

Statement of Terms & Conditions of Employment

B6 TRADE UNION MEMBERSHIP

1. General

Employees may become a member of an appropriate trade union; fees can be paid directly from your salary.

2. Time off for Trade Union Activities.

- 2.1 Branch meetings should take place outwith normal working hours. However meetings of union representatives may take place within working hours.
- 2.2 We will give you leave of absence with pay if you are a shop steward so you can go to one meeting each calendar month.
- 2.3 If you are a union branch official we will allow you time off with pay to carry out your duties. We will limit this to four hours in any week. You cannot carry this time forward.
- 2.4 If you wish to go to an official conference of your trade union or association, you should ask the Director for time off, giving reasonable notice and providing written details. We will normally grant this without pay, if staffing levels would not be compromised.
- 2.5 To be qualified for paid time off as a union representative you must be trained to carry out duties as a learning representative. Your trade union must give us written confirmation and it must be valid for 6 months from the training date.