

STATES OF GUERNSEY  
RECOGNITION AND FACILITIES POLICY

1. Introduction

The purpose of this document is to state the policy of the States of Guernsey in relation to what facilities will be extended to representatives of recognised unions within the States of Guernsey in order to assist them in discharging their duties on behalf of their union.

A union representative is defined as someone who has been elected or appointed in accordance with the union rules to represent union members in an organisation where they also are an employee.

An accredited union representative must be a current employee of the States of Guernsey and normally have been so for at least six months. However, consideration will be given to reducing this period when it can be shown that the nominated representative has had previous, appropriate trade union experience.

2. General Principles and Objectives

- x Engagement or ~~no~~ engagement, or termination or suspension of employment or the duties of employment, of one or more workers;
  - x Allocation of work or the duties of employment as between workers or groups of workers;
  - x Machinery for negotiation or consultation and other procedures;
  - x Health, safety, welfare and other issues relating to the working environment.
- ii) Union representatives should be allowed reasonable access to their members in the workplace, subject to the exigencies of the service and following ~~an~~ arrangement with the line manager concerned.
- iii) While recognising that this is a 9mTm [(Wh)-4(il76ss7)v)

ix) Subject to the exigencies of the service, union representatives should be given reasonable time off with pay to attend training events and conferences arranged by or in association with their trade union but in no such case will travel or other associated costs be met by the State of Guernsey. Prior permission of line managers must be obtained and reasonable notice given. The union representative should provide of the syllabus or course / conference content.

x) The granting of time off will not override the exigencies of the service should a conflict of interests arise. The line manager may need to consider possible disruption and pressure on colleagues as

#### Communications and meeting rooms

i) Union representatives may make use of meeting rooms in States buildings for official business. They may also make reasonable use of office facilities such as a designated notice board, telephone, fax, photocopiers and internet services.

ii) Union representatives may make use of meeting rooms in States buildings for official