

**HOMERTON COLLEGE**

**STAFF HANDBOOK**

**INTRODUCTION**

Welcome to Homerton College and congratulations on your new job.

Our aim in producing this document was to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with us. It provides an overview of the terms and conditions of your employment, and outlines what you can expect from us as your employer. In return we ask you for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the College.

There is a form at the back the Handbook for you to sign and return to acknowledge that you have received a copy. It is your responsibility to read and familiarise yourself with its contents.

I hope you find this a useful guide during your employment with us. However if you are unable to find the answer to your question here, please feel free to contact your line manager or the HR Department who will certainly be able to help you.

We are delighted that you have decided to join us and wish you every success throughout your career with Homerton College.

Deborah Griffin Bursar

Contents

[1. Starting at Homerton College 5](#_Toc59201460)

[a. About the College 5](#_Toc59201461)

[b. Your induction 5](#_Toc59201462)

[c. Statement of Employment Terms and Conditions 6](#_Toc59201463)

[d. Probation Periods 6](#_Toc59201464)

[e. Your Attendance at Work 6](#_Toc59201465)

[f. Hours of Work 7](#_Toc59201466)

[g. Flexible Working 8](#_Toc59201467)

[h. Disclosure and Barring Services (previously Criminal Records) Checks 8](#_Toc59201468)

[i. Right to work 8](#_Toc59201469)

[j. Standards of Performance and Behaviour at Work 8](#_Toc59201470)

[k. Internal Communication 12](#_Toc59201471)

[l. Data Protection and Access to Information 12](#_Toc59201472)

[m. Changes in Personal Information for Employment Purposes 13](#_Toc59201473)

[n. Trade Union Membership and Collective agreements 13](#_Toc59201474)

[o. Car parks 14](#_Toc59201475)

[p. Cycling to work 14](#_Toc59201476)

[q. CCTV and monitoring of employees 14](#_Toc59201477)

[2. Valuing Diversity and Dignity at Work 14](#_Toc59201478)

[a. Valuing Diversity 14](#_Toc59201479)

[b. Dignity at Work 15](#_Toc59201480)

[3. Pay, Benefits & Pensions 17](#_Toc59201481)

[a. Salary Arrangements 17](#_Toc59201482)

[b. Overtime 17](#_Toc59201483)

[c. Income Tax 18](#_Toc59201484)

[d. Business Travel 18](#_Toc59201485)

[e. Sickness Pay Provision 18](#_Toc59201486)

[f. Pension Scheme 19](#_Toc59201487)

[g. Free Staff meals 20](#_Toc59201488)

[h. Childcare Vouchers 20](#_Toc59201489)

[i. Eye Care Scheme 20](#_Toc59201490)

[j. College Gym 20](#_Toc59201491)

[k. Upay 20](#_Toc59201492)

[l. Long Service Awards 21](#_Toc59201493)

[4. Leave Arrangements 21](#_Toc59201494)

[a. Annual Leave 21](#_Toc59201495)

[b. Family Leave and Pay 22](#_Toc59201496)

[c. Leave for Family/Personal reasons 23](#_Toc59201497)

[5. Health and Safety 24](#_Toc59201498)

[a. Introduction 24](#_Toc59201499)

[b. Procedure in the event of an accident 24](#_Toc59201500)

[c. First Aid 24](#_Toc59201501)

[d. Fire Safety 25](#_Toc59201502)

[6. Training and Development 26](#_Toc59201503)

[a. Training and Development Policy 26](#_Toc59201504)

[7. Performance Appraisal Process 26](#_Toc59201505)

[8. Leaving Homerton College 26](#_Toc59201506)

[a. Notice Periods 26](#_Toc59201507)

[b. Working Notice 27](#_Toc59201508)

[c. Other Conditions on Leaving 27](#_Toc59201509)

[d. Retirement 28](#_Toc59201510)

[9. Confirmation of Receipt of Handbook Form 29](#_Toc59201511)

# Starting at Homerton College

## About the College

Homerton College was founded in the 18thCentury in Homerton, London and moved to its current location in 1894 with the purchase of Cavendish College. It was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010 and has since then grown to be one of the largest Colleges in terms of student numbers and offers all subjects at undergraduate level. College has over 1,000 students, a Fellowship of around 70 and approximately 250 staff.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can. Homerton derives its income from fees, catering and resident charges from students, its investment portfolio, conference and meetings business and property rents from the Faculty of Education and property developed in the adjacent Homerton Gardens. The College has also developed new Sports facilities on Long Road in partnership with St Mary’s School and a Boat House with City of Cambridge Rowing Club and St Mary’s.

You can find more information about the College on our website at [www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk)

## Your induction

Homerton College believes its employees are a great asset and recognises its responsibility to ensure they are afforded appropriate development throughout their employment. This development begins at the Induction stage when a new employee joins.

Our aim is to support and develop employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately are able to contribute to the success of the organisation.

Induction will be spread over your first few months in post, and is generally planned on a first day, first week and first month basis. The content and duration of the induction programme will be dependent on the scope and complexity of your job, and your line manager will outline this in detail to you on your first day. Copies of your induction checklist will be made available to you by your manager on your first day with us.

## Statement of Employment Terms and Conditions

As an employee of Homerton College you will have received a document setting out specific terms and conditions of service as they relate to your post; this includes details of:

* the names of the employer and the employee
* job title
* the date when the employment (and the period of continuous employment) began
* remuneration and the intervals at which it is to be paid
* hours of work
* holiday entitlement
* entitlement to sick leave, including any entitlement to sick pay
* pensions and pension schemes
* the entitlement of employer and employee to notice of terminate
* where it is not permanent, the period for which the employment is expected to continue or, if it is for a fixed term, the date when it is to end

Further detailed policies and procedures which may not be mentioned as part of this document, but which still form part of your conditions of employment with us, can be found on the intranet.

Homerton College reserves the right to change its terms and conditions and employment policies from time to time. You will be notified at the earliest opportunity of these changes by way of general notice to all employees affected by the change. Where a contractual change in your terms and conditions of employment results in a change to your written statement of particulars of employment, we will give you a written statement of the change at the earliest opportunity.

## Probation Periods

All new staff are subject to a probationary period of 6 months. An initial informal review will take place after 3 months with your line manager, with a formal review after 6 months. Your appointment will be confirmed on satisfactory completion of the 6 month period. During this probationary period you will be given appropriate support and development opportunity to help you reach the required standards. Extension of the probationary period may be granted to enable the required standards to be achieved, but failure to do so could result in termination of your employment.

## Your Attendance at Work

Homerton College values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

i) Notification of Absence

Your line manager should be notified as early as possible if absence from work is anticipated for hospitalisation and other medical treatment.

If you are unable to attend work due to sickness or injury, your line manager must be notified by telephone before your normal start time or as soon as possible on the first day of absence, if possible indicating a date of return. Notification should be made by you personally unless impossible due to the nature of the illness where you should arrange for someone else to call on your behalf. Messages left on voice mail or sent by text will not be accepted. Notification should continue each day that you continue to be absent unless you have agreed otherwise with your line manager. During prolonged periods of absence, your manager should be kept informed of progress and an expected date of return.

Any employee who has been absent due to sickness and is found not to have been genuinely ill will be subject to disciplinary action, which could include dismissal.

ii) Sickness Payments

Payment of Occupational Sick Pay will be made on a sliding scale depending on length of service and sickness period. For more details please see the Handbook section on Pay and Benefits (Section 5.e on p14). From your first day of absence you will be required to complete a self-certification form available on the intranet or through your line manager on your return; if greater than 7 days (including weekends and days off) you will need to obtain a statement of Fitness for Work (medical certificate) from your G.P.

## Hours of Work

Your normal hours and working pattern will be specified in your Statement of Terms and Conditions of Employment.

The full-time contracted hours for all posts within the College are 37 hours per week excluding daily meal breaks. A daily unpaid lunch break of a minimum of 20 minutes must be taken if you work more than six hours daily.

Homerton College reserves the right to vary your hours and pattern of working, following consultation and agreement with you.

Persistent poor timekeeping means that colleagues are put under pressure to cover your duties. This is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures.

## Flexible Working

Homerton College will try and assist staff to balance their work and home life, and is therefore willing to consider requests from staff to vary their working hours or work pattern. Such requests will be considered taking into account the impact on the organisation, work colleagues and any other relevant factors. Should you wish to discuss this you should speak to your line manager in the first instance. Should it be necessary for the College to ask you to temporarily work from home due to unforeseen circumstances and/or to safeguard the health and safety of its employees, the Temporary Homeworking Policy as amended from time will apply. The policy is temporary and sets out the main considerations that the College and its employees should consider during any temporary period of homeworking.

## Disclosure and Barring Services (previously Criminal Records) Checks

Certain employees of Homerton College may be required to undergo a Disclosure and Barring Service check. This is only in very special circumstances where your employment with us means you are likely to come into contact with children or vulnerable adults (or certain other particular circumstances). Should this be the case, we will discuss the situation with you prior to confirming your appointment (or relevant change to your job).

## Right to work

As an employer we are required to ensure all employees have the right to work in the UK. Before you commence employment with the College you will expected to provide the required documents e.g. passport. Copies will be taken to comply with Home office regulations. If you require a visa /limited leave to remain and work in the UK the College has the right to check these documents at least every twelve months. If you have presented documents which indicate that you have limited leave to remain /permission to work in the UK it is your responsibility to ensure that your permission does not expire.

Please make any application for your permission to be extended well in advance of the expiry date and ensure the Human Resources Manager has copies of this documentation. Homerton College has the right to suspend you with no pay if your permission to live and work in the UK expires.

## Standards of Performance and Behaviour at Work

i) Code of behaviour

The College continually strives to maintain a work environment for its staff in which honesty, integrity and respect for fellow employees is constantly reflected in personal behaviour and standards of conduct. The purpose of this code is to provide a clear framework within which employees are expected to conduct themselves whilst they are at work and representing the College.

The College has identified 4 key core values: -

Respecting each other:

* actively listen to colleagues and customers
* use appropriate language and tone
* be open to ideas and suggestions form colleagues and peers
* value and recognise the contribution, intellect and ability of others

Working together:

* actively support and help other departments
* support decisions made despite personal views
* communicate between departments
* be aware of own departments impact on others

Delivering Professional service:

* be a good timekeeper
* work in a consistent manner
* comply with College/Department dress code

Being Accountable:

* own up to mistakes
* use initiative
* resolve issues at the earliest opportunity

These values describe the behaviour expected of all employees. It is therefore important that you read and understand them in order to appreciate the general standard of behaviour which is required. If you have any doubt about the meaning or the application of this code you should ask for clarification during your induction or from your Line Manager at any time.

ii) Appearance

You are expected to dress appropriately at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

If we have supplied you with a uniform, then you must wear this at all times when required to do so; it is your responsibility to ensure that this is clean and presentable, unless otherwise agreed.

If you have any queries about what is appropriate, these should be directed to your line manager.

iii) College Premises

You will be issued with a University identity card allowing access to College. This remains the property of Homerton College; loss of your card must be reported immediately to Porters Lodge.

You must not remove property from College s premises unless prior authority from your line manager has been given.

iv) Personal Property

Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes or bicycles etc left on Homerton College premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises or in your own vehicle. Homerton College does not accept liability for loss or damage to any personal property whatsoever.

v) Telephones & Correspondence

College telephone / mobile phone or postal facilities must not be used for private purposes without prior permission from your line manager. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

vi) Smoking and Other Substances at Work

Smoking, including e-cigarettes, is strictly prohibited at Homerton College (including entrances and exits) and vehicles. Outside areas have been identified should you wish to smoke during their break-time.

Bringing alcohol or any unlawful drugs to the workplace, and / or imbibing them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

vii) Confidentiality

It is a condition of your employment that you have a duty of confidentiality with regards to Homerton College.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. You must not discuss any College sensitive or confidential matter whatsoever with any outside organisation including the media.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the UK Public Interest Disclosure Act 1998) and could lead to your dismissal.

viii) Computer, email and Internet use

If you have access to the College’s computers including email and access to the internet as part of your job, you must not abuse this by using these facilities for purposes unrelated to College business.

Personal use of the internet is permitted during your formal breaks. However all internet use is monitored and accessing pornographic or other unsuitable material/sites is strictly prohibited and would be considered a serious disciplinary offence.

Only software packages properly authorised and installed by the College may be used on College equipment, you must therefore not load any unauthorised software onto College computers.

As part of your work you may contribute to the College’s social media activities by managing a Facebook account or running an official Twitter account. You must be aware at all times that whilst contributing to the College’s social media activities you are representing the College and therefore you should use the same safeguards as you would with any other form of communication about the College in the public arena and ensure you do not bring the College into disrepute.

Similarly the College does recognise that many employees make use of social media in a personal capacity and whilst you are not acting on behalf of the College you can damage the College if you are recognised as being one of our employees alongside inappropriate content. Therefore any communication that you make in a personal capacity through social media must not bring the College into disrepute.

ix) Receipt of Gifts

Your working relationships may bring you into contact with individuals and outside organisations where it is normal business practice or social convention to offer hospitality, and sometimes gifts. Offers of this kind can place you in a difficult position. Therefore you should not accept from a supplier, student, customer or other person doing business with Homerton College, payments of money under any circumstances, or special considerations, such as discounts or gifts of materials, equipment, services, facilities or anything else of value. In every circumstance where a gift etc is offered, you must disclose the gift to your line manager.

x) Bribery and other Corrupt Behaviour

The College has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the College, or to obtain or retain an advantage in the conduct of the College's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under the College’s disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

## k. Internal Communication

Good communication is important within all organisations. Homerton strives to ensure that all its employees are kept up to date with news and events happening within and about the College. All staff are encouraged to attend staff meetings, which take place at least twice a year, however the main forum for communication is via the College intranet. Public computers are available in West House and the Combination Room, but if you find it difficult to have access to the intranet whilst you are at work, paper copies of any publications will be posted on notice boards within your department and/or across the College

## l. Data Protection and Access to Information

Homerton College will comply with all statutory requirements of the Date Protection Act by registering all personal data held on its computer and/or related electronic equipment and by taking all reasonable steps to ensure the accuracy and confidentiality of such information.

The Data Protection Act protects individuals’ rights concerning information about them held on computer. Anyone processing personal data must comply with the following best practice principles:

* All personal data must be processed fairly, lawfully and transparently.
* Personal data must be obtained only for specific, explicit and lawful purposes and must not be processed in any manner incompatible with the purposes for which it was collected.
* Personal data must be adequate, relevant and not excessive in relation to the original purpose for which it was processed.
* Personal data must be accurate, kept up to date and every reasonable step taken to ensure that any inaccurate data is erased or rectified without delay.
* Personal data must not be kept for any longer than is necessary for the purpose for which it was collected.
* Personal data must be processed in a manner that ensures appropriate security, using technical or organisation measures. These measures should include protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

You can request access to the information held on you by the College. All requests should be made in writing to the Human Resources Manager. There is no charge for this service.

## m. Changes in Personal Information for Employment Purposes

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You must notify the Human Resources Manager immediately of all changes in the following personal information:

* Name
* home address
* telephone numbers
* bank account details
* examinations passed/qualifications gained
* emergency contact
* driving licence penalties (if you are required to drive on College business)
* criminal charge, caution or conviction
* conflict, or potential conflict of interest

Personal data on employees is held in accordance with the provisions of the College’s Data Protection Policy as outlined above.

## n. Trade Union Membership and Collective agreements

Homerton College does not currently recognise any Trade Unions or have agreed any collective Agreements with any Trade Unions

## o. Car parks

If you are driving to Homerton you must park your car either in the small staff car park at the front of the College or in the visitors’ car park at the end of Harrison Drive. Access to MAB car park will be available during vacation time.

## p. Cycling to work

If you cycle to Homerton you must park your bicycle in one of the designated cycle racks. Please note that cycling is prohibited on all College footpaths and in the small staff car park at the front of the site. Please ensure that your bicycle is registered at the Porters’ Lodge.

## q. CCTV and monitoring of employees

The College operates a CCTV system within the grounds and inside communal areas of the buildings. CCTV signs have been displayed to make employees aware of where the equipment has been installed.

The purpose for monitoring is for crime prevention and public safety. However in the event of an allegation of misconduct, in accordance with the Colleges disciplinary procedure there may be occasions when images are used as part of an investigation and as evidence.

# 2. Valuing Diversity and Dignity at Work

## a. Valuing Diversity

i) Statement

Homerton College is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The College will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the College.

ii) Key Actions

In adopting these principles Homerton College:

* will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate
* fully recognises its legal obligations under all relevant legislation and codes of practice.
* will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy. If you need to access these procedures they can be obtained from your line manager e.g. Grievance Procedure, Dignity at Work Procedure etc
* will ensure that all managers understand and maintain their responsibilities and those of their team under this policy
* will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities
* will provide equal opportunity to all who apply for vacancies through open competition
* will select candidates only on the basis of their ability to carry out the job, using a clear and open process
* will provide all employees with the training and development that they need to carry out their job effectively
* will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary
* will distribute and publicise this policy statement throughout the College

## b. Dignity at Work

i) Statement

The College believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

ii) What is Harassment?

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

People can be subject to harassment on a wide variety of grounds including:

* race, ethnic origin, nationality or skin colour
* sex or sexual orientation
* religious or political convictions
* willingness to challenge harassment, leading to victimisation
* disabilities, sensory impairments or learning difficulties
* status as ex-offenders
* age
* real or suspected infection with a blood borne virus (eg AIDS/HIV)
* membership of a trade union or activities associated with membership Forms may include:
* physical contact ranging from touching to serious assault
* verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
* visual display of posters, graffiti, obscene gestures, flags and emblems
* isolation or non-cooperation at work, exclusion from social activities
* coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
* intrusion by pestering, spying, following someone
* bullying

iii) What should I do if I feel I am being harassed?

If you feel you are being harassed you are strongly encouraged to seek early advice/support from your line manager. If your feel your line manager is harassing you, then you should contact his / her immediate line manager.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The College has a formal procedure for dealing with these issues which you can obtain from the intranet.

# 3. Pay, Benefits & Pensions

## a. Salary Arrangements

Your salary will be paid monthly in arrears on the 24th of each month by direct credit transfer to your designated bank account.

Your basic pay was outlined in your letter of appointment / statement of terms and conditions. Any subsequent amendments to your basic pay will be notified to you in writing by the College.

If you are part-time you will be paid on a pro rata basis based on the number hours and/ or weeks you work. In all other aspects your salary will be paid in accordance with the pay arrangements for full- time employees of the College.

If any queries arise with regard to pay, or if it looks as if a mistake has been made, speak to your line manager immediately so that they can take appropriate action. Unless agreed otherwise, any pay errors, whether of over or underpayment, will be rectified in your next salary payment.

Appropriate monthly deductions including income tax and National Insurance contributions (NICs), will be made from your pay subject to your earnings level and the number of hours you work.

## b. Overtime

Overtime is defined as all hours worked in excess of your equivalent full time contracted hours, which has the prior explicit approval of your manager.

Overtime is payable to posts which have been specifically designated as qualifying for overtime payment. Contractually Managers are not normally eligible to claim for overtime.

For periods worked between Monday and Saturday inclusively, overtime is payable at time and a half. For periods worked on Sundays or designated bank holidays, double time is payable. Further information on rates and the procedure for claiming can be found on the intranet.

## c. Income Tax

If there are any changes in your personal circumstances which will affect your tax status, you should notify the Inland Revenue, who will automatically inform the College of any changes to your tax code. Addresses of local offices and enquiry centres can be found here: http://www.inlandrevenue.gov.uk/menus/officesmenu.htm

## d. Business Travel

You will be reimbursed for any expenditure necessarily incurred in order to do your job when working away from your normal place of work. Public Transport and accommodation costs will be reimbursed in accordance with the College’s expenses policy – prior approval from your line manager and appropriate receipts must accompany all claims.

## e. Sickness Pay Provision

i) Statutory Sick Pay (SSP)

Most employees have a right to statutory sick pay (SSP) as long as they earn more than the lower earnings level, and are not over state retirement age. SSP is not however payable for the first three qualifying days of absence (a qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods (periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period).

SSP is paid in the same way as ordinary pay and is liable to tax and National Insurance contributions.

ii) Occupational Sick Pay

Occupational sick pay is paid entirely at the discretion of the College but will not be unreasonably withheld as long as you have complied with the notification requirements and have produced any necessary medical certificates, including self-certificates.

The amount of sick pay you receive will depend on the length of your service with Homerton College:

|  |  |  |
| --- | --- | --- |
| **Period of continuous service on first day of absence** | **Period on full pay** | **Period on half pay or SSP only** |
| Probation Period | No entitlement | SSP only |
| 6 months up to 1 year | 1 months full pay | 2 months half pay plus entitlement to SSP |
| Year 2 | 2 months full pay | 2 months half pay Plus entitlement to SSP |
| Year 3 | 4 months full pay | 4 months half pay plus entitlement to SSP |
| Year 4 & 5 | 5 months full pay | 5 months half pay plus entitlement to SSP |
| Year 6 | 6 months full pay | 6 months half pay plus entitlement to SSP |

When assessing your eligibility for sick pay, the amount of time you have had off over the previous 12 months will be taken into account.

Homerton College reserves the right to refuse to pay sick pay if it has reasonable cause to think that you are not genuinely sick, if it has cause to believe that you are abusing the sick pay scheme, if you have failed to comply with the notification requirements, or have not supplied the appropriate certification. If the sick pay scheme has been abused, disciplinary action may follow.

## f. Pension Scheme

The College administers the Local Government Pension Scheme and USS pension scheme on behalf of its employees. Your offer letter and statement of terms and conditions of employment will confirm which pension scheme you have been enrolled into.

All new employees will be automatically enrolled into one of the schemes unless you advise us using the appropriate opt out forms. Further details about the schemes can be found at:

LGPS: http://pensions.cambridgeshire.gov.uk/ USS: http://www.uss.co.uk

Please note that no member of the College can advise you on whether you should join or not. If you are unsure, you should seek independent financial advice.

## g. Free Staff meals

All staff on duty are eligible for one free meal in College per day subject to terms and conditions. Further information on eligibility and conditions can be found on the College intranet.

## h. Childcare Vouchers

Please note the Childcare Voucher scheme closed to new members in October 2018. More information about tax-friendly childcare can be found at https://www.childcarechoices.gov.uk/

## i. Eye Care Scheme

If you are a regular user of a VDU, you may request an eyesight test through the College’s DSE eyesight testing scheme administered by ASE (Eyecare Plans) Ltd. The arrangement Homerton has with ASE fully meets all the requirements of the DSE Regulations. You must use this scheme if you want the College to fund a work related DSE eyesight test and/or corrective spectacles required specifically for use with DSE.

Further information about the scheme can be found on the College intranet.

## j. College Gym

Whilst you are an employee at Homerton you will be eligible to join the on-site gym. There is an annual membership fee but it is very competitive compared to other private gyms. Membership applications can be obtained from the Bursary.

## k. Upay

Upay is a cashless electronic point of sale system that allows you to pay for food and drinks purchased in the Great Hall, Buttery and College bar with a 10% discount on the cash price. Your staff card will operate the system and can be topped up by going on line at www.upay.co.uk, via the Finance office or a monthly standing order.

For further information please contact the Finance Office

## l. Long Service Awards

Homerton is fully aware that the high standards and quality of the service it provides is dependent upon the contribution, effort and loyalty of the staff it employs. As such, its Long Service Awards is an opportunity for College to demonstrate and recognise the service and contribution employees have made. Further details on eligibility and awards given can be found in the full version of the policy on the intranet.

# 4. Leave Arrangements

## a. Annual Leave

All full time and part time employees of Homerton College are entitled to paid annual leave. A week's leave allows you to be away from work for a week – that is the same amount of time as your working week. If you work a five-day week, you are entitled to 25 days leave per year, if you work a four-day week the entitlement is 20 days leave etc. You will be given an annual leave form when you start employment and at the beginning of each new holiday year stating how much annual leave you are entitled to. If you work term time only your entitlement will be adjusted to reflect the number of days and weeks you actually work. Holiday for term time only employees is normally taken during the weeks when the employee is not in work.

The holiday year runs from 1st September to 31st August.

Homerton College also recognises the 8 statutory bank holidays in addition to basic annual leave entitlement.

Annual leave must be agreed with your manager as early as possible. The College will, where possible, try to accommodate individual preferences for holiday dates but the needs of the business may have to take precedence, particularly where short or inadequate notice is given.

It is expected that all employees will normally take the 3 days between the Christmas and New Year as holiday from their annual leave entitlement.

Requests for leave for longer than two consecutive weeks are at the discretion of your line manager and may be allowed if business requirements permit.

On the anniversary of 5 years’ service with the College your entitlement to paid annual leave will increase to 30 days if you work a 5 day week. For those employees working less than 5 days per week the entitlement will be prorated accordingly.

## b. Family Leave and Pay

If you have a family or are about to start one Homerton strives to make it as easy as possible to continue working at the College. To this end we have a number of established policies for family situations:

i. Maternity Leave and pay

This policy sets out your maternity provisions and rights if you are pregnant and following the birth of your child.

The full version of this policy can be found in Appendix 4 and on the intranet.

ii. Paternity Leave and pay

This policy sets out your paternity provisions and rights if your partner is pregnant. The full version of this policy can be found in Appendix 5 and on the intranet.

iii. Adoption Leave and pay

This policy sets out the provisions and rights if you are newly adopting a child.

iv. Shared parental leave and pay

Eligible parents are entitled to take or share up to 52 weeks Shared Parental Leave during the child’s first year in their family, less the weeks spent by the mother on maternity leave (or in receipt of SMP or MA) or, where the employee is adopting, less the weeks of adoption leave taken by either the employee or their partner (or the weeks in which the partner has been in receipt of SAP if they were not entitled to adoption leave).

Eligible employees may be entitled to take up to 39 weeks Shared Parental Pay (ShPP) while taking Shared Parental Leave (less any weeks of SMP, MA or SAP claimed by the employee or their partner). ShPP may be payable during some or all of Shared Parental Leave, depending on the length and timing of the leave.

The full version of the policy can be found on the intranet.

v. Ordinary Parental Leave

Employees who have been at Homerton for more than a year; named on the child’s birth or adoption certificate or they have or expect to have parental responsibility ae eligible for parental leave. Parental leave is unpaid. You’re entitled to 18 weeks’ leave for each child and adopted child, up to their 18th birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise).

You must take parental leave as whole weeks (eg 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child is disabled. You don’t have to take all the leave at once.

The full version of these polices can be found on the intranet.

## c. Leave for Family/Personal reasons

Homerton College understands that employees experience personal or family difficulties from time to time, and wishes to support employees in granting (within reason, and taking into account the needs of College) time off to deal with such issues.

i. Emergency Leave/Time Off For Dependants

You are legally entitled to take a reasonable amount of time off to deal with certain prescribed emergencies involving certain dependants. This leave is called Time off for Dependants. Time off for Dependants can be taken, for example, if a dependant falls ill or is injured, if care arrangements break down, or to arrange a dependant's funeral. A dependant is your child (including adopted child), husband, wife or parent. It also includes someone who lives in your household, and someone who reasonably relies on you, such as an elderly relative. Any time taken off must be necessary and reasonable in the particular circumstances. Pre-arranged appointments for dependents dental or medical care do not fall within this category.

Time off for Dependants is not paid unless otherwise agreed with your line manager.

ii. Compassionate Leave

The College will normally grant paid compassionate leave to employees where a member of their immediate family dies, is seriously injured or unexpectedly falls seriously ill. In addition, paid leave will normally be granted to employees where a close friend or close colleague has died.

* you will be entitled to up to up to 3 days’ paid compassionate leave where a member of your immediate family dies, falls seriously ill or is injured up to a maximum of 10 days per year
* you will also be entitled to up to one day’s paid leave where a close friend or close colleague has died and you wish to attend the funeral
* in exceptional circumstances, longer periods of paid compassionate leave will be granted. Furthermore, additional days of unpaid leave/paid annual leave, may be granted at the discretion of you line manager. The College will aim to be flexible in relation to the amount of time off that is granted taking into account the needs of College and your own personal needs and circumstances

iii. Time Off for Medical/Dental Appointments

Appointments for all medical/dental appointments should whenever possible be made outside of your normal working hours. If it is not possible for you to arrange an appointment outside of working hours you should endeavour to arrange the appointment at a time that will cause the least disruption to your work, for example at the beginning or end of the working day, or on a day of the week when the workload tends to be quiet.

If you need to take time off to attend a medical, dental or other similar appointment you must notify your line manager as soon as possible and obtain approval for the time off work. Your line manager may, at his or her discretion, ask you to produce an appointment card.

Any employee who abuses this policy by requesting or taking time off work for a medical or similar appointment when such an appointment has not in fact been made, or by deliberately arranging appointments at times that are obviously inconvenient for the College, may be subject to disciplinary action under the College’s disciplinary procedure. Disciplinary action may also be taken against any employee who fails in good time to notify his or her manager that an appointment has been made that will require time off work.

Adverse weather

Jury duty

All the new policies

# 5. Health and Safety

## a. Introduction

Homerton College recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may affected by its’ activities.

It is your duty as an employee not to put either yourself or others at risk by your acts or omissions. You should also ensure that you are familiar with the College health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

## b. Procedure in the event of an accident

An Accident Book is available from your line manager and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

## c. First Aid

The College believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these trained staff will be displayed on your local notice board or from your line manager and you should familiarise yourself with names and contact details.

## d. Fire Safety

Employees should follow these steps to help prevent fires:

* before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged
* do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance
* ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day

Action to take when the fire alarm goes off:

* immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area. Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit
* follow the instructions of the Fire Warden (normally the Head Porter)
* do not use a lift to leave the building - always use designated stairs
* make your way to the appropriate assembly point
* do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden

Action to take if you discover a fire:

* RAISE THE ALARM! This can be achieved by breaking the glass on the call points or by shouting the instruction “Fire – call the fire brigade”
* raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly.

In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely

* call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk

# 6. Training and Development

## a. Training and Development Policy

The College aims to provide training opportunities which will provide:

* an induction programme which all staff will be required to undertake and will assist staff settling into their new role/job
* a progressive training and development scheme to enable staff to develop, relevant skills and acquire knowledge to underpin their current role and career aspirations

All employees will be encouraged to undertake career development training and to actively participate in improving their effectiveness within the workplace.

In assessing training needs, requirements of both you and the College will be recognised.

Training needs will be assessed as part of the Performance Appraisal Process. All other requests for training should be make initially to your line manager. The Human Resources Manager will approve any proposed training identifying available funds and the most appropriate courses.

# 7. Performance Appraisal Process

The purpose of the appraisal process is to provide an opportunity for managers and staff to discuss current and future performance and goals and for the College to carry out an audit of its people strengths and weaknesses. Where objectives are set, these can be used to align departmental and individual goals with that of the Colleges more long term strategic plan.

# 8. Leaving Homerton College

## a. Notice Periods

Unless your employment is terminated by agreement, or specified otherwise in your principal statement of terms and conditions, you are required to give a period of notice in writing as follows:

* one week's notice during the probationary period
* one calendar month thereafter
* if you are a line manager your contract may state that you are required to give a longer period of notice e.g. three months

These periods of notice will apply if you are dismissed on grounds of inefficiency or if your dismissal is the result of disciplinary proceedings in circumstances where summary dismissal is not justified. Your employment may be terminated without notice where dismissal follows disciplinary proceedings.

## b. Working Notice

In all cases the College reserves the right to enforce your full notice period. Your remaining annual leave entitlement should be taken during your notice period in agreement with your line manager.

Exceptionally, if this is not possible, your manager may agree to make a payment in lieu of this. If you leave any day other than the last working day of that month, that month will not count for annual leave purposes.

If you resign and are in possession of College property (including computer files), you should make your manager aware of these, and arrange how they will be handed back to the College. You remain bound by the confidentiality arrangements outlined in your contract of employment during this period.

In exceptional circumstances, if deemed appropriate and as an alternative to working your notice, the College reserves the right either to transfer you to other suitable duties during your notice period or to require you to accept payment in lieu of any entitlement to notice.

## c. Other Conditions on Leaving

On leaving, the College will deduct from your final salary such sums as you may owe to the College. These may include, but are not restricted to, any court orders and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without the College’s agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

Before leaving, you must hand over to your manager all articles belonging to Homerton College, including your ID badge and any documents, equipment and computer software used at home. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. You should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.

After you have left the College, you must not:

* solicit or seek to entice away any College staff
* use or divulge to any person or organisation any confidential information relating to the business of Homerton College.

Should your employment be terminated following disciplinary action it is likely you will receive payment in lieu of notice. However, as there are numerous reasons as to why someone is dismissed, payment in lieu of notice will be reviewed on an individual basis taking into consideration the reasons behind the dismissal.

Should you be dismissed for reasons of gross misconduct, your employment will be terminated immediately without the benefit of notice or payment in lieu of notice.

## d. Retirement

In line with current legislation Homerton College does not have an age where it expects employees to retire. It is however our policy to have regular workplace /appraisal discussions with all our staff where they can discuss performance and any development needs they may have, as well as their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.

If possible you should ensure that you inform your line manager at least 6 months before you plan to retire to ensure all appropriate arrangements are made (e.g. sourcing a replacement, mobilising your College pension etc.).

# 9. Confirmation of Receipt of Handbook Form

Name:

Job Title:

Department:

Start Date:

Line Manager:

I confirm I have received a copy of the Homerton College Staff Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from my line manager on any issues outlined in the Handbook which I am not clear about.

Signed:

Date:

Please return this form duly completed and signed to the HR Department.