

Schedule G: Sabbatical Agreement, DCUSU Constitution

1. General information

- 1.1. Dublin City University Students' Union ('DCUSU') acknowledges that you, [insert name], have been elected by members to the office of [insert sabbatical role title] of Dublin City University Students' Union from [insert date].
- 1.2. You will hold office as an elected officer of DCUSU and as a person elected under the Constitution of DCUSU and throughout tenure of office will be subject to the DCUSU Constitution and Schedules. You will work in accordance with the appropriate health and safety regulations, financial procedures and other policies and procedures as set out in internal policy documents overseen by the Office of Student Life Board of Directors. These policies will be provided to you within a week of your start date. You will be given time to review the policies prior to signing this agreement.
- 1.3. Details concerning your role description and responsibilities whilst in the office to which you have been elected are described in and governed by the DCUSU Constitution and Schedules in operation at the time of your election or before the start of your term in office, or as amended during the term of your period of office.
- 1.4. You may from time to time be required to undertake such other duties as the SU may reasonably require for the effective running of the SU, including undertaking functions of other sabbaticals in their absence.
- 1.5. You may also be required to undertake other duties as mandated by Class Rep Council, either individually or as part of the elected officer team.

2. Terms of Employment

- 2.1. You are employed by the DCUSU, but you will be responsible to the Class Rep Council as an elected officer, and to the OSL Board of Directors as an employee of the SU, and ultimately the students in discharging your duties.

3. Place of Work

- 3.1. You will be based in the DCU Students' Union offices across both the DCU Glasnevin campus and the DCU St. Patrick's campus
- 3.2. Your duties may on occasion require you to travel elsewhere for meetings and/or specified periods of time, If you are required to do so, you are entitled to have travel costs reimbursed / paid for by DCU SU.

- 6.2.1. In the event that personal costs are incurred, you are entitled to have your monies reimbursed to you consistent with OSL Financial Procedures.

7. Statement of Professional Responsibility

- 7.1. You shall act in a professional manner appropriate to their post in carrying out their roles and responsibilities, and have a responsibility to work in the best interests of the members of the Union regardless of religious belief, political opinion, race, sex, marital status, colour, ethnic origin, sexual orientation or disability.
- 7.2. You are a member of a team and should, as far as possible and practical, work together in a team spirit for the benefit of the Students' Union membership. Officers shall at all times have regard to the principles of democracy and collective responsibility.

8. Position, Responsibilities, and Performance Review

- 8.1. As per the nature of your post being elected by members, you will not be subject to a probationary review.
- 8.2. You will be expected to regularly report to members on your performance and your performance will be subject to scrutiny by members.
- 8.3. Your performance and conduct will be subject to review by the Class Rep Council, and your conduct and behaviour in the workplace, capability and any disciplinary matters will be subject to oversight by the Board of Directors (or their nominee).
- 8.4. You are expected to participate fully in the induction programme and undertake such advance reading and preparation as is necessary for the role
- 8.5. You will ensure that other Sabbatical Officers; the President and Helpdesk staff are aware of their whereabouts while at work, at all times. This is to ensure the delivery of a smooth and professional service to our students
- 8.6. You will use and share GCal calendars in an open and transparent manner.
- 8.7. You will attend a formal performance review meeting with the President and the Head of Leadership & Student Engagement, where a minimum of one meeting should take place per semester.
- 8.8. You will complete CRC reports detailing all activities carried out with reference to their monthly work-plan and their objectives, including successes and failures and agree a rolling monthly action-plan with the President and Head of Leadership & Student Engagement.
- 8.9. DCUSU requires the highest standards from you in your performance at work and your general conduct and in particular, you must:

- 8.9.1. be diligent, honest and ethical in the performance of your duties and during working hours devote the whole of your time, attention and abilities to them;
 - 8.9.2. render your services in a professional and competent manner in willing co-operation with others and at all times conform to the reasonable directions of the President;
 - 8.9.3. conduct your personal and professional life in a way which does not risk adversely affecting DCUSU's standing and reputation;
 - 8.9.4. undertake such travel as may be required for the proper performance of your duties;
 - 8.9.5. adhere to any policies and/or procedures from time to time in force;
 - 8.9.6. Be polite and courteous in your behaviour at all times and maintain a high standard of tidiness.
 - 8.9.7. Be aware of the need for separating, and maintaining confidentiality between, the two different strands of the Sabbatical role – i.e. elected student representative and paid SU employee.
- 8.10. You must not:
- 8.10.1. Use their role title and associated accounts e.g. email account, the SU logo, SU premises and equipment, for any purpose other than legitimate SU business
 - 8.10.2. Take on any work, academic studies, or otherwise which may interfere with your performance/delivery of work in the Students' Union
 - 8.10.3. Engage in behaviour that brings or may bring the name of the Students' Union and its partners into disrepute.

9. Attendance at meetings

You will:

- 9.1. Attend all Students' Union, Office of Student Life, University and external committees/meetings relevant to their post, to represent Union members' interests
- 9.2. Attend formal University meetings (e.g. Governing Authority, Academic Council, Executive, etc.) as required by the University and agreed during the induction period.
- 9.3. Send timely apologies to the relevant person (chair and/or secretary) if absence from a meeting is unavoidable.
- 9.4. Ensure that the President and the Director of the OSL are made aware of any contact with senior members of University staff, outside formal University meetings.

This is to ensure that the SU presents a co-ordinated approach to the University and that the SU is seen to be working in a co-ordinated and professional manner.

- 9.5. Attend a formal weekly (at minimum) sabbatical meeting to ensure sharing of information and project plans going forward. The SU President will provide an update, where relevant, at the weekly Activities Meeting.

10. Benefits-in-kind

- 10.1. You will be subjected to various privileges and benefits including but not limited to:
- Work laptop (and related technologies)
 - Work mobile phone,
 - €10 per week leap card top up for inter-campus & legitimate work-related travel,
 - Personal development opportunities
 - Invitations to DCUSU functions / outings associated with your position etc

These benefits are subject to a common sense of approach of fair usage and may be revoked at any time.

11. Code of Conduct

You must adhere to the following:

- 11.1. The Students' Union Constitution
- 11.2. The Staff-Student protocol.
- 11.3. OSL Financial Procedures
- 11.4. OSL Work Life Policy
- 11.5. Relevant OSL policies and procedures, e.g. reporting sick leave, advance authorisation for annual leave and any other administrative matters.

12. Grievance

- 12.1. If you have any grievance or complaint to your employment with DCUSU you should follow the OSL Staff Grievance Policy. In the event of the inadequacy of such a policy to your grievance, the OSL Board of Directors shall be ultimately responsible.

13. Disciplinary Rules And Procedures

- 13.1. Disciplinary Rules and Procedure will be carried out by way of the DCUSU Constitution, OSL's Internal Policy or, in the event of such policy's inadequacy, by the Director of the OSL as overseen by the OSL Board of Directors

14. Return of DCUSU Property And Documentation

- 14.1. When your employment ends, you must return to the SU all property belonging to it that is still in your possession.
- 14.2. When your employment ends, you must leave to the SU in good order all records and documents relating to your work that are necessary or useful to the SU's continued operation. You are also required to prepare a handover document.

15. Confidentiality

- 15.1. A Sabbatical Officer shall act in a professional way regarding confidentiality, especially concerning any member whose interests they may be representing.
- 15.2. A Sabbatical Officer shall be aware that they are bound by the provisions of legislation, e.g. Freedom of Information Act and Data Protection Act/GDPR.

16. Important information and where to find it

The information below is referred to within the agreement:

- 16.1. Constitution: available on the SU website
- 16.2. Relevant Policies - Provided by the Head of Leadership and Student Engagement
- 16.3. Financial Procedures – provided by the Accounts and Administration Unit and Director – OSL during induction period.

17. Statement of Approval

I, the undersigned, understand and agree to this agreement and duties and responsibilities outlined in my role description:

Sabbatical Officer:

Signature:

Date:

As witnessed by Head of Leadership & Student Engagement

Signature:

Date:

18. Unauthorised Charges to the DCU Students' Union

In the event that unauthorised personal expenses are charged to the Students' Union, I authorise the payroll department to deduct the cost of these expenses from my salary in the week that the invoice is received by the accounts department.

Signature:

Date:

As witnessed by Head of Leadership & Student Engagement

Signature:

Date:
