DUTIES AND RESPONSIBILITIES OF EMPLOYEE REPRESENTATIVES and SHOP STEWARDS

The City of Cork VEC currently recognises IMPACT as the Union which represents Clerical and Administrative Staff in its employ.

The Union may nominate one Employee Representative in each of the Committee institutions in which it has members and one Shop Steward to represent all its members.

The Employee Representative will be the first point of contact for most staff on most issues. Employee Representative and Shop Stewards will be elected/designated in accordance with the appropriate trade union rules and procedures. The principal duties and responsibilities of employee representatives and shop stewards include -

a) representing members fairly and effectively in relation to matters arising within the location in which they work and which concern employment and conditions of employment;

b) participating in negotiation and grievance procedures as provided for in employer/trade union agreements or in accordance with recognised custom and practice in the VEC;

c) co-operating with the management of the VEC in ensuring the proper implementation and observance of employer/trade union agreements, the use of agreed dispute and grievance procedures and the avoidance of any action, especially unofficial action, which would be contrary to such agreements or procedures and which would affect the continuity of operations or services;

d) acting in accordance with existing laws and regulations, the rules of the union and good industrial relations practice; liaising with and seeking advice and assistance from the appropriate full-time trade union official;

e) having regard at all times to the safe and efficient operation of the workplace;

f) subject to any other arrangements made between the VEC and IMPACT, employee representatives will conform to the same job performance standards, committee rules, disciplinary conditions and other conditions of employment as comparable employees in the VEC.

Employee representatives will be afforded such reasonable facilities as will enable them to carry out their functions as employee representatives promptly and efficiently including permission to post notices relating to normal activities of the union in the workplace in an area agreed with management to which employees have easy access and permission when acting on behalf of IMPACT, to distribute non-political news sheets, pamphlets, publications and other documents relating to normal trade union activities amongst the members of IMPACT in the workplace.
Employee representatives will be afforded necessary time off for carrying out their representative functions in the work place in which they work. Employee representatives should obtain prior permission from an appropriate representative of management. Such permission will not be unreasonably withheld. Reasonable limits may be set on the amount of time off.

Employee representatives will be granted reasonable time off for trade union meetings and training courses which relate to their activities as employee representatives.

Employee representatives should be granted reasonable access to all workplaces where they represent trade union members and where such access is necessary to enable them to carry out their representative functions.

Employee representatives should have access, without undue delay, to management at the appropriate level on matters relating to their representative functions and responsibilities.