC will report progress to the Joint Committee.
- 4.4 The JTLC will be entitled to co-opt / invite person(s) to meetings when necessary.

4.5 In order to successfully and efficiently carry out its business the JTLC shall have timely access to all material and information regarding the institution's learning, training and professional development activities.

4.6 The responsibilities of the committee will be agreed at the inaugural meeting and will include dealing with any matters relating to staff learning, training and professional development.

5. Union Learning Representatives (ULR)

5.1 The duties of ULRs are listed in Appendix 1 of this document.

6. Facilities

6.1 The unions will be responsible for recruiting and electing ULRs and will inform management of the names and departments of the ULRs.

6.2 The University will make access available to the staff newsletter, intranet and other forms of communication to enable the unions to promote the learning agenda and the activities of ULRs.

6.3 Paid time off will be granted to ULRs to enable them to carry out their duties effectively. Details of the current allocations are shown in the attached Appendix 2 and will be subject to annual review.

6.4 Paid time off will also be granted to ULRs in order to undertake approved initial training and reasonable further training and information seminars. Initial training will normally take place within 6 months of appointment.

6.5 Employees will be entitled to reasonable paid time off to participate in promotional events and to access their ULR.

6.6 Suitable facilities will be provided e.g. office space, filing cabinets, stationery, free photocopying, telephone, access to electronic equipment including e-mail, notice boards etc.

6.7 Procedures for ULR's and employees seeking time off under these provisions are contained in Appendix 3.

7. Procedure for dealing with unresolved issues

7.1 Where a dispute arises out of the application of this agreement, or the interpretation of this agreement, it shall be dealt with through:

- the agreed grievance procedure of the institution in the case of individual disputes;
- the dispute resolution procedure in the recognition agreement in the case of collective disputes.

The duties of the UNISON and UCU Union Learning Reps may include the following:

- Raise awareness and promote the benefits of learning with the employer and employees.
- Provide information, advice individual learning needs analysis and referral to union members on professional development, training, vocational education and recreational courses which may include:
 - advice and referrals regarding teaching qualifications;
 - facilitating provision of continuing professional development (CPD);
 - facilitating provisions of IT training opportunities;
 - identifying and facilitating access to recreational courses.
- Identify, and respond to, the collective personal, training and professional development needs of the workforce, or parts of the workforce.
- Promote basic and key skills training.
- Act as the representative for members who have difficulty securing the release for the courses they consider necessary for CPD purposes.
- Act as the first point of contact for consultation on employer proposals that affect staff learning, training or professional development.
- Promote/develop/secure courses relevant to academic staff during staff development days/week in liaison with the University staff development officer where appropriate.
- Negotiate the provision of learning, staff development and training with the employer.
- Where appropriate broker the provision of learning with training providers, often the University itself.
- Assist union members in accessing funding for learning where appropriate.
- Involvement in negotiating learning agreements with the employer, such as study leave.
- Secure equal opportunities in the learning agenda including promoting learning opportunities to all groups of staff. For example, those with childcare responsibilities, women, staff with disabilities, black and ethnic minority staff, young staff, part-time/hourly paid staff, gay, lesbian and bisexual staff.
- Supporting innovative workplace developments such as Union learning Fund projects.

- Consult and report back to members and relevant union committees on union learning activity and issues
- Identify, develop and support other UCU and UNISON learning reps and ULR's from other recognised workplace unions.
- Establish and maintain support and consultation networks/committees among members to assist in the above duties.

Paid Time Off for the Recognised Trade Unions ULRs

Each UCU and UNISON ULR shall be allocated **four hours** per week reduction in class contact time or time off from their normal duties, as appropriate.

The UCU and UNISON Union Learning Committee members, or Department Union Learning Representatives, shall be allocated two hours per week reduction in class contact time and the associated non-teaching time to attend the Joint Training and Learning Committee (JTLC) and to consult and report back to the members they represent.

Reasonable additional time off will be granted for one off events, representation of members, training and meeting with management where such time off can not be accommodated within the usual scheduled hours, and is to be accessed in accordance with the procedure set out in Appendix 3.

In recognition of the increased activity normally associated with the establishment of a new agreement, and the structures arising from the agreement, the ULR's will have an additional allocation of two hours reduction in class contact time and associated non-teaching time, for the first six months after the signing of this agreement.

There will be a review at the end of the first year of the operation of this agreement to review the allocation of paid time off with particular reference to assessing the workload and numbers of ULR's.

Procedures for Accessing Additional Time Off

Where a ULR or Department ULR wishes to access paid time off due to a commitment that can't be accommodated within their usual scheduled hours the following procedure applies.

The ULR shall request the time off from their direct line manager and shall include:

- The purpose for the time off
- The intended location
- The timing and duration of the time off

The direct line manager shall not unreasonably refuse such requests.

If the request is refused the ULR may take the request to their senior manager. The senior manager shall not unreasonably refuse.

If the request is refused the ULR may take the request to the JTLC.

Where time off is required to attend a meeting requested by management, permission is deemed to be automatically granted upon notification of the time needed by the effected ULR to their line manager.