



Authorised union representative procedure

Parent policy

Authorised union representative policy

Scope

This procedure applies to staff employed in accordance with the *Lay Staff Collective Employment Agreement*.

Procedures

1. Becoming a representative

Individual employees are welcome to express interest in becoming a representative directly with the Australian Services Union (ASU).

When considering becoming a representative, individuals are encouraged to discuss their intentions with their Manager and/or People & Culture, and also to determine whether there are existing representatives in their unit. Employees are encouraged to consider their intentions responsibly, whether they can commit to the role, and particularly whether (if applicable) having more than one representative in their area will have an adverse impact on the delivery of work when they are involved in key union activities.

2. Responsibilities of staff who are representatives

Employees that are, or are in the process of, becoming a representative are required to inform their manager and/or People & Culture at the earliest opportunity. It is requested that holding union-related meetings or carrying out union related work should be done during breaks so as to ensure minimum disruption to the workforce. Reasonable contact and discussion with Union Officers is supported.

It is expected that the Union Officers will carry out most of the work in relation to negotiation of the Employment Agreement. However, at such a time when the current Employment Agreement ends, and a new Employment Agreement is negotiated, representatives can review the commitments required of them within their representative role with their manager and People & Culture, and discuss appropriate support to enable them to carry these out within the context of the workplace.

If there is more than one representative in a given unit, they are expected to discuss their responsibilities with their manager and reach agreement around an appropriate balance of representative activities so that there is minimal disruption to work delivery where applicable.

3. Representative training leave

Representatives working full time are entitled to 5 days paid leave in each calendar year if they wish to attend union training, development or educative activities in relation to their role. This leave is paid where the activity falls on the representative's normal working day. Employees who work less than full time hours will receive a corresponding pro-rated amount of this entitlement. Representative Training leave is not cumulative.

The granting of Representative Training Leave is subject to normal provisions relating to the granting of leave outlined in the Lay Staff Employment Agreement. Leave may be granted with manager



approval, where it does not negatively impact the operational requirements of the unit and Synod. This is particularly the case when more than one representative in a unit both request leave.

When applying for leave, Representative Training Leave is considered to fall under Special Leave, and must be marked as such in the 'reasons for special leave' section of the Leave form.

4. Responsibilities for managers

Managers are expected to support their staff in representative roles and to have a good understanding of what the representative role will require, and how this may impact on their work. Managers will be expected to monitor and approve Representative Training Leave, and particularly where there is more than one representative in a unit, to manage these leave applications whilst balancing the needs of Synod.

5. Responsibilities for union officers

It is understood that from time to time Union Officers may visit the Synod work place to meet with staff who are authorised union representatives. At such times, it is expected that Union Officers give at least 24 hours' notice (where possible) and attend the offices in working hours. Union Officers are expected to comply with Synod OH&S requirements and to hold their meetings in a designated meeting room, so that there is minimal disruption to others. It is expected that representatives in the first instance will communicate these expectations to their Union Officers.

6. Representation of work areas

Work areas of the Synod workplace will be represented by two to three union representatives appointed across the organisation.

Definitions

ASU: Australian Services Union

Representative: A staff member who is an authorised union representative (delegate)

Synod: The Uniting Church in Australia Synod of Victoria and Tasmania

Union Officer: An individual recognised as an ASU Union Official

Related policies and procedures

Authorised union representative policy

Equal Opportunity policy

Leave application form

Inclusion policy

Related documents

Lay Staff Collective Employment Agreement

VERSION: APPROVAL	POLICY MANAGER	REVIEW DATE
1: Senior Leadership Team	Director People & Culture	24 August 2015
2: Senior Leadership Team	Director People & Culture	26 October 2019

Further assistance

Contact People & Culture for interpretation and assistance with this procedure.