



Graduate Union Line management policy

Adopted by the Board of Trustees on 14 June 2017, to be reviewed within two years

Line management of staff members

For the purposes of this policy, “staff members” includes all employees of the Union except for sabbatical officers.

The Manager’s line manager is to be the President, or a deputy appointed with the approval of the Board. The Manager should normally meet with their line manager to discuss any matter concerning their employment monthly, through more frequent meetings may be required during any probation period.

In addition to their line manager, the Manager should also have the right to meeting with the President’s line manager to discuss any matter concerning their own employment, should this be required.

The line manager of all other staff members is to be the Manager. Line management arrangements for these staff members should be determined by the Manager.

Line management of sabbatical officers

The office of Deputy Chair of the Board of Trustees is established by the constitution with the responsibility of “assisting the Chair [i.e. the President]”. The President’s line manager is to be the Deputy Chair, who should be appointed annually in the Easter Term with this responsibility in mind.

The President should normally meet with their line manager to discuss any matter concerning their employment fortnightly during the first six months in office, and monthly following that.

The line manager of all other sabbatical officers employed by the Union is to be the President, or a deputy appointed with the approval of the Board. Line management meetings for other sabbatical officers should follow the same pattern as for those of the President.

The President or their deputy should also participate in the line management meetings between the Welfare & Rights Officer and their own line manager, under the employment policies of CUSU. In case of conflict in these arrangements, the issue should be made known to the Board as soon as possible.