POLICY ON INDUSTRIAL ACTION

This policy sets out the arrangements which will be put in place across Royal Holloway in the event of industrial action. The policy applies to all of the College’s employees.

The objective of the policy is to ensure that in the event of lawful industrial action, there are fair and consistent arrangements in place to ensure that all employees and students at the College are protected accordingly.

Contractual Arrangements

- Staff participating in industrial action will not be paid for those days when they are on strike. Pay will be withheld at the rate of 1/260th for each day an individual participates in strike action. Any pay withheld will be donated by College to the student hardship fund.

- Where action short of a strike is undertaken, the College will not accept partial performance. The College reserves the right to withhold a percentage of pay up to 100%, where any member of staff is participating in action short of a strike. The percentage to be withheld will be identified and notified to staff in advance of any action which will lead to any such deductions being made. (The amount to be withheld will be considered particularly in light of the impact on students.)

- Staff who do not attend work as a result of a refusal to cross a picket line will be treated in the same way as any employee taking strike action.

- Staff are expected to advise the College that they are taking strike (or action short of strike) – either before, during or after such action. Staff not willing to cooperate may be deemed to be on strike and have an element of pay withheld – depending on whether it is strike action or action short of strike (ASOS).

Annual Leave

Where College employees have previously booked annual leave during a period of industrial action, this will continue to be honoured and normal payment will be made. However, no retrospective booking of annual leave can be made during or following industrial action and College policy is to not normally allow requests for annual leave on strike days (once they are known).
Other leave

Any staff on previously booked or approved leave or absence, such as maternity, adoption, paternity leave or sabbatical who could not be taking part in action will be identified in advance to assure payment is not withheld.

Sickness absence

The College will take a decision in advance of planned industrial action, called by the College’s recognised trade unions, as to whether alternative or revised reporting arrangements will be required for any staff who report absent due to illness on strike or ASOS days.

One option includes requiring those who report sickness absence when industrial action has commenced of producing a doctor’s certificate or letter (the cost of which would be reimbursed).

Staff who are absent on account of sickness before industrial actions starts will be assumed to be on sick leave, providing that the necessary certification has been produced.

Pension

Staff who are a member of a pension scheme, should take advice from their trade union on the implications for their pension cover if they decide to take part in industrial action.

The College is not obliged to make full employer contributions to pension during industrial action when full pay is not being paid.

The College will however, consider whether (as a gesture of goodwill) to maintain employers contributions and support individuals to maintain their pension cover if they choose to continue to make full employee contributions (including through salary sacrifice).

The College reserves the right to adjust this if the dispute escalates or is prolonged.

Employees remaining at work

Employees who choose not to take part in industrial action will be expected to undertake their normal duties. The College will, wherever possible, cover the essential duties of those staff involved in industrial action, but staff not participating in action will not be unreasonably asked to take on the duties of absent colleagues.
Return to normal working

Staff returning to work following industrial action will be expected to resume their full duties. There should be no expectation that the College will pay any sums withheld from a member of staff following the conclusion of industrial action, or confirmation from them that they are no longer taking part in the industrial action.

Human Resources Department

May 2016