

BYE LAWS E

SABBATICAL OFFICERS TERMS AND CONDITIONS OF SERVICE

Term of Office

1. The term of office commences on 1 July and terminates on 30 June. A training period of one week shall normally be served by the Sabbatical Officer immediately prior to the commencement of their term of office. A Sabbatical Officer who begins their term of office later than 1 July will serve from the day of their election declaration until 30 June that academic year.

Remuneration

1. Remuneration shall be decided by the Board of Trustees on an annual basis providing it is in-keeping with any relevant Union policy.
2. Newman Students' Union reserves the right at any time during the employment, or in any event on termination, to deduct from salary any overpayment made and/or money owed to the Union by the Officer. This includes but is not limited to the cost of repairing any damage or loss of the Union's property or cash caused by the Officer.
3. The remuneration paid will be subject to Tax and National Insurance deductions.
4. Sabbatical Officers are not entitled to be remunerated for overtime. Time off in lieu (TOIL) is granted for extra hours worked and if recorded and authorised by the General Manager or Board of Trustees nominee.

Hours of Work

1. The normal working hours are 37 hours per week. However, Officers are expected to work the hours necessary to fulfil their roles.
2. Officers will be expected to log their hours, time taken in lieu and annual leave accordingly. This will be monitored by the Students' Union General Manager. Falsification of working hours will be considered to be gross misconduct.

Duties and Code of Conduct

1. The duties of a Sabbatical Officer are as set out in the Terms of Reference outlined within Bye Laws A.
2. There shall be a Newman Students' Union's Code of Conduct for Sabbatical Officers. Breach of this code may result in disciplinary action as outlined within the Constitution and Bye-Laws.

Pension Scheme

1. If you are between the age of 22 and State Pension Age and earn above the defined amount, you must be auto-enrolled into a workplace pension scheme. If you don't want to, you will need to opt out. Even if you don't meet these criteria, as long as you are aged between 16 and 74 you are entitled to join a workplace pension scheme if you want to.
2. Newman Students' Union will automatically enrol all eligible Officers into the UK Government's Pension Scheme known as NEST.

Trade Union Membership

1. Newman Students' Union confirms the rights given under the Employment Protection (Consolidation) Act 1978 for Sabbatical Officers to belong to a Trades Union of their choice, to take part in its activities at an appropriate time and to seek and hold office in it.

Expenses

1. Newman SU will reimburse (against production of satisfactory receipts) all reasonable expenses wholly, exclusively and necessarily incurred by a Sabbatical Officer in the performance of your duties.
2. Any credit or charge card provided to a Sabbatical Officer by Newman SU must only be used for expenses properly incurred by the Officer in the performance of their duties. Abuse or misuse of any company credit or charge cards may result in disciplinary action being taken against the Officer.

Confidentiality and Return of Company Property

1. Sabbatical Officers will not, except as authorised by Newman SU or as required by law or your duties, use, divulge or disclose to any person, firm or organisation, any client or other confidential or commercial information relating to the organisation, business, finances, clients, customers, dealings and affairs of Newman SU which may come to their knowledge during their term of office.
2. On the termination of an Officers employment, the end of their term of office or at Newman SU's request, Officers will immediately return to Newman SU all property belonging or relating to Newman SU that is in their possession or under their control. For the avoidance of doubt, this includes (but is not limited to) keys, security cards, etc. and all documents, records, correspondence, papers and other materials (and any copies thereof), whether in hard copy or in electronic or machine readable form, made or kept by, or provided to, them during their term of office. Officers will not retain any copies or extracts of such material.

Discipline and Grievances

There are Disciplinary and Grievance Procedures set out within the Constitution and Bye Laws and within the Staff Handbook.