



Robinson College
University of Cambridge

Staff Handbook 2016/ 17

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1. INTRODUCTION

This Handbook is intended as a reference document containing information on what members of the College staff need to know, should know, or may wish to know about the College and their employment. It may also pre-empt queries, and provide advice on how to find out more about the College and its organisation. It will help employees to appreciate their responsibilities to the College and to their fellow employees, as well as their individual rights. It emphasises that all employees will receive fair and consistent treatment at work with regard to standards of performance and conduct.

The Handbook refers to and complies with current employment, health and safety, and discrimination legislation. As it is to be used as a reference document within the meaning of legislation, the Handbook is required to be kept up-to-date. Amendments will therefore be issued from time to time – like this main document – with the authority and approval of the College Council. It will also be supplemented, as necessary, by policy instructions and notices which will normally be communicated through heads of departments.

The Handbook applies to all employees of the College but does not form part of the terms and conditions of employment except where expressly stated. In the event of conflicting provisions, the employee's terms and conditions of employment shall prevail. However, this Handbook should be particularly helpful to new members of the College staff, who can read it at their leisure, and help them to avoid misunderstandings, errors, discontent and conflict. The College has a reputation for a friendly, family atmosphere. It is important that everyone works hard to maintain it.

Words of the masculine gender in this Handbook shall import the feminine unless this interpretation is excluded expressly or by necessary implication.

2. HISTORY OF THE COLLEGE

The College owes its existence to a single benefactor, the late Sir David Robinson. The founder was born in Cambridge in 1904. After attending the County School, he worked for some years in his father's bicycle shop; in 1930, however, he took over a garage in Bedford and soon developed it into a large and prosperous firm. In the early fifties he was one of the first to venture into the new television business. In 1954 he founded Robinson Rentals, which thrived and became the basis of a considerable fortune. In 1966 he moved to Newmarket, where he had already set up a highly successful racing stable; he was for several years the country's most successful owner.

Planning for a college began in 1973 when Trustees were appointed. As the result of a limited competition organised by the Royal Institute of British Architecture, Gillespie, Kidd and Coia of Glasgow were appointed design architects. The contract for constructing the College was let after competition by tender to two local firms, William Sindall Ltd and Johnson & Bailey Ltd, operating under the name of 'Joint Venture'. The College was formally opened by Her Majesty The Queen on 29 May 1981, in the presence of Prince Philip, the Chancellor of the University. The College received the 1983 award for architectural excellence from the RIBA for buildings completed between 1976 and 1980.

Academic activity started in Thorneycreek and 5 Adams Road when a small number of graduate students were admitted in 1977; a few more followed in 1978 and, in 1979, the first 20 undergraduates joined the College. The first large entry of undergraduates (154), however, was admitted in October 1980. The College now has over 75 Fellows, who jointly cover a wide range of subjects, and close to 500 junior members; it is still the most recent foundation of the 31 Colleges which together make up the University of Cambridge. The majority of junior members are in residence for about 60% of the year, but the Fellows and some 150 postgraduate students work in and from the College throughout the academic year.

In the University vacations, when the majority of undergraduates are not in Cambridge, the College provides facilities for residential conferences. The main College building was designed to facilitate such conferences, and there are frequently two major conferences taking place in the College at the same time. The standards achieved have earned the College staff a well-deserved and very high reputation for efficiency, courtesy and quality of service.

3. OBJECTIVES AND GOVERNMENT OF THE COLLEGE

The ultimate authority for the government of the College is vested in the Governing Body, which consists of the Warden and all Fellows. However, on their behalf, the College Council exercises the day-to-day administration of the affairs of the College and the management of its property and income. The Council has four ex officio members and twelve elected members of the Governing Body, together with three resident student members; it meets regularly during term-time if there is business to discuss, and on two occasions in the Long Vacation.

The powers of the Council are assigned to them by College Statutes. After the College had first become an Approved Foundation within the University, the Queen granted a Charter of Incorporation to which were annexed about 40 Statutes for the government and organisation of the College. The College became a Registered Charity in August 2010, having formerly been an Exempt Charity. Revision of College Statutes may be only altered by submission to the Privy Council, who will consult the Charity Commission.

The Warden exercises a general superintendence over the affairs of the College. He presides ex officio at all meetings of the Governing Body and of the College Council. He has the power, unless the Statutes provide otherwise, to make such provision for the good government and discipline of the College as he thinks fit.

A Deputy Warden is elected by the Governing Body from among their members, and ranks at all times in seniority next to the Warden and has the same powers and duties in his absence. The Senior Tutor has overall responsibility for the academic life of the College and the welfare of all its students. The Finance Bursar has overall responsibility for support of the College, including: financial aspects; security; the management of the Conference and Catering (including Housekeeping); Maintenance (including Gardens); IT Departments; and the Porters' Lodge. The Personnel Manager is responsible for providing personnel support to the College. The College Safety Officer/Chairman of the Health and Safety Committee has overall responsibility for Health and Safety. The other College officers include the Chaplain, who is available to everyone in College, whether or not they are of any religious persuasion. Anyone may talk to the Chaplain in confidence about any matter of concern.

The objectives of the College are set out in the Charter:

- "
- To advance education, religion, learning and research in the University;
 - To provide for men and women who shall be members of the University a College wherein they may work for degrees of the University or may carry out postgraduate or other special studies at Cambridge, provided that no member of the College or any candidate for membership thereof shall be subject to any test of a political, racial, religious or social character;
 - To acquire and take over the properties and liabilities now vested in or belonging or attaching to the Trustees of the said Approved Foundation;
 - To apply the monies of the College including any monies acquired or taken over as aforesaid to the purposes of the College with power to invest as prescribed in the Statutes of the College;
 - To administer any trust or scheme for purposes connected with the objects of the College;
 - To do all such things as are incidental or conducive to the carrying out of the above objects."

4. CONDITIONS OF EMPLOYMENT

Pay

Salaries are paid by bank transfer monthly in arrears. Any overtime payments will be paid with the first normal monthly pay after information is received by the Payroll Assistant (this may be up to 6 weeks after the overtime is actually worked).

Salaries and wages are agreed by the Finance Committee of the College and will be notified in writing by the Personnel Manager.

Scale

Most members of staff are paid on the College's Scale.

Salary Increases

The College will normally consider making a general cost of living adjustment to salaries on an annual basis.

Re-grading: From time to time the College may consider individuals for re-grading, either as part of a reorganisation/restructuring or for other reasons. Proposals may be made by a College Officer or a Departmental Head. Consideration of such proposals will be undertaken in the first instance by the Finance Bursar, with advice from the Personnel Manager, and will then be subject to final approval by the Finance Committee. Proposals may be brought forward at any time of the year.

There is no appeal process on pay. However, members of staff have access to the Individual Grievance Procedures (Section 16).

Bonus Payments

If the College decides, in its discretion, to pay a bonus in any year, it does not mean that there will be any contractual right to a bonus.

The following represents the general methodology when the College considers bonus payments:

- It is a College Bonus payable to reward the hard-work, loyalty and dedication of the staff in all aspects of the College's work.
- It is a non-contractual bonus.
- Bonus payments are non-pensionable.
- Any bonus payment will generally be paid with the November pay.
- Staff who leave for reasons other than retirement at the normal retirement age prior to the 30 November will not generally be considered for a bonus.
- Staff who retire at their normal retirement age will be considered for a pro rata payment.
- Staff who have completed less than 12 months continuous permanent employment at 30 September will not be considered for a bonus.
- Staff who have been employed for between one and two years at 30 September will be considered for a pro rata bonus.
- Staff whose contract is for fewer than 37 hours/week will only be considered for a proportion of a bonus.
- The amount awarded is not linked to salary.

- Bonus payments are not used when calculating the amount due for College Maternity Pay. SMP is not affected by this.
- Bonus payments for staff on maternity and paternity leave are considered in exactly the same way as for other staff.
- Heads of Department are consulted on bonus payments.
- The College does not reveal how a bonus figure has been calculated, but it is linked to the type of job and may be varied according to an individual's commitment to the College, disciplinary procedures, attendance and other such matters.
- Bonus payments are not taken into account when calculating any holiday pay.

Hours of Work and Times of Duty

The normal working week for all full-time members of the College staff is 37 hours. However, hours of work for each member of staff are agreed with the College officer responsible for the department to which the member of staff may from time to time be assigned. It is the responsibility of the head of department concerned to decide times of duty as well as the nature of duties required.

Overtime

Overtime will be worked only with the consent of the head of department and only when in his/her opinion it is in the interests of the College. Whenever possible, overtime will be compensated by time off in lieu, and payment should be made only when time off in lieu is not a satisfactory compensation. During the week, enhanced rates will be paid only in excess of the College's normal working week of 37 hours. For Saturdays, time-and-a-half is to be paid and, for Sundays, double time. These increased weekend rates are payable only on hours in excess of the normal working week of the member of staff. Thus if weekend working is part of the normal rostered hours (whether 37 or fewer), extra payments will not be paid.

Lieu Time

Lieu time should generally be taken as soon after it is earned as possible, though for operational reasons this is often impossible. However, lieu time cannot accumulate indefinitely and generally it will not be converted in to pay when a member of staff retires or resigns. Heads of department keep records of overtime and, as with annual leave, lieu time accumulated in one leave year must all be taken by March of the following year, unless the Personnel Manager has approved a further extension of the period. If there is no approval, accumulated lieu time will be forfeited.

Holidays

Full time College staff are normally entitled to 33 working days' holiday per year. All public holidays on which a member of staff is not required to work are to be included in this entitlement. Extra days holiday will be allowed for staff with long service. One extra day is allowed after 6 years' service, 2 after 9 years, 3 after 12 years, 4 after 15 years and 5 (the maximum) after 18 years. The actual dates on which leave can be taken will be agreed with the line manager after consultation with the Bursar if necessary. Generally speaking no more than 2 weeks' leave (10 working days) will be granted for a holiday (particularly at busy times). If a longer break is being requested the Head of Department must be consulted as early as possible, but approval will be by exception. Leave Record Form, as reproduced at Annex A to this Handbook, is to be maintained for every member of staff each leave year.

The leave year follows the academic year, i.e. from 1 October to 30 September. Annual holidays and any additional leave should normally be taken before 30 September in each year, but up to 5 days may, at the discretion of the College officer concerned, be carried forward up to the end of December, although not beyond without the written permission of the Personnel Manager.

An employee appointed after the beginning of an academic year will be entitled to that proportion of annual leave with pay which is the same as the proportion of the year for which he/she has worked. An employee whose employment is terminated by notice (either by the College or by the employee) during the course of the academic year, except in cases of serious misconduct, will be entitled to take any balance of annual leave due to him/her. Where an employee's employment is terminated by the College without notice in circumstances of gross misconduct, payment will be made only in respect of any outstanding statutory holiday entitlement under the Working Time Regulations 1998. The amount of annual leave will be calculated as a proportion of the year already worked. At the discretion of the College officer concerned, salary in lieu of leave may be paid if it is impracticable for the holiday entitlement outstanding to be taken as leave before employment ends. However, payment is not offered as an alternative to leave.

Bank Holidays

Numbers of staff required to work on a Bank Holiday are to be kept to a minimum. Staff who are required by the College to work on a Bank Holiday will be paid at double time for the hours worked. However, if less than 5 hours are worked, or the 'normal' shift is not completed, double time is to be paid only on the hours worked. Members of staff may not elect to work on a Bank Holiday by their own choice in order to take the holiday at another time.

Unpaid Leave

In exceptional circumstances a head of department may agree to allow a member of staff to be absent on unpaid leave, subject to the approval of the Personnel Manager who shall consider each particular case on its own merits. Such leave will be subject to the needs of the department and be recommended for approval in advance.

Compassionate Leave

Paid compassionate leave, normally up to a maximum of 5 working days, will be granted only when a close relative dies, is very seriously ill or is in urgent need of help through unforeseen circumstances. The College defines a close relative as a child, parent or spouse.

Staff should ensure their HOD/supervisor is aware as soon as is practical when they intend to be off and indicate how long they anticipate this being for.

Time off for Emergencies Involving Dependants

Employees may take a reasonable amount of paid time off for incidents such as:-

- To provide assistance for a dependant who falls ill, is injured or gives birth (unless the circumstances fall within the College's Maternity, Paternity and Parental Leave provisions, when they will be covered by Sections 10 and 11 below).
- To arrange for the provision of care for an ill or injured dependant in the event of unexpected disruption or termination of care arrangements for a dependant.
- To deal with an incident involving a child of the employee occurring during school hours.

These are examples only and each request will be judged separately entirely on its specific merits. Except in circumstances which the College judges to be wholly exceptional, employees may not take more than one or two days' leave at any one time for these kinds of emergencies. Employees are required to give as much notice as possible of any necessity to take emergency leave. Where it is impossible to give notice employees must contact the College as soon as possible to explain the circumstances necessitating the taking of emergency leave. **It should be noted that any leave taken will be deducted from annual leave entitlement.**

Staff Reviews

All members of staff will normally have an Annual Review, this will generally be carried out by the line manager. Details are in Section 29.

Probation

Generally the first three months of employment will be a "Probationary Period". Transfer to the permanent staff will be confirmed in writing by the Personnel Manager after satisfactory progress has been confirmed by the line manager.

Dress Code

In most Departments, there is dress code for all members of staff. It is a condition of employment that the applicable dress code is followed. The dress code varies from Department to Department; members of staff should check with their line manager as to what is required.

In most departments the use of headphones and personal stereos/iPods/MP3 Players/and the like is not permitted during working hours.

Professional Conduct

The College aims to provide a working and learning environment which will enable staff and students to fulfill their personal potential. It is recognised that in a healthy working environment staff and students form mutually rewarding relationships. The College wants to protect students and staff from allegations of actual or perceived conflicts of interest and avoid complaints of harassment and grievance or disciplinary action.

Staff should conduct themselves at all times in ways that are consistent with College policy and procedures and acknowledge their professional and ethical responsibility to protect the interests of students and accept the obligations and constraints inherent in that responsibility. To maintain the relationship with students based on trust, confidence and equal treatment, staff are strongly advised not to enter into close relationships with students. Such relationships can lead to perceived or actual conflicts of interest.

Notice of Termination of Employment

The notice required to be given by or to an employee of the College to terminate his/her employment should be at least one week if he/she has been continuously employed for one month or more. However, if a specific period is included, the notice will be in accordance with the contract of employment.

5. PENSION SCHEMES

From April 2014 staff will automatically be enrolled into the College pension scheme unless they opt out. The scheme is administered by NOW pensions. Your line manager can provide you with an information booklet and if you have any further questions the College Payroll Assistant can help.

For members of staff joining after 1 July 2009, the College will not contract out of the State 2nd Pension (S2P).

Scheme Details

The Payroll Assistant can provide details of the Scheme on request.

Closed Schemes

Some staff retain rights under CCFPS, which is closed to new members.

6. FACILITIES AND AMENITIES

Catering

- All full-time members of staff are entitled to have a free lunch in the Cafeteria; in addition, any member of staff required to work either a minimum of 30 hours per week or before 1.00pm and also at 2.00pm or later on the same day will be entitled to a lunch without charge. Snack lunches are available from time to time in the Main Bar as an alternative facility.
- Some members of staff who are required to work at unsocial hours may have facilities for free meals at other times.
- Facilities for hot beverages are available to members of staff without charge; hot and cold drink vending machines are also available in various locations in the College.

Personal Property and Vehicles

- Whilst the College will take all reasonable precautions, it is unable to accept responsibility for personal property, including vehicles, brought on to the site. Valuables should not be brought to work, and essential belongings should either be kept on the person or secured in a locker or other safe place.
- Lost and found property should be reported immediately to the Porters' Lodge.
- Provision for car parking is available either in the underground car park or outside car parks; a waiting list is maintained for members of staff for the car parks. Vehicles must not be parked in any place on the College's property other than that which has been allocated for the purpose, and must not be parked in a way which could cause inconvenience to our neighbours. The Head Porter issues car park stickers to members of staff allocated spaces in a College car park. Cars should not be parked in the College car parks without displaying the appropriate sticker.
- Vehicles must be driven with great care on the site and due regard must be paid to any notices displayed, and to other traffic and pedestrians.

Staff Purchases

- Facilities exist for members of staff to purchase products from the College's suppliers on condition that the goods are paid for promptly and are not for resale.
- From time to time, members of staff may also purchase items of College property, plants etc. which are for sale.

7. EXPENSES

All expenses incurred by members of staff wholly and exclusively on College business will be refunded on production of receipts, as appropriate, and on completion of the relevant claim form.

Travel

- Journeys over 25 miles should normally be undertaken by rail and the second-class train fare reimbursed.
- Car mileage and/or first-class train fares will be paid only when the journey could not reasonably be carried out by second-class rail.
- Parking at railway stations will be reimbursed to permit the main part of journeys to be completed by rail.
- In some cases, car hire can be a cheaper method of travel than claiming mileage allowance and should always be investigated.
- For some local journeys (i.e. Romsey Terrace) there is a standard distance that may be claimed. Please see the Accounts Clerk for details.
- Where travel by private car is authorised the following rules apply:
 - The College will pay a mileage allowance where employees use their car or motorcycle for business travel. Business travel means journeys which employees make to or from a place they have to attend in the performance of their duties but not any travel from home to a College site.
 - The rates of mileage are as follows:

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| Travel by car (irrespective of size) | 45p a mile up to 10,000 miles |
| | 25p a mile thereafter |
| Travel by Motorcycle | 24p a mile |

- If the employee travels direct from home, the mileage should be the lower of:
 - The mileage actually incurred or
 - The mileage which would have been incurred if the journey had started and finished at the normal place of work.

When using a vehicle for business travel the employee must ensure that their personal insurance allows business use of the vehicle.

College Credit Cards

Some staff may be issued with a College Credit card as needed for their specific role within College. It should be noted that these cards are not for personal use but **only** for the purchase of goods or services for the Robinson College.

8. ABSENCE THROUGH SICKNESS OR INJURY

When a member of the College staff is unable to perform his/her duties on account of illness, injury or disability which is not due to his/her own cause or default, payment in lieu of salary or wages will be in accordance with the following rules:

Notification

- The cause of incapacity and its expected duration is to be notified to the line manager as soon as possible, ideally before their shift is due to start, but must be no later than 10am on the morning of their shift. Employees who are not able to work but are too ill to telephone must arrange for a relative or friend to telephone on their behalf. When notifying their line manager they should indicate whether it is one or more days they expect to be off sick. When an absence extends to more than one day, regular phone calls to the line manager are required to ensure that the College is aware of progress.
- The employee must complete with the line manager an **Employees Personal Sickness Certificate and Return to Work Form**, immediately on returning to work after any period of absence due to sickness of up to and including 7 calendar days. Sickness on Saturdays, Sundays and Public Holidays (including alternative rest days) must be included as part of the period of sickness.
- If the period of sickness continues beyond 7 calendar days, an **Employees Personal Sickness Certificate and Return to Work Form** will still be required to be completed on return to work, but after the seventh day a doctor's statement (or statements) (Form Med 3, 5 or 10 etc.) is to be sent to the line manager without delay to cover all further absence beyond the seventh day.
- From April 2010 GPs will issue a modified F Med 3 which indicates whether a person could be "fit to work" if various temporary adjustments could be made. It is imperative that such information when provided by a GP is communicated to the line manager without delay – by telephone or email. The Line Manager will consult with the Personnel Manager to consider whether a return to work can be arranged. Failure to pass on such information may result in the payment of College Sick Pay being reviewed.
- When more than one period of sickness of seven days or less occur within a 28 day period, the College requires a doctor's statement; failure to produce a certificate will result in only Statutory Sick Pay being paid for each period. Note: Special rules for SSP apply for so called "linked" periods of sickness, details are available from the Payroll Assistant.

Elective Surgery

It is recognised that from time to time members of staff will wish or need to have surgery to improve their lives; such elective surgery should, where possible, be timed to minimise inconvenience to the College. Timings should be agreed with line managers and the overall absence be agreed in advance, with advice from the Colleges own medical resources. There is no right to College Sick Pay for elective surgery. Whether College Sick Pay or SSP will be payable will be considered following consultation with the relevant GP and the Colleges own medical resources. Where College Sick Pay is not paid, a member of staff may be able to use accumulated lieu time, annual holiday entitlement or SSP.

Travel to Work

It is a member of staff's responsibility to get himself/herself to work. However, a situation may arise when a member of staff who is otherwise fit to undertake normal duties is unable to travel to work because of an injury or other ailment (perhaps is unable to drive). A member of staff in this position should contact their HOD without delay so the College can consider how best it can help and/or advice; getting a lift from a fellow member of staff, working from home or even a taxi are all options. In such circumstances there will be no automatic right to College Sick Pay.

Payments

Where College Sick Pay is agreed (see above for situations when, notwithstanding general rules, College Sick Pay may not be payable) amounts of payment in lieu of salary or wages will accord with the following:

- Those employees whose average earnings are above the National Insurance contributions limit, and are therefore eligible for Statutory Sick Pay (SSP), and who have been in continuous service with the College for more than one year as at the first day of absence due to sickness, will receive a maximum of 13 weeks' payment in any one period of 12 months. This is calculated by counting the days of absence for 12 months prior to the first day of sickness. Periods of sickness may be linked using the same rules as for SSP. This means that periods of sickness separated by less than 56 days will count as a single period.
- If your sickness absence continues beyond 12 months, no further College Sick Pay will become due to you.
- If during the first 12 months' of employment, a member of staff's sickness record is judged to be poor, the College reserves the right to extend the period for which only SSP is paid; the member of staff will be advised prior to the start of the 2nd year.
- Those employees whose average earnings are above the National Insurance contributions limit, and are therefore eligible for Statutory Sick Pay, and who have been in continuous service with the College for less than one year as at the first day of absence due to sickness, shall receive Statutory Sick Pay only.
- The amount of payment for the relevant number of weeks will be the employee's basic salary or wages. Any Statutory Sick Pay to which the employee is entitled shall be deemed to be included in the amount payable. After the expiry of the relevant number of weeks of sickness, the employee will receive only the amount of Statutory Sick Pay to which he/she is entitled. However, in exceptional cases, the maximum periods specified may be extended at the discretion of the College authorities.

The maximum periods specified above will include all periods of absence from work due to sickness for one day or more, but will exclude:

- Absences of less than one working day, provided that the number of such absences does not exceed five in any one period of 12 months;

- Absence through injury sustained by an employee in the discharge of his/her duties except when the employee is at fault.
- The following further rules concerning the amount of payment in lieu of salary or wages will apply:
- Those employees whose average earnings are below the National Insurance contributions limit, and are therefore not eligible for Statutory Sick Pay.
- Where there is evidence that absence on grounds of sickness is due or attributable to:
 - an employee's misconduct
 - injury whilst working for private gain in his/her own time whether for himself/herself or for another employer

The College reserves the right to reduce or discontinue any payment in lieu of salary or wages.

- If an employee is absent from work as a result of incapacity for which a third party is liable (whether in full or in part) then he/she will not be entitled as of right to sick pay or other remuneration during such absence and any payments made by the College in the period of the absence shall be an interest-free loan. If the employee recovers damages he/she will repay the College any sums received as compensation for loss of remuneration for this period but limited to the amount of the interest-free loan. If no damages are received the employee will not be required to repay the loan or any part of it. Typically, this section will apply to an employee involved in a car accident and he or she is injured but is the innocent party in the accident.
- Should an employee, under any circumstances, be required to claim Sickness Benefit he/she must inform the line manager of any amount he/she receives under the National Insurance Acts. Such sickness benefits received by the employee will then be offset against any payment due from the College under these rules.
- For the purpose of these rules, an employee shall be deemed to be entitled to the normal statutory benefits for himself/herself and his/her dependants unless he/she shows proof to the contrary. Failure to make a claim in the prescribed manner will not be accepted as constituting loss of entitlement to benefit.

Long-Term Ill Health

When an employee is ill for a long time, the difficulties of continuing without that employee become increasingly apparent. Eventually, the College may have to decide to take action to terminate employment; such a decision will depend on the circumstances of each case. Any employee who has frequent absences, or a single prolonged absence on account of sickness, may therefore be required to authorise the College authorities to seek further information from the employee's doctor, to be given access to health records and medical reports, or to agree to be examined by a doctor nominated by the College. If the employee withholds consent a decision about the employee may have to be made without the relevant information. See Section 30 for more information about retirement on grounds of ill-health.

Sickness on Annual Leave

Sickness occurring during any period of annual leave must be reported as sickness, in line with the College notification procedure and medical evidence should be provided. In such circumstances, re-crediting of annual leave may be agreed if a failure to do so would deprive an employee of statutory holiday due under the working Time regulations.

New Employees

New employees who have been issued with a linking letter from DSS which indicates that they have been in recent receipt of State Benefit or a Form SSP1 (L) from a previous employer regarding recent receipt of Statutory Sick Pay must submit these documents to the line manager within 7 calendar days of commencing employment with the College.

9. TIME OFF AND ABSENCE

In addition to absence due to approved holidays, personal sickness and maternity leave, the College appreciates that members of staff may be unable to attend work from time-to-time for good reasons.

Statutory Time Off (Paid)

- Recognised union and accredited safety representatives may take reasonable time off to attend to their duties and undergo training.
- Pregnant women may take time off for ante-natal care.
- Employees under notice of redundancy, who have at least two years' service with the College, may take reasonable time off to seek work or arrange training.

Statutory Time Off (Unpaid)

- Union members may take reasonable time off to take part in official union activities.
- The holders of certain public offices may take reasonable time off to fulfil their duties.

As much notice as possible should be given in respect of statutory time off.

Special Leave

In addition, staff may be granted paid time off at the discretion of the College authorities as follows:

- Dentist/Doctor/Optician visits, with confirmation of appointment if necessary (these are expected to be booked, where possible, at the beginning or end of the day to minimise disruption to the working day. Where appointments involve more than an hour, leave or lieu time must be used).
- Study leave for examinations for an approved course of study.
- Compassionate leave, for bereavement or other domestic crises (see Section 4).
- Territorial Army training, up to one week per year.
- Training as a member of the Reserves of the Armed Forces.
- Jury service/court appearances as a witness (basic pay less any payments made by the court).
- Urgent temporary leave of absence, if asked for, will not be unreasonably withheld, but prior permission of the head of department will always be required.

Special leave will be authorised by the head of department, or appropriate College Officer if necessary, and may be paid or unpaid leave according to circumstances or may be taken from annual holiday entitlement.

Unauthorised Absence

Absence from work without leave or adequate explanation is a breach of discipline and may lead to disciplinary action.

Monitoring and Review of Absences

Levels of absence need to be contained at a minimum level because the work of all members of staff is important. Heads of departments therefore maintain a reasonable summary of each individual's attendance records in order to monitor any potential problems or highlight good aspects. These records are retained on staff files.

Any member of staff whose frequency or length of absence is at an unacceptable level (whether certified or not) will be interviewed and reviewed over a period when a substantial improvement will be sought. Failure to attain and sustain the standard required could result in disciplinary action being taken in accordance with the College's disciplinary procedures. Whenever ill-health problems result in a poor attendance record and no matter how genuine the absence may be, there comes a time when the College's need for employees to attend work regularly is greater than the need to provide secure employment. It becomes a question of whether the employee is fit enough to undertake the duties required by the College or whether termination of employment has to be considered (see Section 8 (Long-Term Ill Health)).

Further details can be found in the Colleges Managing Attendance Policy and Procedure, which your manager can provide a copy of.

10. MATERNITY POLICY

This Section forms part of employees' terms and conditions of employment

The College's maternity policy, in certain respects, exceeds the statutory requirements relating to maternity rights. A Government leaflet, Pregnancy and Work – what you need to know as an employee, setting out the statutory regulations is available from the Payroll Assistant. The regulations which appear below are a summary; figures or words in bold represent departures from Statutory Regulations. These regulations are applicable where the Expected Week of Childbirth (EWC) is after 1 April 2007. (Note: regulations are updated regularly, check with the Personnel Manager for latest information)

An employee of the College who becomes pregnant will be eligible for maternity pay and leave subject to the following conditions:

- She is employed by the College continuously for 26 weeks by the time it is 15 weeks before EWC. (see below for details)
- By the end of the 15th week before her expected week of childbirth (EWC), she should notify the College in writing, through her head of department, of her intention to take maternity leave including the following:
 - A statement that she is pregnant.
 - The expected week of childbirth, given in a medical certificate (MATB1).
 - The date on which she intends her maternity leave to start.
 - **Whether she intends to return to work after the period of maternity leave.**
- Notification is given at least 28 days before the date of absence. The dates of absence may be changed provided 28 days' notice is given.
- She is still pregnant at the fifteenth week before the expected week of childbirth
- She continues to be employed until fourteen weeks before the expected week of childbirth
- The employee undertakes to inform the Finance Manager or her deputy if at any time during her Maternity Pay Period she goes abroad outside the European Community or is taken into legal custody.

The College will acknowledge correctly provided notification within 28 days.

Maternity Pay

Pregnant employees who have completed 26 weeks' continuous service by the beginning of the 14th week before EWC will be entitled to maternity pay paid by the College. For pregnant employees who do not meet this qualification, maternity pay may be payable through the Job Centre.

If all the above requirements are satisfied, and providing the employee has stated that she will be returning to work following maternity leave, maternity pay will be granted, consisting of 18 weeks' pay at normal salary followed by 21 weeks' pay at the Standard Maternity Pay rate or 90% of average weekly earnings, whichever is the lower. The remainder of the maternity leave is unpaid. These payments will be deemed to include any payments to which an employee is entitled under the Statutory Maternity Pay scheme. Payments will normally be made on the employee's normal pay day and at her normal pay interval. If prior to maternity leave a member of staff has stated that she will

not be returning to work following maternity leave, maternity pay will be granted in accordance with the Statutory Maternity Pay scheme provided that she meets the statutory requirements for eligibility. Average earnings for the purpose of Statutory Maternity Pay are calculated in accordance with Inland Revenue rules.

If the employee does not return to work or leaves her employment within three months of returning to work following the end of her Maternity Leave, she must agree to repay such proportion of Maternity Pay in excess of the statutory entitlement, as is requested by the College; this will normally be the total sum which has been paid in excess of Statutory Maternity Pay. The 3-month period excludes any period of accrued annual leave taken after maternity leave has come to an end.

Maternity Leave

All pregnant employees are entitled to 26 weeks' Ordinary Maternity Leave. The contract of employment continues during ordinary maternity leave. All contractual benefits continue except for salary or wages.

Pregnant employees who have completed 26 weeks' continuous service by the beginning of the 14th week before EWC are entitled to 26 weeks' Additional Maternity Leave. Additional Maternity Leave begins at the end of Ordinary Maternity Leave. The contract of employment continues during Additional Maternity Leave. Note: Statutory Maternity Pay continues to be paid, as detailed above, until the end of the 39th week of leave.

The earliest date on which maternity leave may commence is eleven weeks before the EWC.

Maternity- time off for ante-natal care

Pregnant employees are entitled to take reasonable amounts of paid time off during normal working hours to receive ante-natal care, although wherever possible appointments should be arranged at the start or end of the working day. Ante-natal care includes appointments with the GP, hospital clinics, parent-craft classes and relaxation classes.

Risk Assessment

Risk assessments of working environments in the College are routinely carried out in order to be able to protect the safety of any pregnant member of staff. Should her working environment or her duties pose an unacceptable threat to her health and safety, all reasonable steps will be taken to modify her duties or find alternative work of a suitable nature. Should this not be possible, she will be suspended from work on full pay on medical grounds.

Staying in Touch

A member of staff on maternity leave is encouraged to stay in touch with the College and the College will send any important new information about the College to such an employee to her home. Regulations allow for members of staff on Maternity Leave to work or to attend training days for up to 10 days (Keeping in Touch- KIT) in the College without jeopardising the Maternity Pay; the normal casual rate of pay will be paid for such work; the College is not obliged to offer this work nor is the member of staff obliged to accept any offer of work.

Return to Work

The College will notify the employee of the date when leave will end.

A member of staff granted maternity leave must inform her head of department if she intends to return to work before the end of her Maternity Leave Period, by giving 8 weeks' notice.

A member of staff granted maternity leave must inform her head of department if she does not intend to return to work at the end of her Maternity Leave Period, by giving 8 weeks' notice.

If a member of staff wishes to change the date of return to work, again 8 weeks' notice must be given.

A member of staff granted Ordinary Maternity Leave will, on the completion of her leave, be re-employed in her previous job unless a redundancy situation has arisen.

A member of staff taking Additional Maternity Leave will, on the completion of her leave, be re-employed in her previous job unless a redundancy situation has arisen. If, however, there is some reason other than redundancy which makes it not reasonably practical for the College to have her back in her original job, she will be offered suitable alternative work.

An employee who is appointed to a post temporarily vacated by a member of staff on maternity leave, and is so informed in his/her letter of appointment, may be dismissed with one week's notice when the member of staff returns from maternity leave.

Annual Leave

During Maternity Leave annual leave accrues at the same rate as normal. An employee may not take annual leave during Statutory Maternity Leave; an employee must therefore take any untaken annual leave before and/or after her Statutory Maternity Leave. Annual leave earned in this way should normally be taken in the leave year in which it is earned and where practicable, preferably prior to the employee returning to work. Leave may be carried forward to the next leave year in exceptional circumstances only and with the permission of the employee's line manager, and in all cases should be taken by the following 31 December. An employee cannot normally be paid in lieu for any untaken statutory annual leave unless the employment contract is terminated.

11. ADOPTION POLICY

Pre-placement appointments

From 5 April 2015, an employee who has a child placed with him/her for adoption will be allowed to take time off to attend adoption appointments. Paid time off will be given to a primary/sole adopter for up to five appointments of up to 6.5 hours each to make contact and bond with the child. For joint adoptions, only one adopter may take paid time off; the other adopter may attend up to two unpaid appointments. We ask that such employees give us as much notice as possible of these appointments, and provide evidence of the appointments.

Adoption Leave

Employees who are matched with a child for adoption on or after 1st April 2007 will be eligible, subject to satisfying certain criteria, to receive statutory adoption pay and adoption leave.

Adoption leave is available to one parent only of a couple. Therefore, where a child is placed with a couple who both work for Robinson College, one employee only will be entitled to adoption leave and pay. The other employee may be entitled to Paternity Leave (see Paternity Leave Policy). (Note: regulations are updated regularly, check with the Personnel Manager for latest information)

Ordinary Adoption Leave

An employee is entitled to ordinary adoption leave if he/she has been continuously employed for not less than 26 weeks at the date notification is received from the adoption agency that an adoption will take place.

Ordinary adoption leave continues for 26 weeks from the date of commencement.

Additional Adoption Leave

An employee is entitled to additional adoption leave if he/she has taken ordinary adoption leave in respect of that child.

Additional adoption leave follows ordinary adoption leave and continues for 26 weeks.

When can employees commence their adoption leave?

Employees can start their adoption leave on:

- The date the child is placed with the employee; or
- A date which is up to 14 days before the date the child is due to be placed with the employee and no later than the date of placement.

Notification Requirements

In order to claim statutory adoption leave and pay, employees must inform the Personnel Manager, through their head of department, in writing no later than 7 days after they have been notified by the adoption agency of the placement or, if this is impossible, as soon as is practicable after that date.

The notice should specify:

- That they will be absent because of adoption;
- The date the child is expected to be placed with them; and

- The date that they wish to start adoption leave;
- Whether they intend to take additional adoption leave as well as ordinary adoption leave.

A form for notification purposes can be obtained from the Personnel Manager. Employees should make sure that when they return that form to his office, they also enclose a document or documents issued by the adoption agency stating:

- The name and address of the agency
- The name and date of birth of the child
- The date the employee was notified that he/she had been matched with a child
- The date the agency expects to place the child.

Once the date the employee wishes to start adoption leave has been approved, the employee may change the start date by giving not less than 28 days' notice before the new date proposed.

Benefits during Ordinary Adoption Leave

When employees are absent on ordinary adoption leave (i.e. the first 26 week period), providing they have given the required notice as detailed above, they will be entitled to all their usual terms and conditions of employment, with the exception of salary, and will be bound by all the usual obligations of their terms and conditions of employment.

Continuity of service is preserved during the ordinary adoption leave period.

Benefits during the Additional Adoption Leave Period

Continuity of service is preserved during the additional adoption leave period (i.e. the second 26 weeks).

During the additional adoption leave period all pay and benefits, with the exception of rights of notice, are frozen.

For the avoidance of doubt, the employee's contract of employment will continue during the additional adoption leave period as to the employee's duty of good faith to the employer, the employer's duty of trust and confidence to them, and the term as to notice of termination and any terms relating to disclosure of confidential information, or their participation in any other business.

Returning from ordinary/additional adoption leave

Employees returning from ordinary adoption leave will return to the job which they left with their terms and conditions of employment preserved.

Where possible employees returning from additional adoption leave will return to the job which they left with their terms and conditions preserved. However, in certain circumstances, employees will return to an appropriate alternative position within the College on not less than their previous level of remuneration.

If it is not possible for an employee to return to his/her job due to redundancy, where possible the College will offer alternative employment.

Employees may return to work before the end of their ordinary or additional adoption leave by giving the College 8 weeks' notice of their intention to return. Where an employee fails to give 8 weeks' notice, the College may postpone the employee's return until 8 weeks' notice has been received.

Adoption Pay

Employees who have been employed for a period of at least 26 weeks before commencing adoption leave will be entitled to statutory adoption pay or 90% of the employee's average weekly earnings, whichever is lesser.

Adoption pay is paid for 39 weeks.

Staying in Touch

A member of staff on Adoption leave is encouraged to stay in touch with the College and the College will send any important new information about the College to such an employee to their home. Regulations allow for members of staff on Adoption Leave to work or to attend training days for up to 10 days in the College without jeopardising the Adoption Pay; the normal casual rate of pay will be paid for such work; the College is not obliged to offer this work nor is the member of staff obliged to accept any offer of work.

12. PATERNITY LEAVE

Paid Paternity Leave of up to two weeks has been available for some years after the birth or adoption of a child or children to a qualifying employee.

From 3 April 2011 Additional Paternity Leave and Pay may also be available to members of staff who qualify. This Section outlines the arrangement and the qualifying criteria, though further clarification should be sought from either the Personnel Manager or the Payroll/Hr Assistant.

Birth of a Child or Children

Qualifying Conditions

An employee will qualify for paternity leave to care for a child or support the child's mother if:

- The employee has been continuously employed for not less than twenty-six weeks at the end of the fifteenth week before the expected week of childbirth (EWC).
- and
- The employee is the father of the child due on or after 3 April 2011.
- or
- The employee's wife partner or civil partner is pregnant and due to give birth to a child on or after 3 April 2011.
- or
- The employee and partner receive notification that they have been matched with a child for adoption on or after 3 April 2011.
- or
- The employee's spouse, civil partner or partner is adopting a child from overseas and the child enters Great Britain on or after 3 April 2011.

Ordinary Paternity Leave Entitlement

An employee may take either one week's leave or two consecutive weeks' leave. This entitlement does not increase if more than one child is expected from the same pregnancy of the mother.

The leave may be taken within a fifty-six day period only, starting with the day the child is born.

The employee may choose to begin the period of leave on:

- The date on which the child is born; or
- A certain number of days after the birth as has been specified by the employee in the Notification (see below); or
- Another specified date as specified by the employee in the Notification.

Notification

An employee must give notice of intention to take paternity leave (Notification) in or before the fifteenth week before the EWC or (if that is not possible) as soon as reasonably practicable thereafter. The Notification must be in writing and state:

- The expected week of the child's birth
- Whether the employee has chosen to take one week's leave or two consecutive weeks
- The date the employee has chosen for the period of leave to begin

The date may be varied by the employee giving at least 28 days' notice before the original intended date.

Pay during Ordinary Paternity Leave

During the period of paternity leave, the employee shall receive either the rate as lower rate SMP or 90% of the employee's normal weekly earnings, whichever is the less.

Additional Statutory Paternity Leave/Pay – from 3 April 2011

Additional Paternity Leave is for a maximum of 26 weeks. If an employee's partner has returned to work, the leave can be taken between 20 weeks and one year after their child is born or placed for adoption. The employee may be entitled to receive Additional Statutory Paternity Pay during their partner's Statutory Maternity Pay, Maternity Allowance or Adoption Pay period.

Additional Statutory Paternity Pay is paid to an employee if:

- They take Additional Paternity Leave
and
- They are earning at least the lower earnings limit (LEL) for National Insurance contributions in force at the end of the qualifying week.

To be paid Additional Statutory Paternity Pay an employee's partner must also meet certain criteria that are set out below:

The mother or adopter must have:

- Returned to work
- Stopped claiming any relevant maternity/adoption pay, with at least two weeks of unexpired Statutory Pay period remaining
- The College employee must intend to care for the child during their Additional Statutory Paternity Pay Period.

Note: Additional Statutory Paternity Pay is only payable to an employee during the period of their partner's 39 week Maternity Allowance, Statutory Maternity or Statutory Adoption Pay period.

The College will need documentary proof that these criteria have been met.

Terms and Conditions during Paternity Leave

An employee who takes paternity leave has the benefit of all terms and conditions of employment except salary.

At the end of the paternity leave, the employee will return to the job in which the employee was employed before the leave began (except in certain circumstances).

13. SHARED PARENTAL LEAVE

Mothers of babies expected on or after 5 April 2015, or an employee who is matched with a child for adoption on or after this date, may be able to convert part of his/her statutory maternity/adoption leave and pay into "shared parental leave" (SPL) and "shared parental pay" (ShPP) provided the eligibility requirements are satisfied. It will be up to the mother or adopter to decide whether to continue his/her maternity/adoption leave or to opt to end this early and take shared parental leave instead. Employees may choose to opt into shared parental leave at any time, as long as there is still some untaken maternity/adoption leave left to share.

The parents may take time off together if they wish, or may take it in turns to have periods of leave. Their leave does not have to be taken in one continuous block each. Sensible forward planning is therefore essential to ensure leave and cover arrangements are effectively managed. The entitlement to statutory maternity leave, statutory maternity pay, statutory adoption leave, statutory adoption pay, and to take KIT days remain.

Shared parental leave - SPL - eligibility

To be eligible for SPL, both individuals must have caring responsibility for the child. Eligible individuals include employees or self-employed earners who are the biological father or the mother's husband, civil partner or partner.

In addition:

- The mother/primary adopter seeking to convert the maternity/adoption leave into shared parental leave must have at least 26 weeks' continuous service with his/her employer at the 15th week before the baby's due date/week in which he/she was notified of having been matched with a child for adoption and must still be working for that same employer when he/she intends to start the leave.
- The other parent/carer must also have worked (on an employed or self-employed basis) for any 26 out of the 66 weeks preceding the baby's expected date of birth/expected placement date and have earned at least £30 (gross) pay per week for any 13 of the 66 weeks.
- If the mother/primary adopter does not qualify for maternity/adoption leave, his/her partner will not be eligible. (So for example a male employee whose wife does not work will not be entitled to take shared parental leave.)

Shared parental leave SPL - commencing leave

Birth: SPL may commence at any time following the mother's period of compulsory maternity leave, subject to the required notice being given and the leave being agreed. The mother chooses to end her maternity leave early and to convert the untaken balance of SML (up to 50 weeks in total) and SMP (up to 37 weeks in total) to SPL and ShPP. The mother does not need to return to work before her partner takes SPL as the balance is shared between the two of them.

Adoption: employees who are adopting (or the parental order parent in a surrogacy arrangement) must take at least two weeks of adoption leave before it can be ended and converted into SPL.

Births and adoptions: any SPL must be taken within 52 weeks of the child's birth/adoption. The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may

first wish to use any entitlement to paternity leave entitlement (as statutory paternity leave or pay may not be taken after any SPL or ShPP).

SPL can be taken by both parents separately or together, and it does not need to be taken in consecutive blocks. There is a maximum of three blocks of leave (per parent). Each block must be a minimum of one week (which may start on any day of the week), and must be taken as complete weeks, unless we agree otherwise. A maximum of three notifications of leave or variations of planned leave (per parent) is therefore permitted unless we agree otherwise.

Shared parental leave - SPL - notification requirements

Notice to end maternity/adoption leave: the mother/adopter must give his/her employer eight weeks' notice to end the entitlement to maternity/adoption leave early, which will then enable both parents to take advantage of the shared parental leave regime. This notice can be given before or after the birth/placement. If it is given after the birth, the notice is binding; if it is given before the birth, the mother may withdraw the notice up to six weeks after the birth.

Declaration of entitlement: both partners must first of all sign a declaration that they intend to take shared parental leave (this is most easily done using HMRC's form ShPL1, and must be done at least eight weeks before any shared parental leave may start). A copy of the child's birth certificate (in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption) and the name and address of the partner's employer must be provided within 14 days of any request to do so.

Leave request: an employee who is entitled to and who intends to take shared parental leave must then give a separate written notice at least eight weeks before the start of any proposed period of SPL. The notice can be given at the same time as the declaration above, or later. Each employee is permitted to make three separate leave requests. We will aim to respond promptly to a leave request.

Continuous leave: if the employee asks for a single continuous period of leave, he/she may take this on his/her chosen dates.

Discontinuous leave: if the request is for discontinuous periods of leave, this is subject to a two-week discussion period during which we may agree, refuse or propose alternative dates. Such requests will be carefully considered, but if we cannot reach agreement on a requested pattern of leave, the employee must either take that period of leave in a single block starting on a date of his/her choice, or withdraw the request for leave (in which case it will not count towards his/her three permitted requests). The employee has 19 days from the date his/her request was made to us to choose when this leave period will begin, but the leave cannot start earlier than the initial notified start date. Note that requests for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

Once agreed, we will confirm the details in writing. The leave may then only be varied in certain circumstances (e.g. if the relationship breaks down or on the death of either the mother or her

partner). In the former case, both parties need to agree to the change. However, if the mother gave notice of her intention to take SPL before the birth, she can change the details within six weeks of the birth, provided that she gives us at least eight weeks' notice before her period of SPL starts. Otherwise a request to change the dates must provide eight weeks' notice and will count as one of the three requests.

Different notification requirements apply if the baby is born early (i.e. before the beginning of the expected week of childbirth) and the parent had booked shared parental leave/pay to be taken in the eight week period following the expected week of childbirth (EWC). In this case, the parent may prefer to take the booked leave and pay after the actual birth. He/she should provide us with notice to vary his/her shared parental leave and pay as soon as practicable following the birth. This flexibility does not apply to shared parental leave or pay booked to start eight or more weeks after the EWC, or does it allow the parent to vary the number of weeks of leave or pay booked. (The latter would count as one of the three notices, and would require eight weeks' notice of the variation.)

Shared parental leave - SPL - work and contact during SPL

In addition to the usual 10 KIT days for employees on maternity/adoption leave, employees who take shared parental leave are eligible to take 20 SPLIT days each, without this bringing their period of SPL to an end or affecting their ShPP.

SPLIT days may be taken at any time during the period of shared parental leave, subject to the employee and his/her manager agreeing work to be covered. There is no obligation to attend or to provide SPLIT days. Any SPLIT days worked will not extend the period of SPL.

Employees on SPL are encouraged to keep in touch with us and we will continue to make reasonable contact with them during their period of leave.

Shared parental pay - ShPP

If the parents take shared parental leave, the balance of the untaken statutory maternity/adoption pay may be converted into shared parental pay (ShPP) and be shared with the partner. The total period of paid leave will not exceed 39 weeks, whichever parent takes the leave. The mother, or primary adopter must take at least two weeks of statutory maternity or adoption pay. The maximum amount of ShPP that can be created is therefore 37 weeks.

If the mother/primary adopter does not qualify for statutory maternity pay/maternity allowance/statutory adoption pay, his/her partner will not be eligible for ShPP.

To qualify for ShPP, the partner must also have earned an average salary equivalent to the Lower Earnings Limit for eight weeks prior to the 15th week before the baby's due date/expected placement date. If the mother's partner meets the economic test but is self-employed, the employee can still apply for SPL but the partner will not be able to receive ShPP on the weeks that he/she is caring for the child.

Note: ShPP is paid at the flat statutory rate; enhanced maternity payments do not apply. This applies even if the mother returns from maternity leave after only two weeks (so during the period when she would have been paid the higher level of statutory maternity pay).

Shared parental leave - SPL - contractual benefits

During SPL, the employee's normal terms and conditions of employment are maintained, except those relating to pay. Employees remain entitled to all contractual benefits (such as use of a company car, mobile phone and annual leave).

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. The employee's contributions will be based on his/her actual pay, whilst our contributions will be based on the salary that the employee would have received had he/she not been taking SPL.

Shared parental leave - SPL - returning to work

The employee is entitled to return to his/her original job if he/she has been absent for no more than 26 weeks in total (either as one block or in aggregate and including any time on maternity, paternity or adoption leave), and to return to a job that is similar and suitable if the absence is longer than 26 weeks.

An employee who wishes to return to work earlier or later than his/her expected return date should make a written request to do so, giving at least eight weeks' notice of the proposed date of return. This will count as one of the three permitted requests. If the employee has already used all three notifications to book/vary leave, then we will consider the request but are not obliged to accept it.

Shared parental leave - SPL - additional information

Because shared parental leave may involve more than one period of leave, and more than one employer, we encourage employees who intend to take such leave to plan early and to discuss their initial intentions with us on an informal basis as soon as possible. This will enable us to plan more effectively for this, to discuss what may/may not be practical and therefore may also prevent the employee from using one of his/her three requests for an arrangement that is unlikely to be accepted. We will always give full consideration to requests, but discontinuous periods of leave will be subject to us being able to arrange suitable cover for the absences.

Managing annual leave

Employees on maternity/adoption/paternity/additional paternity/shared parental leave continue to accrue their full contractual holiday. If this is untaken at the end of the holiday year it will be carried forward. In addition, some employees may wish to take unpaid parental leave, which is a separate entitlement.

Therefore it is advisable to plan how they will take their annual holiday entitlement for the whole period. In order to avoid returning with a large amount of leave accrued over two holiday years, it may be sensible to take any remaining entitlement for the current holiday year before starting the leave, and also to take some of the following year's leave prior to returning to work.

14. ORDINARY PARENTAL LEAVE

The College offers Ordinary Parental Leave to eligible employees in order to balance work and family commitments.

18 weeks' unpaid Parental Leave will be available in respect of each child born or adopted of an employee who meets the following criteria.

- The employee has one year's continuous employment with the College
- The employee is the parent of a child under the age of 18 (father, mother or other person with formal parental responsibility for the child)

An employee will have parental responsibility if he/she has parental responsibility within the meaning of the Children's Act 1989, or is registered as being the father on the child's birth certificate.

NB: Parental Leave for part-time employees will be prorated, e.g. a "week's leave" for an employee working three days a week will be three days.

Conditions for taking Parental Leave

- Periods of unpaid Parental Leave must be taken in blocks of one week, unless the child is disabled. Due to the difficulty of managing Parental Leave of less than a full week, if an employee with parental responsibility of a child who is not disabled chooses to take less than a full week's leave, a full week will nonetheless be deducted from the employee's entitlement.
- A maximum of 4 weeks' Parental Leave can be taken in any year. (A year for the purposes of this policy being 12 months commencing with the child's birthday, or the anniversary of the date on which the employee accrues one year's continuous employment if this is later.)
- Employees can take the leave any time up to the child's 18th birthday

Notice Requirements

- The employee must give at least 21 days' written notice of any Parental Leave that he/she wishes to take, where possible specifying the exact dates on which the period of leave is to begin and end.
- If College business would be particularly disrupted were the employee to take Parental Leave on the dates requested, the College may postpone the leave for up to six months (except where the employee has given notice to take Parental Leave immediately after the birth or placement for adoption of the child).
- The College may request reasonable evidence to confirm an employee is the parent of, or has formal parental responsibility for the child, which may include the birth certificate, adoption papers confirming the date of placement or an award of disability living allowance in the case of a disabled child.

Terms and Conditions of Employment

- The employee's contract of employment will continue during Parental Leave in all respects.
- The employee will remain employed during the Parental Leave and continue to accrue continuity of service.

15. REQUESTS FOR FLEXIBLE WORKING

Flexible working

All employees are entitled to make an application to work flexibly. An employee is entitled to apply only if he/she has been continuously employed for not less than 26 weeks at the date of the application.

Applications

Employees wishing to be considered for flexible working should make an application in writing, through their head of department, to the Personnel Manager. The application should include:

- The date they wish the flexible working to commence
- The flexible pattern of working they wish to have considered
- The effect they believe the proposed change will have on the employer and how this effect may be dealt with
- Whether any previous applications have been made
- Employee's signature and date

Meeting to discuss application

Within 28 calendar days of receiving the application, a meeting will be convened with the Personnel Manager to discuss the application, unless the application has been agreed before this date. A colleague may accompany the employee to this meeting. Following this meeting written notice will be sent to the employee within 14 calendar days stating whether the application has been agreed or refused.

Application can be refused on the following grounds:

- Burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality or performance
- Insufficient work during periods the employee proposes to work
- Planned structural changes

If the application is refused on one of the above grounds, the notice will provide an explanation as to why these grounds apply and set out the appeal procedure also outlined below.

If it has been agreed, the notice will state the date the flexible working pattern will commence. This working pattern will be a permanent change to the employee's terms and conditions of employment.

Right to Appeal

See Appeal Procedure p41

16. EQUAL OPPORTUNITIES AND DISCRIMINATION

The College has a Policy on Equal Opportunities and associated Codes of Practices. These were approved by the College Council in May 2002 and modified to reflect new legislation on age discrimination, underpin what appears below. On 1 October 2010 the new Equality Act 2010 came into force. The main effect of the Act was to reinforce earlier legislation on prohibiting discrimination on grounds of:

Age, Disability, Gender re-assignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

In addition the Act widens the definition of discrimination to include discrimination which might arise because of someone's association with a person with a protected characteristic or where a person thinks someone has a protected characteristic even if they don't (for example, discrimination because a person's child is gay or because you think a person is gay even if they are not).

The College is an equal opportunities employer. In order to promote an environment within which the widest possible range of knowledge, skill and experience can be called upon, as well as ensuring compliance with the relevant legislation and codes of practice, the College is committed to achieving and maintaining a workforce which represents the population within its recruitment area in terms of race or colour, nationality or ethnic origins, sex, sexuality, marital status, age or disability.

To this end, the College reviews regularly the operation of its recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If, at any time, members of staff feel that they have been treated less favourably than others in relation to equal opportunities without reasonable justification, they should raise the matter with their head of department or the Personnel Manager.

The perpetrator of any proven instance of discrimination will be subject to disciplinary action and may be dismissed.

Recruitment and Selection

The staffing process is governed by the College's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge, skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The College will, where appropriate, recruit from within through promotion.
- The capability of the individual to perform in the position will be the major selection criterion, but the ability to work with others, trainability and potential will also be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.

Training and Development

The College aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. The College will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics, in order to meet the needs of the College and the individual. Further details can be found in the ***Training and Development Policy and Procedure***.

Employee Relations

To create a productive and satisfying staff relations climate, the College's business objectives and the interest of its employees are recognised. Efforts will continuously be directed towards finding mutually acceptable solutions to workplace problems and issues. To this end, the following basic principles apply:

- Achieve high performance standards by encouraging staff commitment and teamwork, and promoting an attitude of trust.
- Maintain a work environment in which the personal dignity of each individual is respected, and discrimination and harassment are not tolerated.
- Provide employment conditions that are competitive.
- Communicate regularly with members of staff about the College's aims and objectives, performance and significant developments.
- Recognise the right of every employee to present a complaint, to appeal against a decision and to receive a response within a reasonable period of time.

It is not a condition of employment in the College that an employee should be a member of a trade union, but an employee has the right to belong or not to belong to any trade union of his/her choice and, where he/she is a member, the right at any appropriate time to take part in the activities of the trade union.

Dignity at Work - Bullying and Harassment Policy

The College is committed to creating and maintaining a working, living and learning environment for students, staff and Fellows, free from all forms of discrimination, and to fostering mutual respect and consideration. The College wishes to ensure that all employees are treated with dignity and respect whilst at work. The College will not tolerate physical or verbal abuse on the grounds of race, religion, sex, sexuality, age or disability. Interpretations of harassment differ; differences of attitude or culture and the misinterpretation of social signals can mean that what one sees as harassment may not seem so to another. The defining features of harassment are that the behaviour is offensive or intimidating to, and unwanted by, the recipient or group of recipients, even if offence is not intended. All members of the College should therefore be sensitive to the feelings of others at all times. Complaints of harassment will be responded to sympathetically, thoroughly, and with all possible speed. The College will respect the particular sensitivity and confidentiality of such matters.

Anyone feeling that he/she is being subjected to harassment should not hesitate to seek advice from the Chaplain, College Nurse or Personnel Manager who have all received training or have some experience in dealing with such situations. They will advise on a further course of action, and endeavour to resolve the matter informally, taking the matter further only with consent.

Use of Internet Social Media such as Facebook, Youtube or Twitter

Publishing information on the Internet is widespread and it is recognized that many employees will use this medium to communicate with friends and family and more generally with the outside world. However, in any form of publishing the law is quite specific about certain matters and care must be taken to stay within the law and also to comply with the College's Policy:

Employees must not use the Internet and/or social media in either work or personal time to:

- Post information that is confidential or that constitutes intellectual property;
- Make comments that are negative about the College, its Fellows, members of staff, students, conference delegates, or visitors;
- Bring the College into disrepute;
- Bully or harass other members of staff or other parties; or
- Make comments that are discriminatory

Staff should be aware that publishing such information only on "private" pages of Facebook etc. offers no protection from action.

17. DISCIPLINARY PROCEDURE

Disciplinary rules and procedures are necessary for promoting fairness and consistency in the treatment of all employees and in the conduct of industrial relations. They also assist an organisation to function effectively. Rules set standards of conduct at work; procedures help to ensure that the standards are adhered to and also provide a fair method of dealing with alleged failures to observe them. The Employment Rights Act 1996 now requires written information to be available to all employees about certain aspects of any disciplinary rules and procedures and, in particular, of the likely consequences of breaking rules. From 6 April 2009 the Statutory Disciplinary Procedures were repealed and replaced by a new Acas Code of Practice. The College procedures detailed below comply with that Code of Practice.

Many potential disciplinary or grievance issues can be resolved informally. A quiet word is often all that is required to resolve an issue. However, where an issue cannot be resolved informally then it may be pursued formally. The Acas Code sets out the basic requirements of fairness that will be applicable in most cases; it is intended to provide the standard of reasonable behaviour in all instances.

Heads of Department should keep a written record of any disciplinary cases they deal with, even informal matters.

Whenever a disciplinary is being followed by the College it is important to deal with issues fairly. The Acas Code includes a number of basic elements:

- Employers and employees should raise and deal with issues promptly and should not unreasonably delay meetings, decisions or confirmation of those decisions.
- Employers and employees should act consistently.
- Employers should carry out any necessary investigations, to establish the facts of the case.
- Employers should inform employees of the basis of the problem and give them an opportunity to put their case in response before any decisions are made.
- Employers should allow employees to be accompanied at any formal disciplinary or grievance meeting.
- Employers should allow an employee to appeal against any formal decision made.

The Procedures below incorporate these elements.

ROBINSON COLLEGE PROCEDURES

I. Establish the facts of each case

It is important to carry out necessary investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some cases this will require the holding of an investigatory meeting with the employee before proceeding to any disciplinary hearing. In others, the investigatory stage will be the collation of evidence by the College for use at any disciplinary hearing.

In misconduct cases, where practicable, different people will carry out the investigation and disciplinary hearing. Generally, the College Steward will appoint a Head of Department who is not the line manager of the employee to undertake the investigation and prepare a report.

If there is an investigatory meeting this should not by itself result in any disciplinary action. Although there is no statutory right for an employee to be accompanied at a formal investigatory meeting, generally, the College will afford this facility at any formal investigatory meeting.

If the College decides that a period of suspension with pay is necessary, this period will be as brief as possible, will be kept under review and it will be made clear that this suspension is not considered a disciplinary action.

II. Inform the member of staff if there is no case to answer

If the Investigation Report indicates that there is no disciplinary case to answer the member of staff will be informed through his/her head of department without unnecessary delay.

III. Inform the member of staff of the problem

If the Investigation Report indicates that there may be a disciplinary case to answer, the member of staff will be notified of this in writing. This letter will contain sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the member of staff to prepare to answer the case at the disciplinary meeting. Normally the College will provide copies of any written evidence and copies of any witness statements, with the notification letter.

The notification will also give details of the time and venue for the disciplinary meeting and advise the member of staff of their right to be accompanied at the meeting. The letter will advise who will chair the meeting, but generally this will be the Head of Department, College Steward or a Fellow appointed by the Warden.

IV. Hold a meeting with the member of staff to discuss the problem

The disciplinary meeting will be held without unreasonable delay whilst allowing the member of staff reasonable time to prepare their case.

The member of staff (and their companions) must make every effort to attend the meeting. At the meeting the College will explain the complaint against the member of staff and go through the evidence that has been gathered. The member of staff will then be allowed to set out their case and answer any allegations that have been made. The member of staff will also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They will also be given an opportunity to raise points about any information provided by witnesses. Where the College or member of staff intends to call relevant witnesses they are required to give advance notice that they intend to do this.

V. Allow the employee to be accompanied at the meeting

Workers have a statutory right to be accompanied by a companion where the disciplinary meeting could result in

- A formal warning being issued; or
- The taking of some other disciplinary action; or
- The confirmation of a warning or some other disciplinary action (appeal hearings).

The chosen companion may be a fellow worker, a trade union representative, or an official employed by a trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.

To exercise the statutory right to be accompanied workers must make a reasonable request. What is reasonable will depend on the circumstances of each individual case. However, it would not normally be reasonable for workers to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for a worker to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

The companion should be allowed to address the hearing to put and sum up the worker's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not, however, have the right to answer questions on the worker's behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

VI. Decide on appropriate action

After the meeting the Head of Department, College Steward or Fellow chairing the meeting will decide whether or not disciplinary or any other action is justified and inform the member of staff accordingly in writing within 5 working days of holding the meeting.

Where misconduct is confirmed or the member of staff is found to be performing unsatisfactorily it is usual to give a written warning. A further act of misconduct or failure to improve performance within a set period will normally result in a final written warning.

If a member of staff's first misconduct or unsatisfactory performance is sufficiently serious, it may be appropriate to move directly to a final written warning. This might occur where the member of staff's actions have had, or are liable to have, a serious or harmful impact on the College.

A first or final written warning will set out the nature of the misconduct or poor performance and the change in behaviour or improvement in performance required (with timescale). A warning will remain on the member of staff's personal file for 12 months. The member of staff will be informed of the consequences of further misconduct, or failure to improve performance, within the set period following a final warning. For instance that it may result in dismissal or some other contractual penalty such as demotion or loss of seniority.

A decision to dismiss will only be taken by the College Steward, the Warden or a College Officer designated by the Warden; therefore a meeting chaired by a Head of Department can only recommend dismissal. The member of staff will be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

In exceptional circumstances, employees may be dismissed without notice or warning if it has been established, after investigation and after hearing the member of staff's explanation, that there has been an act which constitutes gross misconduct. Examples of action which may constitute gross misconduct include:

- Gross insubordination
- Serious breach of the College's health and safety rules
- Theft or fraud from the College, any other employees of the College or any senior members, students or visitors
- Malicious damage to property of the College or any of its Fellows, students, staff or visitors
- Being under the influence of drink or illegal drugs at work
- Disorderly or threatening conduct on College premises
- Contravention of the equal opportunities and discrimination rules including harassment
- Unauthorised disclosure of personal data
- Unauthorised absence
- Bringing the College into disrepute

Where a member of staff is persistently unable or unwilling to attend a disciplinary meeting without good cause the College will make a decision on the evidence available.

VII. Provide employees with an opportunity to appeal

See Appeals Procedure p41

VIII. Overlapping grievance and disciplinary cases

Where a member of staff raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

18. INDIVIDUAL GRIEVANCE PROCEDURE

Statutory Grievance Procedures were repealed on 6 April 2009 and replaced by an Acas Code of Practice. The College procedures detailed below reflect the Acas Code

A member of staff with a personal grievance relating to his/her employment by the College should first discuss the matter with his/her Head of Department.

If it is not possible to resolve a grievance informally members of staff should raise the matter formally and without unreasonable delay with the Personnel Manager, unless the Personnel Manager is the subject of the grievance, in which case the matter should be raised with the College Steward. This should be done in writing and should set out the nature of the grievance.

I. Hold a meeting with the member of staff to discuss the grievance

The College will arrange for a formal meeting, chaired by the College Steward. If the College Steward is conflicted because of direct involvement or for other reasons, the Warden will nominate a Fellow of the College to hear the Grievance, to be held without unreasonable delay after a grievance is received. Generally the meeting will be held within 10 working days of receipt of the grievance and at a time convenient to the member of staff.

The complainant (and their companion) should make every effort to attend the meeting. The complainant will be allowed to explain their grievance and propose how they think the matter should be resolved. Consideration will be given to adjourning the meeting for any investigation that may be necessary.

II. Allow the member of staff to be accompanied at the meeting

Workers have a statutory right to be accompanied by a companion at a grievance meeting which deals with a complaint about a duty owed by the College to the worker. So this would apply where the complaint is, for example, that the employer is not honouring the worker's contract, or is in breach of legislation.

The chosen companion may be a fellow worker a trade union representative or an official employed by a trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.

To exercise the right to be accompanied a worker must first make a reasonable request. What is reasonable will depend on the circumstances of each individual case. However it would not normally be reasonable for workers to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for a worker to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

The companion should be allowed to address the hearing to put and sum up the worker's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not however, have the right to answer questions on the workers behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

III. Decide on appropriate action

Following the meeting the College Steward, Warden or Fellow designated by the Warden will decide on what action, if any, to take. The decisions will be communicated to the member of staff, in writing, without unreasonable delay, usually within 5 working days, and, where appropriate, will set out what action the College intends to take to resolve the grievance. The member of staff will be informed that they can appeal if they are not content with the action taken.

IV. Taking the grievance further if not resolved

See Appeals Procedure p41

V. Overlapping grievance and disciplinary cases

Where a member of staff raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

19. APPEALS PROCEDURE

The procedure allows for appeals to be considered where a member of staff may need to formally exercise their right to challenge decisions made regarding their employment.

The procedure aims to ensure fairness and consistency in the application of the Colleges HR procedures. Staff have the right to appeal against:

- A formal grievance outcome
- Formal action taken in regards to disciplinary/ performance issues
- Termination of Employment
- Redundancy
- Flexible working request outcome

Roles and responsibilities

- An appeal must be made in writing to the Personnel Manager within 5 working days of the date of notification of the formal sanction/ decision. It must clearly state why the action is too severe, inappropriate or unfair
- The Appeal Panel will be made up of members of the College Council or Governing Body and be chaired by the College Steward or Warden or a Fellow designated by the Warden.
- The Personnel Manager is expected to provide advice and guidance on the application of the procedure and may attend the appeal hearing where appropriate
- A meeting of the Appeal Panel will be set up within a reasonable period to discuss the appeal.
- The employee has the right to be accompanied to the appeal hearing by a fellow worker, a trade union representative or an official employed by a trade union

Appeal consideration

The panel will consider the following before making a decision:

- Whether the original matters/ allegations were adequately considered/ investigated
- Whether the College procedures were fairly and correctly implemented
- Whether the decision/ action taken was reasonable

Appeal decision

The Appeal Panel will make one of three decisions:

- To uphold the appeal
- To substitute a different outcome
- To dismiss the appeal

The panel's decision will be final and will be given in writing as soon as is reasonably practicable after the appeal hearing

20. HEALTH AND SAFETY AT WORK

The College places the greatest importance on health and safety matters and undertakes to conduct its activities in such a way as to ensure the health and safety of all its employees, students, visitors and members of the general public. To this end, the College will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety, and which encourages all employees to participate in developing and practising safe working methods, and to have a regard for the welfare of themselves and others. The College is confident that all employees will comply with their obligation to act in a safe manner, and will fully co-operate with the College authorities in matters of health, safety and welfare.

Policy

A Health & Safety Committee assists the College Safety Officer (currently Dr Warner), in devising and implementing a Health & Safety Policy statement, and in advising the College Council on any new safety or health hazards that may arise and measures adopted to deal with them.

Management and Supervision

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Members of staff with a management or supervisory role will:

- Ensure that on joining the College all new employees are given training in health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions and the location of first-aid equipment
- Provide adequate information, instruction, training and supervision to ensure the health and safety of employees
- Ensure that all staff are familiar with the College's Health & Safety Policy
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
- Review the safe operation of all work equipment
- Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of potentially dangerous articles and substances

All Staff

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work, and to co-operate with the College on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the Health and Safety at Work Policy, procedures and rules of the College. **Where Personal Protective Equipment is required for particular tasks or jobs, it will be provided by the College and employees are required to make proper use of the equipment.**

Accident or Injury at Work

In the event of accident or injury to an employee during the course of duty, the line manager concerned must be notified immediately and the appropriate first aider contacted; an accident report form will be completed. When she is in attendance in College, the College Nurse should always be consulted.

All accidents and serious near misses and any damage will be investigated by the line manager who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.

First Aid

First-Aid equipment is available at various points in the College, and a number of members of staff have been trained to deal with accidents. Every employee should ensure that he/she knows who has been appointed as the first aider for the area of work and the location of first-aid equipment for the department.

Emergency Procedures

Particular instructions have been compiled to highlight procedures in the event of a failure to the College electricity supply. These are set out at Annex E to this Handbook.

Evacuation Procedure

- A no-notice evacuation procedure is practised at least once a year.
- If the alarm bells are sounded in the main College building, all occupants are to vacate the building as quickly as possible in accordance with the instructions contained on Fire Notices displayed throughout the College, ensuring that any visitors also leave the building.
- The assembly points for members of staff are currently in Front Court and the Garden. Staff dealing **directly** with conference delegates in College at the time the alarm is raised should escort delegates to the appropriate assembly point in Front Court to await further instructions or assistance.
- **Note: An alternative Assembly Point will normally be specified by temporary signs when the marquee is installed in Front Court – this will generally be the Library Car Park.**
- The alarm bells are tested monthly.

Fire Precautions

The following simple but important fire precautions are to be observed by all members of staff:

- Memorise the evacuation procedure, emergency exits and assembly point in case of fire.
- Note the positions of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to firefighting equipment clear from any obstructions; do not wedge fire doors open.
- Keep working areas free of waste as far as possible and in particular those areas which are not easily accessible.
- Observe the no smoking areas.

Smoking

Since 1 July 2007, smoking is not permitted in virtually all indoor areas of the College. Smokers are to be particularly conscientious in observing the restrictions, not only to reduce the fire risks but also to give consideration to the health risks to other members of staff. Where smoking is permitted in the gardens and in some of the Courts, smokers should have regard to the wishes of non-smokers. A smoking policy, endorsed by the College Council, is included at Section 27.

Display Screen Equipment

Members of staff who are regularly required to work with display screen equipment, usually part of a computer system, will be given information, advice and assistance (e.g. seating, additional lighting) as required to prevent or reduce any problems working with such equipment. If necessary, eyesight tests at College expense will be arranged.

Protective and Safety Clothing

The College provides overalls and other protective clothing to members of staff in departments in which the nature of the work requires it. For some jobs and in some areas, safety clothing/footwear is obligatory; failure to observe the requirements may result in disciplinary action. All clothing should be laundered/cleaned regularly and worn as smartly as possible.

21. SECURITY

All employees, both during and after their employment, are expected to co-operate to the fullest extent in maintaining the security of the buildings and of their contents. No information concerning the affairs of students, Fellows or of a general College nature is to be divulged to outside persons except as may be required by law.

Thefts

From time to time, incidents of thefts of property from members of staff, students and delegates have occurred in the College. All staff should be extra vigilant in noting strangers or unusual incidents, and should report any matter, however apparently trivial, to the Porters' Lodge. Additionally, all employees should be extra careful to secure property at all times – both personal and College items – and not to leave temptation in people's way.

Right of Search

In the interests of security, all College employees are required to agree, on request from an authorised person, to a search of their outer clothing, bags, lockers and vehicles etc. whilst on site. The employee may have a colleague in attendance on such (rare) occasions.

CCTV

Employees should be aware that CCTV is used extensively throughout the College and is installed for security purposes only.

22. USE OF IT FACILITIES

Computers and networks are powerful technologies which enable College members to access, use and distribute the College's and University's information and knowledge. As such, they are critical to the College's continued existence. With the privilege to use the information resources of the College and the University come specific responsibilities. These are defined by:

- University rules: <http://www.admin.cam.ac.uk/committee/issr/rules/issr.html>
- JANET policies: <http://www.ja.net/documents/publications/policy/aup.pdf>
- College policies: <http://www.robinson.cam.ac.uk/academic/computing/rules.php>

This chapter summarises key points. For more detail, please refer to the resources listed above. Failure to comply with policy will lead to disciplinary action.

Summary

All members of staff are responsible for:

- Protecting and properly using the College's IT facilities and information resources.
- Respecting the rights of other users.

General Rules of Conduct

- Except as specifically set out in "Personal use" below, College IT systems are solely for the conduct of College business.
- You may not use College IT systems for personal gain.
- You may not share your IT account(s) or login details with other users.
- You must raise any training needs in relation to IT with your line manager. A lack of required IT skills is likely to lead to serious consequences for the College.
- If you become aware of a problem with an IT system, you must notify the IT Helpdesk promptly.
- You may not send, view, receive or distribute unsuitable material; this is material which may be judged to be illegal, defamatory, intimidating, offensive, pornographic, explicit or abusive. Please be aware that the offensiveness, or abusiveness, of material is judged by its effect upon the person offended.
- You may not send, receive or distribute material which is of an extreme political nature.

Email and instant messaging

Email is not a private means of communication. Emails which you send or receive may be intercepted and read by the College, the University, and other parties, such as hackers or intelligence services. Also see "Privacy" below.

In addition, emails are considered to be official College documents, admissible in a court of law. You should bear the following in mind:

- Never commit to email anything which you would not be comfortable putting in an official College letter.
- Rude or 'joke' emails are not suitable in a place of work.
- Never send a password or other confidential information via email.

- Emails and their attachments may contain malicious software (e.g. viruses). If you are at all suspicious of an email, please contact the IT Helpdesk before opening it or clicking on its attachment.
- Do not click on links in emails unless you are absolutely certain that they come from a trusted source and are work-related; if in any doubt, contact the IT Helpdesk.
- If you receive an email intended for someone else, you must immediately return it to the sender, informing them that it was wrongly delivered. The contents of a wrongly delivered email must not be disclosed or used.

Instant messaging (IM) is often considered to be a more informal method of communication than email; however, be aware that records of IM conversations may be treated in the same way as emails.

The Web

Employees must at all times be aware of the uncontrolled and unregulated nature of the Web and websites. In addition to being a valuable and vital resource, they contain a vast amount of material unsuitable for viewing at work.

Use of the Web is generally subject to the rules given in this chapter. In addition:

- Be wary of advertisement links in web pages; they may lead to virus download sites.
- The College recommends the use of a modern and fully up-to-date web browser (such as Firefox).
- A record of the websites you visit may be retained by the College's systems; this is a normal behaviour of computers.
- Viewing of offensive images is strictly forbidden. If you accidentally come across offensive material, especially images of abuse, you must inform the IT Helpdesk immediately and refrain from using your computer until authorised.

Data Protection

Please be aware that the Data Protection Act 1998 requires everyone handling data relating to a living individual (e.g. a student's records, or a Fellow's home address) to protect this data and use it only for the purposes for which it was collected. There are eight Principles in the Act, all of which are mandatory.

Copyright

Do not send, receive, store or distribute any material (including pictures obtained from the Internet) which is in breach of confidence, or copyright. This includes music, videos, and games.

Privacy

Anything you store on the College's IT systems, as well as your IT-based activities (e.g. web usage, emails and other messages you send or receive) may be recorded and accessed by authorised College staff. However, access to this type of information will only take place under specific controlled circumstances and must be authorised; the Regulation of Investigatory Powers Act 2000 forbids casual viewing or searching of material such as home directories and emails (including searching for unspecified unauthorised activity, or 'fishing expeditions').

You must not attempt to obtain information which you are not authorised to have, or to access systems or accounts which you are not authorised to access. You must not assist or abet others in this type of activity. If you become aware that such activity is taking place, or that it is likely, you must inform your line manager or other suitable College authority.

Installing/downloading programs to College computers

Some College computers may permit the installation of programs by certain staff. If this is possible for you, it is your responsibility to ensure that anything you install will have no negative impact upon the operation of the College's IT systems, or the privacy and integrity of its data. Frivolous programs (such as games) are not to be installed on College systems. Programs must be installed in accordance with their copyright restrictions.

Leave or absence from the office

The College requires that all incoming correspondence be seen and acted upon as necessary, even if the intended recipient is out of the office or otherwise unavailable.

With regard to emails, you must either:

- Arrange for your incoming emails to be forwarded to another member of staff.
- or:
- Set up an out-of-office message which replies to email senders with information on an alternative contact if the matter will not wait.

Personal use

You may use the College's IT system for limited personal purposes (as defined in the Contract of Employment) subject to the following conditions:

- Personal use is permitted for a few minutes per day during working hours, or during the whole of official break periods (e.g. the lunch break).
- Personal use must not interfere with the proper performance of employees' duties.
- Employees' computer use may be subject to monitoring as part of the College-wide monitoring system (see 'Privacy').
- Personal use is strictly subject to the understanding that the system is not private.
- All other rules still apply- for example, use for personal gain, or to handle unsuitable material, is still forbidden.
- The College's IT system is not guaranteed to be secure. Any online payment or other activity is therefore at risk of fraud or other abuse.

Social Media

All staff using social media must adhere to the standard of behaviour as set out in this guidance.

Staff should not use social media to infringe on the rights and privacy of colleagues or make ill-considered comments or judgments about staff.

Digital communications by staff should be professional and respectful at all times and in keeping with this guidance. Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, copyright) will be considered extremely seriously by

the College and will be reported as soon as possible to a relevant member of staff, and escalated where appropriate. The College will take appropriate action when necessary.

Where conduct is found to be unacceptable, the College will deal with the matter internally. Where conduct is considered illegal, the College will report the matter to the police and other relevant external agencies, and may take action according to the Disciplinary Policy.

The College permits reasonable and appropriate access to private social media sites. However, where we suspect excessive use, and consider this use to be interfering with relevant duties, we may take disciplinary action.

The following general guidelines apply to staff posting content via social media:

The Do's

- Use a disclaimer when expressing personal views
- Use an appropriate and professional tone
- Be respectful to all parties
- Ensure you have permission to 'share' other peoples' materials and acknowledge the author
- Express opinions but do so in a balanced and measured manner
- Think before responding to comments and, when in doubt, get a second opinion

The Don't's

- Don't make comments, post content or link to materials that will bring the College into disrepute
- Don't use College branding on personal accounts
- Don't publish confidential or commercially sensitive material
- Don't breach copyright, data protection or other relevant legislation
- Consider the appropriateness of content, and don't link to, embed or add potentially inappropriate content
- Don't use social media to air internal grievances

23. REGISTER OF INTERESTS

The College no longer maintains a Register of Interests. However, it is incumbent on all College officers and members of staff authorised to handle money or to place orders on behalf of the College to declare if there may be a conflict of interest. For example, when a contractor is being considered and a member of staff has either a financial interest or a personal interest in that potential contractor, he or she should declare it. If there is any doubt, members of staff should consult their line manager or the Bursar.

Members of staff may be offered gifts by students, visitors, potential contractors, contractors or suppliers. Refusal of a gift will usually cause offence; generally, small/low-cost gifts may be accepted. As a means of self-protection, it is advisable to record such gifts in some way, perhaps in a Departmental hospitality book. There will be scope for discretion, but substantial personal gifts or lavish individual hospitality should be accepted only with caution, and advice taken prior to accepting.

There is no intention to preclude external relationships with tradespeople and suppliers. However, it is important to ensure that any such arrangements are conducted openly and do not become the subject of adverse comment by other members of staff. Furthermore, judgement and discretion will need to be used when deciding whether refusal of any invitation might be likely to cause offence, or possibly hinder the proper discharge of customer/supplier relationships.

24. EMPLOYMENT OF CASUAL STAFF

The College's business and other operations require that maximum flexibility within its workforce has to be achieved, to enable quick and positive reactions to be made to changing conditions and demands. The College will therefore usually use Casual Workers (usually referred to as "Casuals"). The employment of Casuals is governed by two main principles:

- The costs are affordable within the budget of the relevant department.
- The staff genuinely meet the legal definition of a Casual Worker; this means that the College is under no obligation to offer work and the Casual is under no obligation to accept any work offered. This does not mean that Casuals cannot work for the College over many years, and indeed many do.

Casuals are paid in accordance with pay rates agreed by the Finance Committee from time to time; they will normally be paid monthly by Bank Transfer.

Subject to employment law rules, Casuals will be entitled to both Statutory Sick Pay and Statutory Maternity Pay and Statutory Paternity Pay. Further details are available from the Payroll Assistant.

Casuals will be paid holiday at a rate of 12.07% of earnings; this will be paid twice a year, prior to the August shut down and prior to the Christmas shut down.

25. CHANGES IN PERSONAL CIRCUMSTANCES

Confidential manual records of the current address and telephone number, together with details of next of kin in case of accident or emergency, are maintained for each member of the College staff. If, by change of name, address or other details, this information becomes outdated, it is the responsibility of each individual member of staff to advise the Payroll Assistant of the changes as soon as possible.

No information is released to outside bodies without the express permission of the employee concerned.

26. WHISTLEBLOWING

Whistleblowing is when a worker reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'. Every member of staff has a legal right to alert the College to any problems of the kind listed below, which are or may be occurring in the workplace, without being penalised for doing so. The right is provided under the Public Interest Disclosure Act 1998 which aims to protect workers who are placed into a crisis of conscience by the acts of their employer or of fellow employees. From 25 June 2013 a new law (the Enterprise and Regulatory Reform Act 2013) states that a whistleblower should also believe that their disclosure is in the public interest.

A worker can report things that aren't right, are illegal or if anyone at work is neglecting their duties, including:

- Someone's health and safety is in danger
- Damage to the environment
- A criminal offence
- The company isn't obeying the law (like not having the right insurance)
- Covering up wrongdoing

If a staff member becomes aware of any such problem, he or she is encouraged to report it as soon as possible. Any such report will be taken seriously.

The following procedure will be followed to ensure that the handling and settlement of these issues is done properly. The procedure is not contractual and is intended for use only as a guide. The aim of the procedure is for the College to consider and, where appropriate, to investigate the report fully and to ensure that those reporting a problem in good faith on the basis of a reasonable belief do not suffer any detriment for having done so.

All records must be kept confidential between the parties concerned. The staff member is entitled to request access to records held about his or her disclosure.

Informal Stage

A report of a problem should normally be made in the first place to the staff member's line manager or, if he/she is not available and the matter is urgent or involves that person, with his or her manager or the College Steward. Alternatively, if the matter involves Health and Safety Issues, the staff member may wish to raise the matter with the College Safety Officer or Department Health and Safety Representative.

If this discussion does not or is not likely to resolve the matter, the staff member may request (in writing) the head of department to proceed to the more formal First Stage set out below.

Formal Stage 1

The head of department involved in the informal stage shall hold a meeting with the staff member within 5 days of the disclosure being made (or of the request to proceed to Formal Stage 1) or otherwise as soon as is reasonably practicable. The staff member shall be given the chance to report fully and to have his or her say about the matter. The meeting will be minuted. The staff member shall be informed within 5 days of the meeting whether or not the disclosure is being investigated or

whether other action is being taken (although he/she is not entitled to know the details of any action to be taken).

Formal Stage 2

If the staff member has reasonable grounds for concern that his or her disclosure is not being treated seriously, he or she may request (in writing within 7 days of the first meeting) that the matter be referred to Formal Stage 2. This request shall be made to the College Steward, who will hold a meeting within 5 days of the request being received from the staff member or otherwise as soon as is reasonably practicable. The person who dealt with the original grievance may be called to attend this meeting. The meeting will be minuted. The minutes of the First Stage meeting should be available and the staff member shall be given the chance to report fully or to expand on his or her previous report. The staff member shall be informed within 5 days of the meeting or otherwise as soon as is reasonably practicable whether any action is to be taken. The staff member is not entitled to know the details of any action to be taken.

Final Formal Stage

If the staff member continues to have reasonable concerns that his or her disclosure is not being treated seriously then he or she may request (in writing within 7 days of any Stage 2) for the matter to be referred to a Third and Final Stage. This request shall be made to the Warden who will obtain copies of the minutes of previous meetings. He will hold a meeting within 5 days of the request being received or otherwise as soon as is reasonably practicable. The meeting will be minuted. The staff member will again have the opportunity to report or expand on previous reports and shall be informed within 10 days of the meeting (or as soon as is reasonably practicable) of whether or not the disclosure is to be investigated and whether or not any other action will be taken (without details of such action being given).

Victimisation

No staff member should be penalised in any way for making a disclosure in good faith on the basis of reasonable belief. If any person believes they have been or are being subject to any detriment because of reporting a problem they should raise this through the College's grievance procedure.

Victimisation of a staff member who has protection under the Act will be regarded seriously and may be the subject of disciplinary action.

Repeated allegations made after the matter has been investigated may be regarded as unreasonable if there are no further grounds or evidence to justify making the allegations again. Repeating allegations without further grounds or evidence after the investigation has been concluded or making the allegations otherwise than by using these procedures without proper justification may be regarded as misconduct and be the subject of disciplinary proceedings.

27. DATA PROTECTION POLICY

Introduction

The College needs to process information about staff and other individuals ("data subjects"). In so doing, it must comply with the Data Protection Act 1998 ("the Act"). The Act contains eight basic principles, which state that personal data must:

- Be obtained and processed fairly and lawfully
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
- Be adequate, relevant and not excessive for that purpose
- Be accurate and kept up-to-date
- Not be kept for longer than is necessary for that purpose
- Be processed in accordance with the data subject's rights
- Be kept safe from unauthorised access, accidental loss or destruction
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

All staff or others who process or use any personal information must ensure that these principles and the law under the Act are fully implemented. In order to facilitate this, the College has developed a policy and guidance notes on data protection.

Breach of the policy will be regarded seriously and could lead to disciplinary action. Unauthorised disclosure of personal data could be considered gross misconduct.

Definitions

The following expressions are used in the policy:

"Personal data"

This is information about a living individual, who is identifiable by the information, or who could be identified by the information combined with other data, which we have or may have in the future. It includes names and addresses, staff attendance records, qualifications and experience, holiday records, dates of birth or marital status. Any recorded opinion about or intentions regarding a person are also personal data and this includes both appraisals reports and other staff review reports.

The Act covers all personal data the College may process, irrespective of whether these are held by individual members of staff in their own separate files or in the College's central records systems.

It covers all data held on all data subjects, not just on staff.

"Sensitive personal data"

The Act distinguishes between ordinary personal data such as name, address and telephone number and sensitive personal data such as information relating to racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life and criminal convictions.

Under the Act, the processing of sensitive data is subject to much stricter conditions. In particular, processing of sensitive data requires explicit consent. Therefore, in matters where sensitive personal data will be obtained, consent from the data subject must also be obtained.

"Data"

Information that may be held electronically or in a 'relevant' manual filing system.

A 'relevant' manual filing system may have the following characteristics:

- Grouping within a common criteria, even if not physically kept in the same file or drawer
- Structuring by reference to the individual by name, number, or by criteria common to individuals, such as sickness, type of job, membership of pension scheme or department
- Structuring that allows specific information about the individual to be readily accessible

In practical terms it is prudent to assume that most, if not all, manual filing systems will fall under the provisions of the Act.

Subject Consent

It is the College's policy, whether relating to staff or other individuals, to obtain consent to data processing. This should be dealt with during the recruitment process in the case of employees and job applicants.

Retention and Disclosure of Data

It is the College's policy to observe the eight basic principles of the Data Protection Legislation and, in particular:

- To discourage the retention of personal data for longer than it is needed
- To keep retained data secure
- To disclose data only with the data subject's consent unless the College
- Is required by law to make a disclosure
- Believes that failure to disclose is likely to prejudice the prevention or detection of crime
- Needs to take legal advice or to comply with legal obligations and disclosure of the data is necessary for that purpose

- Needs to disclose the data for its legitimate business interests (where no harm will result to the data subject)

In relation to former staff, data will be held in the Bursary and Payroll Office; data may also be held in the Catering and Housekeeping Office, in order that the College can deal accurately with any reference request and also as a way of maintaining a complete historical record.

Staff Obligations

Certain staff members have responsibilities for processing personal data about colleagues but are also data subjects in their own right.

In connection with personal data on colleagues, all staff must comply with the eight basic principles and College guidelines on data protection. In particular, they must:

- Ensure that any personal data which they hold are kept securely, particularly sensitive data
- Ensure that any personal data is not disclosed either orally or in writing, intentionally or otherwise to any unauthorised third party
- Ensure that, where a data processor processes data on the College's behalf (a mailing agency, for example), there is a written contract between the parties which specifies that the processor agrees to act on the College's instructions and to abide by the provisions of the Act in connection with data security. Further guidance on appropriate terms for such a contract can be obtained from the Finance Bursar
- Take particular care when removing personal data from our premises, for example to work on at home. Staff should be aware that this policy and their responsibilities under it apply when data are processed under such circumstances. Off-site use of personal data presents a potentially greater risk of loss, theft or damage to personal data

All staff must, in relation to their own data:

- Ensure that any personal data that they provide to the College in connection with their employment is accurate and up-to-date
- Inform the College of any changes to their personal data for which they are responsible, for example, changes of address. (The College cannot be held accountable for errors arising from changes about which it has not been informed.)

World Wide Web and E-mail

The provisions of the Act apply as much to websites and to email as they do to data processing by any other means. Any personal data downloaded from the web, included within a web site, or contained within an email are subject to the same restrictions as information held in manual files or on databases. The type of data placed onto web pages should reflect the fact that information posted onto a web page is potentially accessible world-wide.

Cross-border Data Flows

The Act places restrictions on the transfer of personal data outside the European Economic Area (EEA) unless the country involved ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data. If, after careful consideration, it is regarded as essential that the transfer of personal data outside the EEA should take place – and there is not adequate protection – the prior consent of the data subject must be sought.

Where data is transferred outside the EEA for the purposes of obtaining legal advice consent of the data subject is not required.

References

College policy is in general to respect the confidentiality of references. However, for practical purposes staff must assume that the College can neither guarantee confidentiality in respect of references received by us nor expect that those the College provides will remain confidential.

No references will be provided unless it is at the wish of the member of staff. Written confirmation of this will be required before a reference will be given. Any reference request received from either a member of staff or a former member of staff must be passed immediately to the Personnel Manager for action. (See also Section 28 about the provision of References)

Conclusion

Compliance with the 1998 Act is the responsibility of all staff. Any breach of the data protection policy may lead to disciplinary action being taken, or access to College facilities being withdrawn, or even a criminal prosecution of a member or members of staff. Any questions or concerns about the interpretation or operation of this policy should be taken up with the College's designated data controller.

The College's designated data controller is the Finance Bursar.

Access to Data by Data Subjects

Staff and other individuals who are data subjects will on most occasions have the right to have copies of or a report (depending on the type and format of the original data) on personal data that is being kept about them either on computer or in 'relevant' manual filing systems. Confidential references given by the College cannot be accessed in this way.

Any person who wishes to exercise this right should complete an access request form and forward it to Finance Bursar. The College may levy a charge (currently up to £10), which will be revised and published from time to time on each occasion that access is requested.

Where required to do so under the Act, the College will aim to comply with requests for access to personal information from data subjects as quickly as possible but will do its best to ensure that it is provided within 40 days from the date of the request. The College does not have to comply with repeated requests unless the requests are at reasonable intervals.

Note: The College can withhold information where the information identifies third parties who have not consented to the disclosure.

GUIDANCE NOTES FOR STAFF

Staff Checklist for Processing Data

Before processing any personal data, all staff should consider the checklist set out below:

- Do you really need to collect the information?
- Do you really need to collect all of it?
- Is the information 'ordinary' or is it 'sensitive'?
- Do we have the data subject's consent?
- Are you authorised to collect/store/process the data?
- Unless the data have been obtained from a reliable source, have you checked with the data subject that the data is accurate?
- Are you sure that the data is secure?
- If you do not have the data subject's consent to process, are you satisfied that you do not need it?
- for how long should the data be retained

Staff Checklist for Data Creation

The Act means that any recorded opinion about or intentions regarding a person are personal data to which a data subject may gain access. This should be borne in mind when written or other records are made (and this includes e-mails and audio recordings, in addition to computer and manual files) and when files are weeded for unnecessary or duplicative material. The following is a useful test to apply to 'doubtful' comments

Is this comment fair, accurate and justifiable?

- If I were to show this to the data subject, would I still be confident that the comment is fair, accurate and justifiable?
- If the answer to the questions - and in particular the first question - is 'No', then the comment should go unrecorded.

Checklist for References

Access rights also mean that the confidentiality of references provided either internally or for external bodies can no longer be assumed (even though we do not have to disclose them). Again, this should be borne in mind when references are drawn up. Section 27 has detailed instructions on providing references on behalf of the College.

Further information

Further information and advice is available from the designated data controller, the College Steward.

28. STAFF INFORMATION AND CONSULTATION

Robinson College believes in providing excellent staff communications and this Section of the Staff Handbook provides details of how this is achieved.

Line managers all have a responsibility to ensure that information from the College Management is passed to all members of staff. Conversely line managers have a responsibility to convey questions, concerns and suggestions from their staff to the College Management. Whilst the College wishes to promote the informal free flow of non-confidential information, there is a formal system for staff information and consultation. The policy for this was agreed following a consultation exercise carried out in March 2007 and ratified by College Council in May 2007.

In October 2013 the Staff Meeting, formally made up mainly of Heads of Department was disbanded and reformed as the Staff Information and Consultation Committee with a new membership, first meeting in February 2014. The membership is now made up of staff rather than managers. The purpose of the SICC is to facilitate communication, consultation, and discussion with staff on matters relating to the operations of the college and their employment.

In order to deliver this policy the College will arrange for:

- The Warden to deliver an annual update and question/answer session to which all staff will be invited. Further updates on the College's finances or other matters may be given from time to time, either by The Warden or by the College Steward.
- A Staff Information and Consultation Committee (SICC) meeting to be held once a quarter, chaired by the College Steward.
- All Members of the SICC to be encouraged, prior to each meeting, to consult with their colleagues, for example by soliciting information and questions.
- All Members of the SICC to be encouraged, following each meeting, to disseminate minutes and any other comments amongst their colleagues.
- .

SICC Membership

The members of the Committee shall consist of:

| | | |
|--------------------------------|-------|-----------|
| College Steward (ex officio) | Chair | |
| Personnel Manager (ex officio) | | Secretary |

Representative(s) elected by and from the following staff departments:

| | |
|---------------------------------|---------------------|
| Admissions and Tutorial | one representative |
| College Office, IT and Library | one representative |
| Development and Warden's Office | one representative |
| Gardens | one representative |
| Maintenance | one representative |
| Porters Lodge | one representative |
| Catering | two representatives |
| Housekeeping | two representatives |

Further information can be found in the documents, **Constitution of SICC** and **Composition of SICC**

29. SMOKE-FREE PREMISES – COLLEGE SMOKING REGULATIONS

Under the Smoke-free England regulations*, it is illegal to smoke indoors in “public” places. Smoking will not be permitted in:

- Any private or public room of the College,
- Any staircase, hallway, walkway or balcony,

There are 4 exceptions:

- The existing designated area outside the Party Room by Bin Brook (only available when Party Room booked for a student function)
- The Long Court and Front Court from the bottom of the steps leading to High Court to the start of Herschel Court (8am to 11pm only).
- Outside the entrance to Service Yard during working hours (Staff Only).
- The gardens/grounds in general for junior members, conference delegates and members of staff during designated breaks. **Note, care should be exercised in not smoking near open windows or intakes for ventilation systems.**

Staff and College Members may not smoke on the public pavements around the entrances to the College at Burrell’s Walk and the Porters’ Lodge (junction of Grange and Herschel Roads).

Junior Members who ignore the regulations and do smoke in their bedrooms will be charged a cleaning fee of £25/term for specialist cleaning and may receive an automatic £100 fine. Interference with smoke detection equipment in bedrooms or elsewhere will result in an automatic £250 fine.

Staff are only allowed to visit the designated smoking places during designated breaks. Staff who ignore the regulations or who interfere with smoke detection equipment will be subject to disciplinary action.

The College Nurse will be happy to advise staff and junior members on giving up smoking.

On-site Hostels

The above rules apply.

Romsey Terrace/Mill Road

The above rules apply. Smoking is permitted in the patio/garden area.

YOU SHOULD NOTE THAT IN MANY INSTANCES THE COLLEGE IS OBLIGED TO IMPOSE THESE NO SMOKING RULES BY LAW

* Health Act 2006

30. PROVISION OF REFERENCES

Employment legislation has highlighted the need for employers to ensure that references - offered on behalf of a College - contain accurate, factual information and do not include comments which could be construed as discriminatory or negative. The legislation applies to references for previous employees as well as existing personnel. Data protection issues are also a matter of concern.

In order to comply with the new legislation, the College will adopt the following policy in dealing with future requests for College references for existing or previous employees, and this policy will apply whether the reference is for a potential new job or for any other purpose (i.e. mortgage applications, etc.):

- Any information given about another employee that is produced on the College's letterhead or other stationery is defined as a "College reference".
- All College references must be provided in writing and not given verbally over the telephone or in person. We will try to respond quickly to any urgent requests.
- Copies of all requests for College references should be forwarded to the Personnel Manager so that factual details can be provided from employee files for the Head of Department to produce a reply.
- As a general rule, references should be of a factual nature (e.g., confirmation of employment dates, position, etc.). If there is any doubt, refer to the Personnel Manager.
- Copies of College references should be given to the Personnel Manager for filing on individual personnel files (whether an existing or previous employee).

31. STAFF REVIEWS - GUIDANCE NOTES

Every member of staff is required to take part in an Annual Review. This will occur sometime between January and the end of March each year. The Reviewer will normally be the line manager of member of staff being reviewed.

Applicability

All permanent employees of Robinson College will be subject to an Annual Review unless they are serving their notice or are within 3 months of their agreed retirement date at the time a review would normally take place. Newly appointed staff may have their Review Date deferred.

Aims of the Annual Review

To give staff and managers an opportunity to think about and discuss:

- The individual's achievements over the past year and their strengths and potential weaknesses in their job;
- Possible career development opportunities;
- The objectives of the individual and those of the department;
- The expectations of the College and any areas where the individual or the circumstances may be preventing the achievement of these expectations;
- Ways in which performance can be improved;
- Areas where a lack of resources (time, staff, training, equipment etc.) require attention and what potential action should be taken to improve the situation;
- Retirement plans – see Section 30.

What happens in the Review?

- The Reviewer will agree with the member of staff the place, date and time of the review meeting at least two weeks in advance.
- The Reviewer will ensure that the member of staff has the Review Form and these Guidance Notes and is clear about what they are expected to do.
- The member of staff will complete their parts of the form in draft form and return the form to the Reviewer one week before the meeting.
- The Review Form will then be used as the basis for discussion in the meeting and amended where necessary. The completed form will be signed by both parties as an accurate record/reflection of the meeting. A copy can be kept by the member of staff if they wish. The Reviewer's copy will be filed in the member of staff's personnel file.
- Progress on the objectives and action points agreed in the form should be discussed by the Reviewer and member of staff no later than six months after the review meeting.

Confidentiality and Retention of Forms

When completed, the Review Forms will be confidential and retained by the Reviewer for three years. After three years they will be shredded. The document shall not be passed to a third party unless there is written consent from the person concerned. As part of normal line management responsibilities the Reviewer may need to discuss elements of the form with others in the line management chain; this shall be allowed. Reviewers shall take care to store the documents securely.

Disputes

Should a Reviewer and the member of staff being reviewed not be able to agree on the content, the Reviewer's line manager shall be consulted. If no resolution can be found the Personnel Manager may be consulted. In extremis the College's Individual Grievance Procedure detailed in Section 16 of the Staff Handbook may be appropriate.

32. RETIREMENT

Retirement Policy

Robinson College is aware that without a default retirement age there may be some confusion about retirement. This section sets out the policies of the College and details the actions that members of staff, line managers and the College personnel staff should take. It also sets out pension arrangements and the required notice for drawing a pension.

Default Retirement Age (DRA)

From 1 October 2011 employers are not normally able to set a default age for members of staff retirement. The exception to this is where an "Objective Justification" has been established for maintaining such a position either for all or a section of the staff. Until 30 September 2011 the College had a DRA of 65. Until September 2011 the College was required to write to all staff approaching their DRA telling them that the College would be retiring them on their 65th birthday. Members of staff could request to continue beyond and there was an appeal process for those whose request was refused. After September 2011, the College will not be writing to staff prior to their 65th birthday. However, this does not mean that staff can NOT retire at 65; they can, of course, retire at any time by giving notice in writing as required by their individual contracts of employment (typically this is 4 weeks to 3 months).

Pension Age

Members of staff who are members of one of the 3 pension schemes in use in College can claim their pensions in accordance with the respective scheme rules – at the time of writing these are as follows:

- CCFPS (closed to new members) – age 60 or later
- USS – age 60 or later
- CCDBS – age 55 or later

As a general rule it takes about 3 months from notification to the Payroll Assistant for the pension to become payable. In other words, a member of staff needs to give 3 months' notice of a retirement date if they wish the pension to become payable immediately after retirement.

Annual Reviews

Following consultation, a staff review system was introduced in 2007 and now all staff should be reviewed by their line manager on a regular basis (at least annually). A review is an opportunity for staff members to talk through career plans, aspirations, training needs and also retirement plans with their line managers. Staff who raise the subject of retirement need not fear that by discussing the matter that this will commit them to a particular date for retirement. Only by providing formal written notice will a staff member be committed. Clearly it is helpful to the College to understand a staff member's plans even if these may be many months, or even years, away, so staff are encouraged to raise the matter at the earliest moment.

Continuing in Employment

Staff who wish to continue to work beyond pension age (College or State Pension age), will be treated by the College in exactly the same way as other employees, including being provided with training,

being considered for advancement and/or merit rises, and being provided with sick pay. However, it is possible some insured benefits associated with some pension schemes will not be available after the age of 65.

Flexible working

Very often as members of staff move towards retirement they may think that a move to part-time or more flexible working would help with the transition; the College would always be keen to listen to proposals. As well as the Statutory right to request Flexible Working (as detailed at Section 13), the College will consider applications outside the narrow definition of the employees entitled to apply. Of course, the College cannot guarantee that such proposals will always be accepted.

The One Year's Notice Scheme

College Council has agreed to fund a scheme to assist retirement. The ***One Year's Notice Scheme*** is designed to allow a smoother transition into retirement for the employee whilst allowing the College to have a measured approach to staff planning.

For staff members who are planning to retire and are members of a pension scheme or becoming eligible to draw their State Retirement Pension, the eligibility criteria and the scheme rules are as follows:

- The member of staff is required to give written notice of resignation of a minimum of 12 months
- They must have at least 5 years' service on the day on which they wish to retire
- They meet the minimum age requirement for drawing their College pension and have made an application to the Trustees to do so when they submit their resignation because of retirement;
- The date of leaving would have to be aligned with the date their College pension starts.
- In return for this 12 months' notice, the College would allow a reduction of 10% in hours worked in the first 6 months of the 12 months' notice period.
- A 20% reduction in working hours would apply for the final 6 months' of employment.
- **There would be no reduction in salary paid and thus full pension contributions would continue to be made.**
- This scheme is available only for those giving 12 months' notice **and** who are retiring **and** who will be drawing a College pension or the State Retirement Pension.
- Overtime working during the year would not normally be available; if exceptionally overtime working is approved, the payment would be on the basis of actual hours worked.
- Normally the reduction would be an agreed fixed half day each week for the first six months, followed by one agreed fixed day off each week for the final six months; however, if a member of staff has a different proposal the College would consider the matter.
- Part-time employees: Note: If College approves an application to reduce your working week, any reduction will be pro rata based on hours.
- **The Scheme does not form part of the terms and conditions of employment and acceptance onto the Scheme is subject to College agreement.**

Help for those Retiring

Planning for retirement is often an exciting time, but it can also be difficult, even traumatic, as it usually means a reduction in income and the missing of friends in the work place. Many former members of staff stay in close contact with former colleagues and also take advantage of the occasional College function where former members of staff are invited. We are always pleased to see former staff in the College and will usually be able to offer lunch in Garden Restaurant at the normal members' price. The College can also assist by putting members of staff in touch with financial planners, volunteer organisers (who often recruit retired people for charitable work).

Retirement on Ill-Health Grounds

Where a member of staff becomes unable to continue working because they are ill or not fit to do so, then the College will normally work with that member of staff to consider options. College Sick Pay (full pay) can continue for 13 weeks and Statutory Sick Pay (SSP) is payable for up to 28 weeks. After this period employment may continue (without pay) if it is likely that the person concerned will become fit to work again within a reasonable period. The College may also consider a transfer to another role if their health would allow this and a suitable post is available. However, if no other solution is available dismissal on the grounds of capability may be considered. Normally someone dismissed in such circumstances will be able to claim Employment and Support Allowance (ESA) from the Government.