

## **Union Learning Agreement**

### **1 Name**

This agreement is between UCU and UNISON and Stockton Riverside College and shall form part of the Trade Union Recognition and Facilities Agreement

### **2 General Principles**

2.1 Stockton Riverside College 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 Stockton Riverside College 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**

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 Consultative and Negotiation Committee (JCNC)**

The JCNC will facilitate and monitor the development and implementation of the Union Learning Agreement (ULA)

The JCNC will have a standing item on its agenda to regularly report on the implementation of the ULA and work of the ULRs

The Vice Principal (Learner Support & Progression) will represent college management on any ULR skema committees/project committees

ULR will be required to attend and report to the college's staff development working party. This working party will work with ULRs to plan and deliver staff development across the college

The JCNC will be entitled to co-opt/invite person(s) to meetings when necessary

In order to successfully and efficiently carry out its business ULRs shall have timely access to relevant and appropriate material and information regarding the institution's learning, training and professional development activities

The responsibilities of the ULRs and the staff development working party 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)**

## **6 Facilities**

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

The college will make access available to the staff bulletin, intranet and other forms of communication to enable the unions to promote the learning agenda and the activities of ULRs

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

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

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

Suitable facilities will be provided, eg office space, filing cabinets, stationery, free photocopying, telephone, access to electronic equipment including email, notice boards etc

Procedures for ULRs and employees seeking time off under these provisions are contained in Appendix 3

## **7 Procedure for dealing with unresolved issues**

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

## **Appendix 1**

The duties of the UNISON and UCU Union Learning Representatives 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 first point of contact for consultation on employer proposals that effect staff learning, training or professional development
- Promote/develop/secure courses relevant to academic staff during staff development days/week in liaison with the college's 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 college itself
- Assist union members in accessing funding for learning where appropriate
- Involvement in negotiating learning agreements with the employer, such as study leaves
- Secure equal opportunities in the learning agenda including promoting learning opportunities to all groups of staff. Staff may have difficulty accessing learning opportunities due to discrimination based on, for example, where they work; their contract type (part time/hourly paid, fixed term, agency staff); caring responsibilities; gender; ethnicity; disabilities; sexuality; age and length of service
- 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 representatives and ULRs from other recognised workplace unions
- Establish and maintain support and consultation networks/committees among members to assist in the above duties

## Appendix 2

### **Paid Time off for Recognised Trade Unions ULRs**

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

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

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 ULRs

#### **Request for 2007-2008**

2 x UCU ULRs @ 4 hours = 8 hours per week

1 UNISON ULR @ 4 hours = 4 hours per week

**12** hours per week

12 hours x 36 weeks = 432 hours

This allocation is subject to confirmation

## **Appendix 3**

### **Procedure for Accessing Additional Time Off**

Where the ULR wishes to access paid time off due to a commitment that cannot be accommodated within their usual scheduled hours, the following procedure applies:

The ULR shall request 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

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