

Procedure for the Suspension of Staff

Governors Rules

These rules are made under Article 7 of the Articles of Government.

1. Terms of Reference

- 1.1 The procedure for the suspension of all staff shall be specified in rules made by the Governors.
- 1.2 The disciplinary procedure to be followed during suspension of a member of staff under Article 7.1 shall be specified in rules made by the Governors.

2. Procedure

- 2.1 The holders of senior posts, as defined in The Instrument of Government, may be suspended from duty with full-pay, pending a decision on disciplinary action, by the Chairman of the Governors, or, in the absence of the Chairman, by the Vice-Chairman of the Governors, for good and urgent cause. The Chairman, or, as the case may be the Vice-Chairman, shall report the fact of such suspension in writing to the Governors as soon thereafter as practicable.
- 2.2 The Vice Chancellor, or, in the absence of the Vice Chancellor, a Pro Vice Chancellor, shall be responsible for the suspension of staff other than the holders of senior posts.
- 2.3 Anyone who is suspended from duty under Article 7.1 shall be entitled to receive from the Vice Chancellor or Pro Vice Chancellor, or in the case of the holders of senior posts, from the Chairman or Vice-Chairman of the Governors, written notification of the suspension, setting out the grounds on which the decision to suspend has been taken.
- 2.4 Any period of suspension will normally be as short as possible, in line with the requirements of the ACAS Code of Practice on Disciplinary and Grievance Procedures. Copies of the ACAS Code of Practice are available from the Personnel Department.

- 2.5 Any person who is suspended from duty and becomes unwell shall be recorded as being on sick leave from the first date he/she provides notification of being unable to attend work because of sickness under the sickness absence rules of the University. At the end of the period of sickness the person shall be regarded as being suspended from duty for the period of suspension that remained uncompleted prior to the start of the period of certified sickness unless a decision has been taken to remove the suspension while the member of staff has been absent on sick leave.

Document title	Procedure for the Suspension of Staff
Version	2
Person responsible	Jo Blunden
Author	Rachel Libby-Chiaa
Document date	January 2006
Last amended	January 2006
Effective from	January 2006
Review date	January 2011
Impact Assessment date	25 November 2009
History (where discussed / who circulated to / committees considered	PRC