TRINITY LABAN STUDENTS' UNION

-and-

Adriana Garcia Pinilla

EMPLOYMENT AGREEMENT

1. Parties' details

1.1. Name of employee: Stephen Stanley

1.2. Name of employer: Trinity Laban Student's Union (the "organisation"), King Charles Court, Old Royal Naval College, Greenwich, LONDON, SE10 9JF

2. Date of commencement [and termination] of employment

2.1. Your employment commenced on ~~21~~1st~~nd~~ August ~~2021~~ 2022 and no employment with a previous employer counts as part of a period of continuous employment.

2.2. Your employment will end on 31st July ~~2022~~2023, unless this contract is terminated earlier than that date in accordance with the TLSU constitution.

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3. Job title [and duties]

3.1. You shall be employed as Students' Union President.

3.2. You are required to undertake the duties as set out in your job description, which is attached. It does not form part of your contract of employment.

3.3. You may be required from time to time to undertake such other duties as the organisation may reasonably require.

3.4. You will be responsible to the Trinity Laban Students' Union Executive (see Section 13 "Definitions").

4. Place of employment

4.1. Your place of employment shall be at: King Charles Court, Old Royal Naval College, Greenwich. LONDON, SE10 9JF; Laban Building, Creekside, SE8 3DZ and such other places as the organisation may require.

4.2. You may be required to travel within the UK and overseas on the organisation's business.

5. Remuneration and benefits

5.1. Your salary amounts to £24,000~~19,601993.1109~~ to be paid in monthly instalments of £2,000~~1,66633.42 09~~ (before tax). Your entitlement to salary accrues on a daily basis payable monthly in arrears on or before the last day of the month by cheque.

5.2. The organisation is authorised to deduct any sums due to it from your salary.

6. Hours of work and overtime

6.1. Your contracted hours are ~~30~~ 35 hours per week. Your suggested working hours are ~~10.00~~9.00am to 5.00pm from Monday to Friday, with one hour off for lunch each day. However, as long as ~~30~~ 35 hours are completed within the week and the SU exec team is notified there can be flexibility. You are required to publish your office hours in advance in order that students know when they are able to reach you.

6.2. Time off in lieu is permitted as long as it does not impinge on the running of the students' union. Toil should be taken with prior notice of five days.

6.3. You are required to work such hours as are necessary to complete your duties and overtime is to be worked if required. There are no overtime payments. Hours can be made-up according to previous working week hours.

7. Holiday and holiday pay

7.1. The holiday year runs from 1st August to 31st July.

7.2. From the commencement of your employment, your paid holiday entitlement will be at the rate of 25 days per holiday year plus bank and public holidays. Your holiday accrues on a daily basis.

7.3. Holiday must be taken only at times convenient to the Students' Union as previously arranged by notice and agreed by the Students' Union Executive, and notified to the Registrar and Director of Academic Services of Trinity Laban Conservatoire of Music and Dance.

7.4. Any holiday taken in excess of your pro_–rata entitlement may be deducted from your final salary payment by the Students' Union.

7.5. You are required to take all your holiday entitlement within the period of your employment. Any holiday entitlement not taken by the end of your period of employment expires. You are not entitled to remuneration in lieu of holiday entitlement.

8. Absence due to sickness or injury

8.1. A self-certification system operates for absence from work due to sickness or injury not exceeding seven days.

8.2. If you cannot attend work because of sickness or injury you must, unless there is some good reason to the contrary, advise the Students' Union Executive and notify the Registrar and Director of Academic Services of Trinity Laban Conservatoire of Music and Dance of the reason for non-attendance by 10.30am on the first working day of absence.

8.3. Sickness or injury absence exceeding seven days must be covered by a doctor's certificate/fit note.

8.4. If you are absent from work for four or more days by reason of sickness or injury, you are entitled to statutory sick pay subject to the rules of the scheme at the time (SSP). Any payment in addition to statutory sick pay will be at the discretion of the Students' Union Executive.

8.5. Sick pay is subject to the usual deductions for PAYE, national insurance, pension contributions, etc.

8.6. The organisation reserves the right to require you to undergo a medical examination at its request after 4 weeks' absence due to sickness. The organisation will pay the cost of any such examination and all information given in connection with it and any report on it shall be fully disclosed to the organisation.

8.7. The Students' Union executive reserves the right to terminate your employment if you are absent from work due to sickness for a period exceeding 3 months in any period of 12 months.

9. Probation period

9.1. As this is an elected position there is no probation period attached to this post.

10. Notice to terminate

10.1. This contract may be terminated at any time by the following periods of notice.

10.1.1. The organisation's notice to employees will be one month.

10.1.2. Employees' notice to the organisation will be one month's notice in writing.

10.1.3. The organisation reserves the right to pay you a payment equal to remuneration due for the relevant period of notice rather than requiring you to work your notice period.

10.1.4. The organisation reserves the right to require you not to attend the workplace during the notice period. The contract of employment will remain in force during this period and you are not permitted to take up employment elsewhere during this period.

11. Collective agreements

11.1. There are no collective agreements governing your terms and conditions of employment.

12. Complaints procedures

12.1. The complaints procedures applicable to your employment are contained in the Students' Union Constitution. They are for guidance only and do not form part of your contract of employment.

12.2. If you wish to raise a grievance, you may apply in writing to one of the serving Vice-Presidents.

13. Definitions

13.1 ***Trinity Laban Students' Union Executive***: The executive officers of TLSU shall be:

- The President
- The ~~Vice-President of~~ Music Officer
- The ~~Vice-President of~~ Dance Officer
- The ~~Vice-President:~~ Events Officer
- The ~~Vice-President:~~ Welfare Officer
- The Brand and Communications Officer

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14. Copies of this Agreement

14.1 Copies of this agreement to be held by the Students' Union, the Registrar and Director of Academic Services of Trinity Laban Conservatoire of Music and Dance.

15. Declaration

15.1 Please sign and return the attached copy statement to indicate your acceptance of its terms. If you have any questions about the meaning of any clause, please do not hesitate to contact the outgoing President.

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Appendix: Job Description

- Be a sabbatical officer from August 1st to July 31st, with a minimum commitment of ~~30~~ 35 hours per week.
- Partake in a paid one-week handover period prior to the beginning of the term of office (a week in July).
- Organise a Freshers' Fortnight at the start of the year for all incoming students (with TLSU officers as necessary).
- Have responsibility for the day-to-day running, overall well-being and administration of TLSU.
- Chair TLSU Meetings and other Meetings as appropriate and delegate a minute taker.
- Be the principal contact with the appropriate Officers and Staff of Trinity Laban and with outside bodies.
- Be a representative for the Board of Governors' and Academic Board of Trinity Laban, and be responsible for assigning other TLSU officers to other committee meetings.
- Be a signatory on the bank account(s) of TLSU.
- Produce an annual budget in conjunction with the SU Administrator, Vice Presidents and professional help from outside TLSU (accountant), outlining customary events and working practices of TLSU. This should be approved by the Executive Committee and then by the Trinity Laban Director of Finance.
- Have responsibility for TLSU facilities, premises and property, and management of any employees.
- Convene TLSU Meetings subject to the provision of the Constitution and Schedules to the Constitution.
- Prepare a TLSU Handbook (with TLSU Officers as necessary) to be distributed during Freshers' Week(s).
- Organise and manage events for the year with assistance from other officers when needed, including the annual summer ball.
- Be responsible for promotion and marketing of TLSU's activity and presence within Trinity Laban, all forms of social media and website maintenance.
- Oversee the organisation of classes and workshops, supporting the Vice President of Dance with this role.
- Be responsible for dealing with students' concerns, aspirations and problems, with other TLSU officers if necessary.
- Adhere to the Terms and Conditions of Employment of the Fixed Term Contract.
- To manage, delegate jobs and tasks to the Vice Presidents and other officers.
- Be a Member of the Committee of the Association of the London Colleges of Music (ALCOPA).

Accept all duties enumerated throughout the Constitution where relevant to the position of President of TLSU.