



MODEL TIME OFF AND FACILITIES AGREEMENT CONTENT CHECKLIST

- **Definition of terms**
Ensure that the scope of the agreement – name of company/organisation, union and staff – is clear.
- **Commencement date**
- **Introduction**
Set out the aims, objectives and spirit of the agreement and make reference to relevant areas of legislation.
- **Representation**
 - Which union reps and activists are covered by the agreement? Make clear that responsibility for appointment of and number of reps lies with the union.
 - Include commitment to informing employer of the names of reps to be covered by the agreement.
- **Time off for general trade union representation**
Ensure that such clauses are as broad as possible and reflect the range of duties and circumstances that reps deal with.
- **The function of representatives and their roles**
Set out what it is that reps are there to do and their value to both the union and the organisation. Include reference to ensuring full trade union membership amongst all employees.
- **Time off for health and safety representatives**
- **Time off for union learning representatives**

continued



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- **Time off for other representative roles i.e. info and consultation, equality reps, environmental reps**

Information and consultation reps are entitled to reasonable paid time off. Whilst there is no legal requirement for employers to allow paid time off for equality and environmental reps there is a strong case to be made given the benefits that these reps bring to organisations.

- **Time off for branch secretaries and other senior union representatives**

- **Special arrangements for time off**

- Make sure that your agreement contains provision for shift workers and others who may work unsocial hours.
- Ensure that meetings with management are called when the relevant and appropriate reps are at work. If meetings with management either run beyond a reps normal finishing time or have to take place in off-duty time, make sure there is provision for the reps to be paid.

- **Time off to cover related workplaces**

- **Payment for time off**

- **Cover for reps taking time off**

The revised ACAS Code of Practice contains new guidance on cover and/or workload reductions for reps taking time off

- **Training**

The agreement should allow paid time off for reps to attend a full range of training courses consistent with the agreed functions and roles of union reps.



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- **Procedures**

Ensure that the procedures for obtaining time off are clear and that the employer is committed to ensuring that all managers and supervisors are familiar with the agreed procedures.

- **Facilities – including ICT (Email, intranet and internet)**

The agreement should provide the union and its reps with adequate facilities such as a private room, telephone and a PC.

The revised ACAS Code of Practice also sets out provisions that should be made to allow reps access to email, intranet and internet. Unions should ensure that there are agreed procedures in respect of the use of facilities – particularly with regard to ICT facilities.

- **Confidentiality**

Agreements should ensure the confidentiality of communications between unions, reps and members. The revised ACAS Code provides guidance on what 'confidentiality' agreements might contain.

- **No detriment clauses**

The agreement should ensure that union reps suffer no discrimination or detriment in respect of pay and conditions – including shift allowances, performance related pay, bonuses and commission earnings – as a result of their trade union activity.

- **Disputes**

The agreement should contain clear procedures for the resolution of disputes arising from the its operation.