



University Of Birmingham Branch

Talk In ...

Spring,  
2010



### **Catering outlets to shut over holidays**

HAS have announced the proposed closure of many of our catering outlets in holiday periods including catering units in Education, ChemEng, MechEng, Physics, Biosciences and Cyber Go. Not only will it mean a worse service for staff and students but up to 10 of our lowest paid members face losing up to £2400 per year—from a band 100 or 200 salary!

**Branch Secretary Matt Raine said, 'We are very concerned about these changes and we are pushing hard to make sure that at the very least staff don't lose out. We have yet to see a robust business case justifying these proposals'**

UNISON are representing the staff affected and are meeting with management as we went to print.

### **Receptions proposed to shut in College of Social Sciences as customer service gets thrown out the window**

Receptions in Education, Business school, Priorsfield and the colleges flagship building Muirhead tower all face losing there receptions. One UNISON member said, 'So what happened to great customer service?' UNISON are opposing there closure and will be running staff/student surveys in April to show just how important receptions are.

### **AGM**

Thanks to every who came along your AGM in February making it the biggest for years

The meeting discussed resisting cuts, sent motions on defending public services and stopping the BNP to national conference and elected a new branch exec

More under News and events on our website

[www.unison.bham.ac.uk](http://www.unison.bham.ac.uk)

### **Inside this issue.**

- ◆ **Vote on the new pay claim**
- ◆ **Your new exec**
- ◆ **Attendance policies**
- ◆ **Rights to medical confidentiality**
- ◆ **Right to flexibility working for parents**
- ◆ **National pay claim**
- ◆ **Departmental reviews**

***For more information on any issues raised in this newsletter or for advice or help please call Lee Crutchley on 0121 414 7622 or email - [l.crutchley@bham.ac.uk](mailto:l.crutchley@bham.ac.uk)***

## **Higher Education Conference votes for 4% Pay Claim**

One of the best attended UNISON Higher Education conferences for years, representing UNISON HE branches across the UK, voted to put in 4% pay claim.

With a derisory 0.5% last year and inflation currently running at over 3%, delegates were committed to ensuring we win a decent pay deal this year.

Whilst we here a lot about public service cuts we hear little about the VC's £350 000 pound a year salary or bonuses to bankers

A key argument at conference was that a 4% pay rise won't put jobs at risk—University's will try and cut jobs whether we get 0% or 4%. The question is are we prepared to put up with it?

The conference also voted to campaign for free education and work with lecturers and students against cuts to our University's.

## **Branch News in Brief**

Your Unison branch has been:

- ◆ Recruiting 6 new stewards
- ◆ 10% more members already this year
- ◆ Working to save jobs and redeploy staff
- ◆ Continuing to take part in College working parties, set up on the staff survey with union involvement
- ◆ Put forward a new facility time agreement for your reps to the University
- ◆ Helped members with issues big or small
- ◆ Working to reach agreement with the University on the implementation of 'Fit' notes

## **Vote on our pay Claim**

Our next branch meeting on **Wednesday 5th May at 12.pm** in room G15 Muirhead Tower (R21) will vote on our pay claim.

Your exec will be moving a pay claim in line with the national claim, full details out on email soon. To put forward an alternative claim please email Paula no later than 5pm Tuesday 4th May

## **A personal view from the Branch Secretary**

[The great elections cut lie](#)

It seems that politicians from all main parties are falling over themselves to cut public services

They will debate whether the full range of cuts should start after 50 days, a year, or somewhere in between

The government, backed by all the main parties, handed £1.4 trillion to the bankers to maintain profits and to rescue the financial system.

And it is a lie that we can do nothing except vote to choose between the competing cuts packages from the political elite. Resistance can blunt and then throw back the cuts.

If workers support each other's particular struggles, if communities and students organise and campaign against the cuts, and especially if these combine in mighty unity then the cuts will be defeated.

Sustained strikes and coordinated action can save jobs, keep hospitals open and defend education.

## **Got a review of your department coming up? Here's our basic 5 steps to prepare**

Many members are facing departmental reviews and it's likely that more are on the way. Reviews tend to be complicated and the exec won't know the detail of each review, but we can support you through them.

Here's our basic 5 steps for this if you think a review is coming your way

1. Hold a workplace meeting for all staff at lunchtime or coffee break for around 30 minutes. Invite someone from the exec along and ask everyone to join UNISON
2. Elect a rep for your department
3. Get the rep trained on UNISON courses- paid time off is available for this
4. Collect evidence of everyone's work, success stories, stats etc
5. Identify key decision makers, academics etc and begin to influence them

Getting organised really can make a difference. United departments and staff are much harder to cut than unorganised ones. At a University level we are hoping to launch some joint events with UCU and the other unions in the Autumn.

Plus don't forget you've got the whole branch behind you plus another 1.1million UNISON members!

## **A Brief guide to attendance, sickness reporting and Occupational Health**

We all know it can be difficult when we fall ill, that's why UNISON is there to be your friend at work. Below are your basic rights, your rep or branch officers will know more. Plus we're putting a full guide on the our website for you.

### [Occupational Health](#)

- ◆ Are a neutral service
- ◆ You're entitled to take a friend or UNISON rep to Occupational Health with you
- ◆ You have the legal right to see any Occupational Health report before it goes to the University, this is recommended
- ◆ By law you do not have to give permission for OH reports or medical records to go to the University, ***although we strongly recommend you take UNISON advice before taking this step***

### [Self Certification](#)

- ◆ If you are off sick for 1 –3 days no sickness certificate is needed
- ◆ If you are off sick for 4– 7 days you need a self certificate
- ◆ If you are off sick for 8 or more days you need a GP or medical note
- ◆ If you work Monday to Friday and are off sick Thursday, Friday and back to work on Monday you do not need to provide a self certificate as you have only been off sick for 2 days. If you returned on the Tuesday this would however count as 5 days for certification

### [Triggers](#)

The University uses 'triggers' for sickness to decide when further investigation *may* be needed—your line manager has discretion in this

- ◆ If you are off sick for more than 5 working days in any 3 month period
- ◆ If you are off sick on more than 2 separate occasions in any 3 month period

**If you have any concerns about sickness, or are being investigated please get in touch straight away as it is 10 times easier for us to support you the earlier we are involved**



# PIN ME UP...



## **Your Rights at Work**

If you're a parent or carer for a child under the age of 16 or care for a disabled adult you have the right to request flexible working

### **What is flexible working?**

Many people with children or caring responsibilities would benefit from flexible working patterns. Some examples include:

- ◆ part time: working less than the normal hours, perhaps by working fewer days per week
- ◆ flexi time: choosing when to work (there's usually a core period during which you have to work)
- ◆ annualised hours: your hours are worked out over a year (often set shifts with you deciding when to work the other hours)
- ◆ compressed hours: working your agreed hours over fewer days
- ◆ staggered hours: different starting, break and finishing times for employees in the same workplace
- ◆ job sharing: sharing a job designed for one person with someone else
- ◆ working from home
- ◆ Working term time only
- ◆ Remember, this list is not exhaustive and there may be other forms of flexible working that are better suited to you and or the University.

### **Is my pay affected?**

If you continue to do the same hours your pay stays the same, if you reduce your hours then your pay is reduced

### **Does my manager have to agree to it?**

No, but as they have a statutory duty to consider it they shouldn't unreasonably refuse it and have to provide a good reason why flexible working isn't possible

### **How long does it take?**

Your manager has to either agree to the request or have the first meeting with you within 28 days and give you a decision within 14 days of the meeting.

### **How do I apply?**

Guidelines and application forms are on the Branch website

[www.unison.bham.ac.uk](http://www.unison.bham.ac.uk) or ask your rep or phone us for a form

UNISON officers and stewards are also here to help you apply and with putting your case forward to your manager

**Call Lee on ext 47622 or Matt on x58283 or 07904 960 442 for help or advice at work**



# APPLICATION FORM

UNIVERSITY OF BIRMINGHAM BRANCH

Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other:					
First Name:	Other Initial(s):				
Surname:	Date Of Birth:				
Job Title:	Department:				
Grade / Band: Academic / Academic Related / Support* Full Time / Part Time / Reduced Hours* <small>*delete as appropriate</small>	Email Address:				
National Insurance Number:        -        -	Tel:				
Home Address:	Payroll Number:				
<p><b>Authorisation:</b> I wish to join UNISON and accept its rules and constitution.</p> <p><input type="checkbox"/> I authorise deduction of UNISON subscriptions from my salary/wages at the rate determined by UNISON in accordance with its rules to be paid over to them on my behalf. I authorise my employer to provide information to UNISON to keep my records up to date.</p> <p>Other ways to Pay (please tick if appropriate):  <input type="checkbox"/> Direct Debit                      <input type="checkbox"/> Cheque</p> <p>I authorise deduction of the following Political Fund payment as part of my subscription:  <input type="checkbox"/> Affiliated Political Fund      <input type="checkbox"/> General Political Fund</p> <p><input type="checkbox"/> Please tick here if you require materials in a different format (eg large print or Braille)</p>	<p><b>Political Fund:</b> UNISON's <b>Affiliated Political Fund (APF)</b> is used to campaign for and promote UNISON policy and the need for quality public services within the Labour Party, locally and nationally, in Parliament and Europe. UNISON APF affiliated to the Labour Party.</p> <p>UNISON's <b>General Political Fund (GPF)</b> is used to pay for campaigning at branch, regional and national levels of the union and for research and lobbying in Parliament and Europe. It is independent of support for any political party.</p> <p>It is important that you indicate a choice of fund by ticking one of the boxes above. Your subscription shown below includes a political fund payment so you do <b>not</b> pay any more by being in one of the funds.</p> <p><b>If you have been a member of a Trade Union before, please state which one:</b> _____</p>				
Please tick the appropriate box below for your earnings before deductions:					
<i>Band</i>	<i>Weekly Pay</i>	<i>Annual Pay</i>	<i>Subs Per Week</i>	<i>Subs per Month</i>	<i>Tick Box</i>
A	Up to £38.47	Up to £2000	£0.30	£1.30	<input type="checkbox"/>
B	£38.48 - £96.16	£2001 - £5000	£0.81	£3.50	<input type="checkbox"/>
C	£96.17 - £153.84	£5001 - £8000	£1.22	£5.30	<input type="checkbox"/>
D	£153.85 - £211.53	£8001 - £11,000	£1.52	£6.60	<input type="checkbox"/>
E	£211.54 - £269.23	£11,001 - £14,000	£1.81	£7.85	<input type="checkbox"/>
F	£269.24 - £326.92	£14,001 - £17,000	£2.24	£9.70	<input type="checkbox"/>
G	£326.93 - £384.61	£17,001 - £20,000	£2.65	£11.50	<input type="checkbox"/>
H	£384.62 - £480.76	£20,001 - £25,000	£3.23	£14.00	<input type="checkbox"/>
I	£480.77 - £576.92	£25,001 - £30,000	£3.98	£17.25	<input type="checkbox"/>
J	£576.93 - £673.08	£30,001 - £35,000	£4.68	£20.30	<input type="checkbox"/>
K	£673.08 +	Over £35,000	£5.19	£22.50	<input type="checkbox"/>
Please tick the appropriate box to indicate how often you are paid: Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Four Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>					
Please tick this box if you are student member in full time education (including student nurses or Modern Apprentices). Your subscription is £10.00 per year. <input type="checkbox"/>					
The information provided by you shall be recorded by Unison for statistical purposes and used for sending you Unison publications, ballot forms and other wise communicating with you. If you do <b>NOT</b> want any mailings from Unison, besides those required by statute please tick this box <input type="checkbox"/>					
To keep fully informed of the services we arrange for members we want you to receive details of benefits offered by or in conjunction with Unison's affinity partners. The affinity partners are organisations with close links to Unison that share our ambition to provide you with the best possible range of benefits. Under Data Protection legislation we can only disclose your details to our affinity partners with your explicit consent. Therefore if you <b>WANT</b> to receive details of the full range of benefits you <b>MUST</b> tick this box <input type="checkbox"/>					

Please return your completed form to:

Lee Crutchley c/o CELC, Ashley Building, University of Birmingham

## **Welcome to your new exec...**



### **Secretary, Matt Raine**

Senior branch officer responsible for organising the branch, leading negotiations with the employer and ensuring members are properly represented

x58283 or 07904 960 442  
m.j.raine@bham.ac.uk

### **Deputy Secretary (membership) Lee Crutchley**

Ensures the branch runs smoothly day to day, organises mailings and maintains our membership

x47622  
l.crutchley@bham.ac.uk

### **Chair, Paula Ann Beasley**

Responsible for ensuring all the branch functions are carried out, chairs meetings and ensures the branch rules are abided by

x45832  
P.a.beasley@bham.ac.uk

### **Health and Safety Officer, Howard Mower**

Helps to negotiate health and safety policies, supports H&S reps, carries out workplace inspections and advise members on H&S

x44863  
h.mower@bham.ac.uk

### **Union Learning officer, Marian Jordan**

Promotes union learning, helps negotiate learning agreements, supports Learning reps and organises training for stewards

x46989  
m.jordan@bham.ac.uk

### **Equality Officer, Natalya Dell**

Promotes equality in policy negotiations, supports officers and members in discrimination cases and coordinates self organised groups

x48822  
n.dell@bham.ac.uk

### **Communications Officer, Paula Ann Beasley**

Informs everyone of UNISON activities and campaigns, looks after email and the website and organises recruitment events

x45832  
P.a.beasley@bham.ac.uk

### **Welfare officer, Eimear Donnelly**

Helps members with welfare issues and helps to keep branch officers and stewards up to date with how UNISON welfare can help

x43313  
E.s.donnelly@bham.ac.uk

### **Treasurer, Etheline Deer**

Helps the branch budget, raise funds, keeps the branch accounts and authorises payments

x44297  
E.deer@bham.ac.uk

### **Case work officer, admin, Abby Gulliver**

Maintains records of all the individual cases stewards and officers represent, allowing the branch to spot potential problems

abbygul-  
liver978@btinternet.com

### **Retired members Officer, Sammy Snow**

Keeps in touch with retired members and raises issues affecting them, for example state pensions

saskybush@yahoo.co.uk

***If you would like to get involved just give one of us a call***

