

CQUniversity UNION PROTOCOL DOCUMENT

(Developed in consultation with the unions represented on Campus and CQUniversity updated June 2010)

The University acknowledges the important role staff unions play in maintaining sound employee and industrial relations within this organisation. To facilitate this role and in accordance with the Fair Work Act, and the current enterprise agreement (EA) for Academic and Professional Staff as amended or replaced from time to time, the University allows “union officials” and “staff union representatives” to enter work areas for the purposes of either investigating suspected breaches of the Act/EAs or holding discussions with employees.

The University recognises the significant role played by employees in workplace relations and agrees to recognise reasonable involvement of employees in workplace relations matters as part of normal duties and to facilitate and resource this involvement at a reasonable level. A staff member who has been appointed as a Union Representative will be allowed reasonable time off during working hours for the conduct of business.

A protocol regarding the entry of “union officials” and “staff union representatives” into the workplaces of CQUniversity, and use of University facilities, is outlined below.

1. Application

- 1.1** This protocol applies to both “union officials” whose normal place of business is located off-campus and CQUniversity employees acting as “staff union representatives” and speaking on behalf of a union.
- 1.2** The Australian Municipal, Administrative, Clerical and Services Union (ASU), the National Tertiary Education Union (NTEU), the Community and Public Sector Union (CPSU), the Liquor, Hospitality and Miscellaneous Union (LHMU), and the Communications Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (CEPU) will provide a current list of authorised staff union representatives to the Director, People and Culture or nominee at the commencement of each calendar year and an updated list if this changes throughout the year.

2. Notification by “union officials” and “staff union representatives”

- 2.1** Unless otherwise agreed, a “union official” is required to advise the Director, People and Culture or nominee (telephone 07 4930 9365) and the relevant head of the organisational area 24 hours in advance of any proposed visit to a CQUniversity campus. This advice should include the name of the area which the “union official” intends to visit.
- 2.2** “Staff union representatives” are excluded from this 24 hour notice period however they are required to advise the Director, People and Culture and the relevant head of an organisational area in advance of any proposed visit, as per clause 2.1.
- 2.3** Additionally, “staff union representatives” will be required to advise their supervisor if they are required to leave their work area at a time when they would otherwise be expected to be at work.

3. Times of visits

- 3.1 The University agrees to allow attendance by “union officials” on the University campuses to attend and hold discussions with an individual or group of employees. Unless otherwise agreed, the relevant “union official” will provide no less than **24 hours notice** of the intention to hold such meetings to the Director, People and Culture or nominee and the relevant head of an organisational area as required under clause 2 above.

Such meetings will not interfere with the performance of duties of employees and will, unless otherwise notified by the union official and agreed to by the Director, People and Culture or nominee, be held in non-work time.

- 3.2 Meetings between employees and a “staff union representative” will be arranged at a time that will not interfere with the performance of duties of employees and will, unless otherwise notified by the “staff union representative” and agreed to by the Director, People and Culture or nominee, be held in non-work time.
- 3.3 In the event that a supervisor has concern that the amount of time a “staff union representative” is spending away from their work area is unreasonable, the supervisor should contact the Director, People and Culture or nominee who will liaise with the relevant union official.
- 3.4 Unions officers or staff shall have reasonable access to make presentations to all induction sessions for new staff, and shall be advised of these in reasonable time. The University shall include material provided by the Union in information provided to all new employees.

4. Use of University facilities

- 4.1 “Union officials” and “staff union representatives” wishing to use University rooms, ISL, email, teleconferencing or other facilities must first provide no less than 24 hrs in advance of the intention to hold such meetings and to request the use suitable rooms and technologies to the Director, People and Culture or nominee. The use of rooms and communication technologies will be at no cost.

The University agrees to allow union officials to attend and hold discussions with an individual employee or group of employees on the University campuses and will make available upon request to the Director, People and Culture suitable room/s, and communication technologies at no charge.

- 4.2 Email usage by “staff union representatives” must be in accordance with the University [Use of Internet, E-mail and Computing Facilities Policy](#).

“Staff union representatives” may send bulk emails to the members of their union but not to other University email lists, which may include non-members, unless authorised by the Director, People and Culture or nominee.

In the case of a “staff union representative” wishing to send an email to faculty/division/directorate staff lists, authorisation will be required by Pro Vice-Chancellor (Faculty)/Head via the Director, People and Culture.

5. Matters requiring clarification

- 5.1 Should any party require clarification in respect to the application of this protocol, they should contact the Director, People and Culture or nominee.

The University believes that compliance with the above protocol will ensure a consistent and positive working relationship between the University and unions.