

GET TO KNOW YOUR UNION

UCU EDINBURGH IS A TRADE UNION THAT REPRESENTS ACADEMIC AND
ACADEMIC-RELATED STAFF AT THE UNIVERSITY OF EDINBURGH

You are eligible to join UCU if you are:

- Teaching and research staff
- Library, administration and computing staff
- UoE grades 6-10
- A postgraduate student



WHY JOIN A UNION?

REPRESENTATION IF YOU HAVE A PROBLEM AT WORK

NEGOTIATION OF YOUR PAY AND CONDITIONS

PROTECTION FOR TAKING INDUSTRIAL ACTION

SOLIDARITY ACROSS THE SECTOR

ACCESS TO SPECIALIST NETWORKS

SECTOR REPRESENTATION TO GOVERNMENT & EMPLOYERS

PARTICIPATION IN WORKING GROUPS

ACCESS TO PUBLICATIONS & CAREER RELATED MATERIALS

CPD TRAINING INCLUDING CLASSROOM MANAGEMENT, VOICE CARE, &
GETTING PUBLISHED

SOCIAL EVENTS

POWER IN THE HANDS OF WORKERS!

COLLABORATION WITH OTHER UNIONS

POSTGRADUATE MEMBERSHIP

Joining UCU is **FREE** for postgraduate research students!
Visit www.ucu.org.uk/join to sign up.



Why should I join?

Unions work most effectively when they have a strong membership base. Because Unions negotiate for our *collective* interests as researchers, workers, and learners, the numbers game matters: the more we are, the better our chances of securing better conditions for all of us.



Working together

Being part of a Union means being part of a collective that holds the University to account, together. Postgraduate Research students are amongst the most transient in the University, but we can have a real and lasting impact on our working and learning conditions through collective organising.



A helping hand

As a member of UCU, you have the backing of the Union behind you if you have a problem you need help solving. As Postgraduate Research students, we often slip between the cracks, straddling 'student' and 'employee' status. UCU can help make sure your rights are respected.



Membership benefits

UCU can help with all sorts of issues: problems with supervisory or other departmental relationships, demystifying contracts, support for paid training, lobbying for improved work/study space, making sure your employment rights are met, and more.



TO FIND OUT MORE ABOUT WHAT WE DO, VISIT
WWW.UCUEINBURGH.ORG.UK/POSTGRAD-AND-POSTDOC-NETWORK

THERE ARE 2 MAIN TYPES OF UNION

Service Union



Run by paid representatives appointed by union leadership

Focuses on negotiating with management on behalf of members

Offers members services in exchange for dues

Organising Union



Run by the workers themselves, rather than paid representatives

Works for members' collective interests often through direct action

Often provide tools, guidance, funding, and other resources

UCU EDINBURGH IS A HYBRID

Your union is run by voluntary reps who are also workers. They are voted in by members.

Engages in both direct action and negotiation with management, depending on the issue.



Much of the work, organising, and priority setting is carried out by active members like you!

Provides caseworkers, training, publications, legal advice, research, representation, and social events.

HOW YOU CAN GET INVOLVED



ANTI-CASUALISATION CAMPAIGN

The Anti-Casualisation Campaign aims to improve the working conditions of fixed term, fractional, and/or hourly paid workers. More broadly it seeks to combat the increasing drive of academia towards more reliance on casualised labour.

WORKING GROUPS

Current working groups include:

BAME Working Group
Disability Working Group
Academic Planning Working Group
LGBTQ+ Network
Family and Caring Working Group

Do you have another idea for a working group? Let us know!

LOCAL CONTACTS

If you don't have much time, you may want to become a local contact. This will not require much work, but involves mostly being the face of the union in your department/ school/ area and distributing leaflets or posters now and then.

SOCIAL EVENTS

We run a number of social events throughout the year, including:

Film screenings
Lunches
Crafting sessions
Solidarity rallies

... And more! Join us!

JOIN COMMITTEE

Committee can have up to 24 ordinary members. Ordinary members should represent as broad and inclusive a spectrum of membership as possible and may include roles with a particular short-term focus or requiring specialist knowledge to assist the officers. We want to hear from anyone who would be willing to serve on Committee.

CASEWORK

Casework means helping out other members with their queries and problems. It is very rewarding work and you can choose yourself how much work you take on. New caseworkers are provided with training.

ONGOING PROJECTS



Four Fights and Pensions

With three rounds of strikes in two years and ongoing negotiations, UCU members are fighting the falling pay, the gender and ethnic pay gap, precarious employment practices, unsafe workloads, and threats to pensions.



Equalities

We are involved in ongoing work to address issues of equality at the university. This includes training and dedicated working groups with regards to the rights and needs of LGBTQ+, BAME, and disabled members, as well as a campaign to support non-EEA staff.



Covid-19

Committee is working hard to identify members' key needs in response to the covid-19 crisis, including asking for the extension of contracts, reduced hours, increased training, mental health support, union representation in long-term planning, and more.



Anti-casualisation

You can read about our collective agreement on our website. This work is part of our ongoing campaign to defend members' job security and working conditions. We discuss ideas and strategy at the postgraduate and postdoctoral / anti-casualisation network.



AND MUCH MORE!

For more information, visit our site!

UCUEDINBURGH.ORG

TUTORS AND DEMONSTRATORS ! KNOW YOUR RIGHTS AT EDINBURGH UNI

Postgraduate researchers (PGRs) who undertake work for their university (often as graduate teaching assistants; GTAs) have a **dual role with the university both as student and employee/worker**. However, the employment rights that you have as a worker/employee are standalone rights and are not affected by your status as a PGR. The employment rights you have will, to some extent depend on whether you are classified as a worker or an employee (<https://www.acas.org.uk/checking-your-employment-rights>). Your rights are not affected because you are also a student, or because you are hourly paid, or because you are on a fixed-term contract. The exception will be where you undertake teaching as part of the conditions of your stipend or bursary. In this case university management does not recognise you as a worker or employee and you do not have the same rights. However, it is still important to know what rights GTAs have according to national legislation and the Edinburgh collective agreement and get in touch with the union if you believe you are being treated differently.

This document is a modified version of the UCU GTA Know Your Rights document (July 2020) which can be accessed here: https://www.ucu.org.uk/media/11018/GTAs-know-your-rights/pdf/ucu_gta-rights_jul20.pdf.

*This version includes **specific provisions (Points 2-5) from the collective agreement which Edinburgh University and UCU Edinburgh entered on 26th of March 2019 on the Employment of Guaranteed Hours Staff and Fixed-Term Staff** which you can find here: https://www.ed.ac.uk/files/atoms/files/ue_uclu_collective_agreement_re_gh_ftcs_26_march_2019.pdf.*

(September 2020 Version)

YOUR RIGHTS

- 1** You should be given a statement of your **terms and conditions** when you start your job: www.ucu.org.uk/writtenterms
- 2** You need to be **paid for all the work you are required to do**, including when such work relates to induction, required training and agreed professional development. Your GH or fractional contract needs to have a **minimum number of hours built into it for continuous professional development**. The Work Allocation Model needs to ensure a **fair and reasonable allocation of time to undertake each activity**, which needs to be reviewed every two years in consultation with the staff affected.
- 3** You need to be provided with clear **information about the work you are required to do**. Clear information about the activities GH staff are required to undertake and for what they will be paid should be included in the school-level tutor and demonstrator handbook.
- 4** If you have been on a Guaranteed Hours contract for over two years and have worked more than 0.2 FTE on average (in the same role), you have to be offered a **fractional contract**.
- 5** You need to be advised who your **line manager** is, and who you can contact for advice about the work you are contracted to do. You need to have **annual reviews** with your line manager (or identified alternate) to review progress and discuss development needs.
- 6** Your employer has a legal **responsibility for the health, welfare and safety** of staff. This extends beyond the physical environment and includes workload and stress, bullying and harassment. www.ucu.org.uk/safemembers

7 You should not be **discriminated against on the basis of a number of 'protected characteristics'**, according to the Equality Act 2010. These are characteristics are age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Discrimination can be direct or indirect. Direct discrimination means an individual is treated less favourably on the basis of a protected characteristic. Indirect discrimination is when policies are put in place that is discriminatory with relation to a protected characteristic. Harassment is also a part of this act such that someone should not engage in unwanted conduct related to a relevant protected characteristic and has the purpose or effect of violating someone's dignity or creates a hostile or intimidating environment.

8 You should have the **same access to work facilities** as other members of staff including computing facilities, photocopying and secretarial support. If you don't and the reason is because you are part-time or fixed-term then you may be able to challenge your employer.

9 **Fixed-Term Employees** (Prevention of Less Favourable Treatment) Regulations 2002: this legislation states that you should **not be treated less favourably** than other comparable staff. This includes pay, inductions and career development. Also, that after four years with the same institution you may be entitled to a permanent/open ended contract: www.ucu.org.uk/ftregs.


10 The **Part-Time Workers** (Prevention of Less Favourable Treatment) Regulations 2000 state that part-time staff and hourly-paid staff **should not be treated less favourably** than comparable full-time staff. This includes: the same equivalent hourly rate of pay; sick pay; maternity pay; parental leave; holidays and access to staff development and training: www.ucu.org.uk/ptregs.

11 If you are an employee and have been working for more than two years you are you are entitled **not to be unfairly dismissed**. This means the employer should be consulting if they are saying there is no work and seeking alternatives to dismissal. In the case of redundancy, you are entitled to **redundancy pay**. Breaks due to the normal periods of non-teaching (Easter, summer, Christmas) will not necessarily break your continuity of employment.

12 If your university does not provide you with (paid) **annual leave** and instead pays your **holiday entitlement**, this should be clearly set out in your pay slip. If you are unsure what you are being paid for holiday, then ask how it is being calculated and what your holiday entitlement is.

14 You should have access to a **grievance procedure** if you need to make a formal complaint. Any complaints about you or your work should be handled in accordance with an agreed disciplinary, capability or probation policy.

13 **You have the legal right to join a union.** UCU provides excellent support by experienced UCU officers supported by regional and national officials. Find out about how to join UCU at our Edinburgh branch here: <https://www.ucuedinburgh.org.uk/join>.

 **Do you feel that any of your rights are not respected? Get in touch with your union.** UCU will provide you with personal assistance on individual problems arising from your employment.

Contact the Edinburgh Office: ucu@ed.ac.uk

Join our UCU Postgraduate/Postdoc Network to collectively work towards improving our working and living conditions as Graduate Teaching Assistants and Students:
<https://www.ucuedinburgh.org.uk/postgrad-and-postdoc-network>

Join UCU: <https://www.ucuedinburgh.org.uk/join>

TACKLING HATE CRIMES AND DISCRIMINATION

Hate crimes can be extremely upsetting and in some cases traumatic. They should always be taken seriously. This flyer contains some preliminary information about what to do if you experience or witness a hate crime, and where you can get support

Hate Crimes



'Hate crimes' can be verbal or physical, online or face-to face.

Hate crimes come in many forms, including: threats, attacks, abuse, bullying, or humiliation...

...On the basis of skin colour, religion, sexual orientation, transgender identity or disability

Reporting



Phone 999 (emergency) or 101 (non-emergency), or report at any Police station

Complete a Hate Crime Reporting Form
<https://www.scotland.police.uk/secureforms/c3/>

Third Party reporting through organisations like Stop Hate UK; SCOREScotland & Victim Support Edinburgh

SUPPORT

East and Southeast Asia Scotland:

Empowering East and Southeast Asians in Scotland through advocating 'social inclusion' and 'active citizenship' whilst offering support services and signposting to useful resources.
info@esascotland.org

Saheliya: a specialist mental health and wellbeing support organisation for black, minority ethnic, asylum seeker, refugee and migrant women and girls 12+ in the Edinburgh and Glasgow areas.
<http://www.saheliya.co.uk>



LGBT Health and Wellbeing: provides a range of services to promote safety in our communities. If you have been a victim of a hate crime we are here to support you.
<https://www.lgbthealth.org.uk/services-support/community-safety/>

University of Edinburgh Guidelines on Hate Crime:

<https://www.ed.ac.uk/students/health-wellbeing/crisis-support/racial-harassment-and-hate-crime>

EUSA Advice Place Guidance:

https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/harassment_safety_and_crime/reporting_a_crime/hate_crime/

UCU Edinburgh also has dedicated officers for BAME (black and minority ethnic), Disabled, LGBTQ, and Migrant members, and an Equalities officer. For more info email ucu@ed.ac.uk.

COMPLAINT INVESTIGATION PROCEDURES AT THE UNIVERSITY OF EDINBURGH

START OF INVESTIGATION

Conduct Investigator (an independent member of staff) will contact you. They will explain the process of the investigation to you and ask how you would like to proceed.

Witness may be asked about the incident.

The student who has been complained about will be informed of the details of the complaint and the name of the person complaining.

AFTER INVESTIGATION

Conduct Investigator will decide based on any evidence and witnesses the possibilities of a breach of the Code of Student Conduct.

If the investigator finds that the Code has been breached, they will pass the case to either a Student Discipline Officer or the Student Discipline Committee for any disciplinary action to be taken.

If there is a meeting of the Student Discipline Committee, a member of staff will provide you with options for engaging with this stage of the process.

You could choose to:

1. Attend the meeting and make a statement to the Committee (the student you complained about would not be present at the same time unless you specifically ask for this).
2. Not attend the meeting in person, and instead provide a further written statement to the Committee.
3. Take no further part in the process.

POLICE INVESTIGATIONS ONGOING?

YES: the University refrains from investigating until police investigations are closed.

The University decides if its own investigation is needed, e.g., if there were no charges or if the case is taking too long.

NO: the University investigates (if hate crime is reported against another student or staff member).

STUDENT: the University will see if the action has been a breach of the Code of Student Conduct.

STAFF: the University may decide to investigate as a 'breach of [professional] conduct'.