

## **General Conditions – Subwarden Agreement**

### **The role**

Volunteer Subwardens are based in each University Hall to support and assist Wardens in helping to ensure that the hall provides a supportive and enjoyable environment for all the student residents. This voluntary role is available only to current Postgraduate Research students of the University. Your role as Volunteer Subwarden will entail supporting the Warden in providing the highest quality service to ensure that students in Halls of Residence enjoy a friendly, supportive, stimulating and safe environment in which to study. Further details of the periods you will be expected to cover in your role are set out in the schedule at Appendix 2. However, we are willing to be flexible about when you fulfil your responsibilities within the constraints of the operational requirements, so please let us know if you would prefer a different arrangement.

When undertaking the role of Volunteer Subwarden, we expect you to perform to the best of your ability and to follow relevant University policies and procedures e.g. Policy on Equality and Diversity, Code of Practice on Harassment and Bullying, IT Acceptable Use Policy, Data Protection Policy, please see our webpages for further information: <http://www.lboro.ac.uk/admin/personnel/a-z.html>.

### **Duration**

The role of Volunteer Subwarden will commence on a date to be agreed and will end automatically, without the need for notice, usually a year later or sooner if you cease to be registered as a Postgraduate Research Student. At the end of this period, the University will review the role and consider if it wishes to offer you a continuation in the role for a further period.

You may bring the role to an end before the end of this period by giving four weeks' notice, in writing to the Hall Warden. You will also be entitled to four weeks' notice of early termination from the University except in circumstances where you commit any gross misconduct, in which case we may bring the arrangement to an end with immediate effect.

### **Induction and training**

We will provide an induction explaining your role. We will also provide training to assist you in performing your role and to ensure your, and others, health and safety. This will include attendance at a 'First Aid at Work' course, which will be followed by an examination to assess your competency in first aid. Throughout the period of your volunteering, you will also be asked to undertake other health and safety related training.

You may not be permitted to perform, or continue to perform, the role of Volunteer Subwarden if you fail to pass the 'First Aid at Work' examination or fail to satisfactorily complete other health and safety training/assessments.

### **Support and assistance**

Your main point of contact during your volunteering with us is your Hall Warden, who will offer you support and guidance in your role, as required.

## **Complaints and disciplinary procedures**

Should you have any complaint relating to your role, you should raise the matter with the Hall Warden in the first instance. Failing resolution at this stage, the issue may then be raised with the Senior Warden.

If you are unhappy with the Senior Warden's response or they are unable to adjudicate on the matter, you may then refer the matter to the Director of Student Services who will determine what action, if any, will be taken.

As Postgraduate Research Students, subwardens are subject to the University Disciplinary Procedures that apply to students. These are set out in Ordinance XVII and can be found at: <http://www.lboro.ac.uk/governance/ordinances/17/current/>.

## **Accommodation**

It is expected that whilst undertaking the role of Volunteer Subwarden, you will reside at the agreed Hall. However, any accommodation arrangements between you and the University will be subject to a separate licence to occupy agreement, which will set out the terms of that occupation.

For the avoidance of doubt, the provision of accommodation at your agreed Hall (or any other University premises) is not something to which you are entitled as a Volunteer Subwarden and nor does it constitute payment or consideration for the performance of that role.

Keys for your Hall must not be taken off University premises at any time and should not be used to gain access to your University accommodation. A key to your University accommodation will be issued to you for daily use. Master keys should remain in your accommodation at all times, apart from when required to carry out your volunteer role. Failure by you to adhere to this procedure, or loss of keys, may result in appropriate action being taken against you.

## **Expenses and benefits**

We will provide you with meals, the costs of which you would otherwise incur as an expense in connection with your role as a Volunteer Subwarden. Details of the meals you will receive, including when and where they can be taken, are set out in the attached Appendix 1.

In addition, the University will provide additional benefits associated with your accommodation of University property, including heating, lighting, and use of a telephone. These benefits may be liable to taxation and you will be responsible for ensuring that any tax is accounted for, as appropriate.

## **Insurance**

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us. However, you are advised to make your own arrangements relating to insurance for your personal possessions and belongings.

## Confidentiality

In the course of performing the role of Volunteer Subwarden, you may have access to confidential information relating to the University or University students. We expect you not to use or disclose this information to any person, either during your voluntary role, or at any time afterwards.

## APPENDIX 1

### MEAL PROVISION FOR SUBWARDENS IN CATERED AND SELF CATERED HALLS Subwardens in Catered Halls

- Are entitled to eat in hall on the same basis as the students in their hall.
- Have meals offered on a daily basis and any meal missed is lost – they cannot be carried over.
- Are only entitled to meals whilst the students are in residence.
- These meals are for Subwardens only and are **non-transferable**.

### Subwardens in Self Catered Halls

- Are entitled to one courtesy meal per day for each week that the students in their hall are in residence.
- Meal units will be loaded onto a meal or ID card as agreed.
- Meal units can be accrued and used at the Subwarden's convenience.
- If a Subwarden is given notice, their meal allowance will be stopped and they will be re-issued a pro rata quantity for the period of their notice.
- Meals will be loaded in advance for the whole term for the convenience of the Subwardens. Any abuse of this will result in more frequent loads being required.
- Subwardens are allowed the additional flexibility that they can choose which meal each day to use the card for and even to take multiple meals in one day, but not at one time.
- All meal units must be used by 20<sup>th</sup> July each year unless notified otherwise (for operational reasons which could affect the systems).
- These meals are for Subwardens only and are **non-transferable**.

Note: audit reports will be run on a regular basis to ensure that the above rules are being adhered to. If there are any queries these will be raised with the Subwarden and their Warden.

**Note: Meals are a benefit for the sole use of the subwarden only**

## **Volunteer Subwardens Meals for the Academic Year**

### **Catered Halls**

Subwardens in 7 days catered halls can take up to 19 meals a week for up to 34 weeks taken in their own hall depending on the catering provision.

Subwardens in 5 day catered halls can take up to 15 meals a week for up to 31/34 weeks taken in their own hall.

Meals allowances will be loaded on to the Subwarden's ID card.

### **Self-Catered Halls**

Subwardens in self-catering halls can take one meal a day, seven days a week for 39 weeks or 41 weeks (pro rata). These meals are to be taken in any catered Hall, EHB Bar or Village Bar (no other retail outlets), see campuslife Diners+ web page for more details.

Meals allowances will be loaded on to the Subwarden's ID Card.

#### **TERM ONE**

##### **106 meals**

11 weeks of term plus 4 weeks at Christmas = 105 meals

Less 11 days for Christmas closure = 94

and 5 for freshers allowance = 99

add 7 days as grace period for top up = 106 meals

#### **TERM TWO**

##### **98 meals**

9 weeks of term plus 4 weeks at Easter = 91 meals

add 7 days as grace period for top up = 98 meals

#### **TERM THREE**

##### **77 meals**

10 weeks of term plus extra week = 77 meals

N.B. The meal service will not be available on bank holidays or during University closure periods

## APPENDIX 2

### WARDEN AND VOLUNTEER SUBWARDEN COVER

The level of cover during the year is split into four different categories:

<b>Period 1:</b>	Academic year until the end of week 31. Full cover provided by Wardens team <sup>1</sup>
<b>Period 2:</b>	Christmas and Easter vacation periods except for periods of formal university closure <sup>1</sup>
<b>Period 3:</b>	Periods of formal university closure at Christmas and Easter and the Summer period 1 July to 30 September.
<b>Period 4:</b>	8:00am – 6:00pm Monday to Friday, excluding formal university closure at Christmas and Easter.

The following table outlines the level of cover from the Wardens team during each of the three periods.

	Academic and Social Support	Pastoral and Welfare	Discipline/ noise/special reports	Fire alarms	Keys in/out
<b>Period 1</b>	Warden Team	Warden Team	Warden Team	Warden Team	Warden Team
<b>Period 2</b>	Subwarden	Subwarden	Subwarden	Subwarden	Subwarden
<b>Period 3</b>	Duty warden	Duty warden	Subwarden	Subwarden	Subwarden
<b>Period 4</b>	Cover by University Staff	Cover by University Staff	Campus Living staff	Campus Living staff	Campus Living staff

#### Notes:

- Period 3 – Summer period: Subwardens wishing to remain in their residence over the Summer period will be required to provide cover as per an agreed rota. Those Subwardens not wishing to provide cover will be required to pay rent (amount to be advised by Campus Living).

<sup>1</sup> 6:00p, - 8:00am and weekends/bank holidays