

## **Cork Institute of Technology Students' Union**

### Code of Conduct for Sabbatical Officers

[Sabbatical = Sabbatical Officer; SU = Students' Union; Institute = Cork Institute of Technology]

#### **1 General information**

##### 1.1 Term of office and salary

Sabbaticals commence their paid full-time role at the SU on 1st June (excepting those who may commence their role following a bi-election) and runs until 31st May. Sabbaticals are paid in line with the first point of the General Service Scale as per the Constitution.

##### 1.2 Working hours and location

The salary reflects a 39 hour working week (excluding lunch breaks). Working times will vary but Sabbaticals are normally expected to be in the office or at work between 9am – 5pm every weekday.

Sabbaticals may sometimes need to work later hours and at weekends in order to meet the needs of the role. Some flexibility regarding the 'working week' is therefore acceptable in order to meet the required hours of work, by prior agreement with the Sabbatical team and the General Manager.

Sabbaticals are primarily based at the CIT SU offices in the Students Centre.

##### 1.3 Holidays

Sabbaticals are entitled to 22 days annual leave (pro rata) which must be agreed in advance with the Sabbatical team and the appropriate holiday booking procedure is completed. Sabbaticals must submit annual leave requests on the appropriate form to the General Manager. This allowance is in addition to 6 statutory holidays but is inclusive of any compulsory closure of the SU offices over the Christmas/Easter period.

#### **2 Induction and Training**

2.1 Sabbaticals are expected to participate fully in the induction programme and undertake such advance reading and preparation as is necessary for the role.

2.2 Various formal training courses will be arranged/booked as part of the induction and/or during the year, and Sabbaticals are expected to attend and fully participate in these.

2.3 Training courses may be generic or more specific skills-related courses specific to an individual's needs, to enable each Sabbatical to be fully effective in their role.

2.4 Sabbaticals will also be expected to undertake on-going desktop research and reading as necessary for their roles (e.g. Sabbatical will need to be fully conversant with the Institute's Policies and Regulations).

2.5 Sabbaticals will also be expected to be fully conversant with the SU Constitution and the Schedules.

### **3 Working practices**

#### **3.1 Timekeeping and absence from work**

3.1.1. If one of the Vice-Presidents is not in a position to be in work by the agreed time, they should inform the President as well as the Union Administration Assistants by 9am on that day. If the President is not in a position to be at work by the agreed time, the President should inform the Union Administration Assistants and one of the Vice Presidents by 9am on that day.

3.1.2 Use and shared calendars in an open and transparent manner- i.e. the purpose of the calendar item must be stated e.g. Academic Council, Safety Committee or Student Appointment.

3.1.3 Complete paperwork for annual leave and sick leave in a timely manner.

3.1.4 In the event of unauthorised absenteeism (i.e. outside of authorised annual leave or medically certified absenteeism), the equivalent pay will be deducted from the Sabbatical's wages.

#### **3.2 Performance**

Sabbatical Officers must:

3.2.1 Ensure students queries are responded to in a timely fashion.

3.2.2 Ensure students are always given accurate information by consulting with other Sabbatical Officers, SU and Institute staff or outside agencies.

3.2.3 Ensure their office space is viewed as a professional place, and kept in a tidy and orderly fashion.

3.2.4 Complete General Meeting Officer Reports detailing all activities carried out with reference to their monthly work-plan and their objectives, including a progress report.

3.2.5 Attend a formal performance review meetings with the Sabbatical team, and by invitation, the General Manager. These meetings will cover attendance, leave and sickness taken, and review the documents in 3.2.1. An action plan for the next month will be agreed at this meeting. If under-performance is identified in any area, then additional actions may be required to correct this and/or ensure that that targets are met - for example, further training may be necessary.

#### **3.3 Attendance at meetings**

3.3.1 Attend formal Institute meetings (e.g. Governing Authority, Academic Council etc.) as required by the Institute and agreed during the induction period.

3.3.2 Attend SU meetings and other meetings as required.

3.3.3 Sabbaticals will read all relevant documentation in advance of SU or Institute meeting including but not limited to the minutes, and ensure that they are fully conversant with all agenda items with the exception of unknown AOB items.

3.3.4 Send timely apologies to the relevant member of SU or Institute staff if absence from a meeting is unavoidable.

3.3.5 Ensure that the Sabbatical team are kept aware of any contact with senior members of Institute staff, outside formal Institute meetings. This is to ensure that the SU presents a co-ordinated approach to the Institute and that the SU is seen to be working in a co-ordinated and professional manner.

3.3.5 Sabbaticals will attend formal and regular Sabbatical meeting as a team to ensure sharing of information and project plans going forward. Schedule of meetings to be proposed by the SU President and agreed by all Sabbatical Officers. The SU President will share this information with the SU Staff when necessary.

## **4 Conduct**

4.1 Sabbaticals must adhere to the following:

- The SU Constitution
- The SU Employee Handbook
- SU Financial Procedures
- Relevant SU policies and procedures, e.g. reporting sick leave, advance authorisation for annual leave etc. In these instances the General Manager is the primary Line Manager for all Sabbaticals.
- ALL Sabbaticals are answerable to the SU Executive, Union Council and ultimately all members, i.e. all students.

Sabbaticals must:

4.2 Behave in a professional manner at all times when representing the SU or the Institute whether at a formal meeting, training session, formal ceremony or whether attending a social event. The reputation of the SU must be upheld and protected on all occasion. Failure to do so may lead to exclusion from attendance at subsequent event(s).

4.3 Act at all times with integrity, honesty and fairness and always respects confidentiality.

4.4 Treat students, SU Executive Members, SU Staff and Institute Staff with respect at all times.

Sabbaticals must not:

4.5 Use their role title, the SU logo, SU premises and equipment, for any purpose other than legitimate SU business.

4.6 Do anything which damages the reputation of the SU or the Institute.

## **5 Important information and where to find it**

The information below is referred to within the agreement:

- Constitution: available on the SU website and in hardcopy from SU Office
- SU Employee Handbook, available on the shared server
- Sabbatical role description: available in the Constitution

**6 Statement of Approval**

I understand and agree to this Code of Conduct for Sabbatical Officers and the duties and responsibilities outlined in the Constitution and the SU employee handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SU President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SU Vice President Education

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SU Vice President Welfare

Witnessed

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SU General Manager

Manager responsible for review & implementation: President and General Manager who refer back to the appropriate lines of authority namely the SU Executive, Union Council and General Meetings.