Glasgow Kelvin College

M E M O R A N D U M

From:	**Derek Smeall**	**Ref:**	**DS/DS/0030224**
To:	**All Staff**	**Date:**	**27 February 2024**

Dear Colleague

EIS/FELA and Unison Industrial Action – Thursday 29 February 2024

The General Secretary of the Educational Institute for Scotland (EIS) and the Regional Organiser of Unison has informed me that their members employed by Glasgow Kelvin College will undertake a programme of discontinuous strike action, the first scheduled date is Thursday 29 February 2024.

Our campuses will remain open, 8.00am to 5.30 pm and students will be able to use our study resources and support services.

Where staff are not taking strike action, classes and support services should run as normal and staff should follow their normal working practices for that day. If you are unwell that day you should report unfit for duty in accordance with the usual notification of sickness absence procedure.

We have informed students that all classes are cancelled unless they have been informed otherwise by their Lecturer. Therefore, lecturing staff who are not striking should inform their students if their class is running.

I wish to re-assure you that College Employers Scotland continues to seek a resolution to this matter with the Trade Unions and to minimise the effects of industrial action. The most recent updates from College Employers Scotland can be accessed at: Latest News (collegeemployersscotland.ac.uk)

Industrial Action Guidelines and lists of FAQs for all staff and students have been produced and placed on the intranet. The links are below:

GKC Industrial Action Guidelines 2024

FAQs Students.docx

FAQs All Staff.docx

If you are not participating in the strike action, including management, in order to ensure that your presence is accounted for, and to ensure that your salary is unaffected, you must sign in at the reception area if working onsite and you must sign out when leaving the building. If you are working online, you must complete a Microsoft Teams Attendance Form, see below:

Attendance 29 February 2024

https://forms.office.com/e/qFMXZDT4Ri

If you do not complete the Attendance Form, then one day's pay will be deducted from your salary.

If you have pre-booked leave this will already be recorded by the Human Resources (HR) Department and your salary will not be affected. If you will not be on campus or online on the day of the strike action due to other College business your line manager should notify the HR team, and this will ensure that your salary will be unaffected.

Attached is the Industrial Action Guide which provides valuable information. If you have any questions, please refer these through your line manager and the College will endeavour to respond promptly.

The College's approach will be reviewed regularly, and staff will be updated appropriately.

Many thanks for your attention to these matters.

Yours sincerely

Derek Smeall
Principal