



# NEWNHAM COLLEGE STAFF HANDBOOK

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## STAFF HANDBOOK ISSUE & UPDATES

Pages	Issue Number	Date
1 – 51	1	July 2007
1 – 47	2	January 2010
17	3	August 2010
46 – 47	4	March 2011
13 – 18, 44	5	June 2014
Family Friendly Section – insertion of Shared Parental Leave	?	August 2015
p.17 Other benefits – Key Worker Housing	?	August 2015
Change to sickness- RtW interviews for all p14		June 2016
Additional social media responsibility p23		June 2016
Capability procedure- replace with managing performance and managing attendance procedures p31		June 2016
Change to disciplinary – remove unsatisfactory conduct line. Amend procedure to include investigation, who can issue warnings and time on file p32		June 2016
Change to retirement policy- no retirement age or notification p40	6	June 2016
Change to the incident/ accident reporting process p24/25, point 7	7	Nov 2018
Removal of references to College Secretary	8	May 2019

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## NEWNHAM COLLEGE, CAMBRIDGE

We are pleased that you have accepted employment at Newnham.

Newnham College is an educational charity, founded in 1871 to promote academic excellence for women. Its primary purposes today are still education, learning and research.

The College has an ethos of personal responsibility, and of respect for the dignity of other members of the Newnham community, be they academic or non-academic staff, graduate or undergraduate students. We encourage an environment in which each individual can develop personally, and can take on new roles when ready to do so.

Each member of the Newnham community plays her or his own part in our success, and we value their individual contributions. We are committed to seeking the views of all staff when making decisions that affect them, and we welcome suggestions as to how we might do things better.

This Staff Handbook and accompanying “Policies & Procedures: Staff” were approved by the College Council on 29 June 2007 and may be amended by the Council from time to time.

The Staff Handbook forms part of the terms and conditions of employment. The provisions of this Handbook may be altered by the College as occasion requires or as legislation demands. Such legislative changes as are mandatory on the College will be deemed to take effect as at the effective date of the legislation. However, for any other proposed alteration or addition, the College will consult with the relevant employee(s) and confirm such changes in writing. Further information on the policies which are referred to in this handbook is available with the College’s “**Policies & Procedures: Staff**” booklet.

**This handbook applies to all members of staff.** (A separate handbook is in draft for Senior Members - that is academic employees and senior administrative officers – which will follow the principles and procedures laid out in the Staff Handbook so far as is practicable.)



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## MANAGEMENT OF THE COLLEGE

The College has a Governing Body (the Principal and Fellows) which considers the long-term strategic vision for the College as well as having certain specific responsibilities such as the election of the Principal, appointment of the Bursar, election of certain Fellows, approval of accounts and of the student bodies' constitutions. The College Council has day-to-day management responsibility for appointments, buildings, finances and legal matters.

There are a number of Senior College Officers, including:

1. **The Principal** chairs the Governing Body, College Council and other major committees, presides over the College's main formal occasions and "exercises a general superintendence over the affairs of the College" [College Statutes].
2. **The Vice-Principal** deputises for the Principal, advises on procedural matters, and is responsible for matters relating to Senior Members including their accommodation.
3. **The Senior Tutor** is responsible to the Council for overseeing education provision and student welfare, and is the College's Disability Liaison Officer.
4. **The Bursar** is responsible, under the direction of the College Council, for all matters affecting the College finances and management of the College estate, properties, trust and other funds, legal and personnel matters, and is the College's Data Protection and Freedom of Information Officer. Through the Buildings Manager, he is also responsible for the maintenance and development of the College site and buildings.
5. **The Domestic Bursar** supports the Bursar in the non-academic management of the College and has overall responsibility for Catering, Conferences, Housekeeping, the Gardens and the Porters Lodge.

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## INTRODUCTION

**The College is an equal opportunities employer** and is committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability.

**The College seeks to apply employment policies** which are fair, equitable and consistent with the skills and abilities of its staff and the needs of the College.

**The College expects each member of staff to support the implementation** of these policies to ensure that all staff are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, are employed on equal terms and conditions of employment.

**The College will not condone any discriminatory act** or attitude in the conduct of its affairs with the public or its staff. Acts of harassment or discrimination on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability are disciplinary offences.

**The contract of employment** comprises the Individual Statement of Main Terms of Employment, and this handbook.

**This handbook should be read in conjunction** with the Individual Statement of Main Terms of Employment [offer letter] and any amendments to it, and where any conflict exists the details contained in the Individual Statement of Main Terms of Employment will prevail.

It is the responsibility of each member of staff to keep this handbook up to date and any amendment issued should be inserted in the appropriate pages ensuring the removal of obsolete pages.

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## **JOINING THE COLLEGE**

### **A) PROBATIONARY PERIOD**

Appointment is for an initial probationary period, normally of up to six months, as shown in the **Individual Statement of Main Terms of Employment** [offer letter]

During this period work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if work performance is not up to the required standard, or if the member of staff is considered to be generally unsuitable, the College may either take remedial action or terminate employment without recourse to the capability procedure or, if a conduct matter, to the disciplinary procedure.

At the end of the probationary period an assessment will be made and, if satisfactory, employment as a member of the College's regular staff will be confirmed. If the required standard has not been reached the College may either extend the probationary period in order that remedial action can be taken or terminate employment without recourse to the capability or disciplinary procedure. In the event of there being insufficient improvement during an extended probationary period, employment will be terminated without recourse to the capability or disciplinary procedure. The probationary period will automatically continue until the College has confirmed in writing to the employee that it has been successfully completed.

### **B) JOB DESCRIPTION**

A job description for the position will normally have been issued, but amendments may be made from time to time to reflect the changing needs of the College and the member of staff's ability. Substantial changes in duties will not take place without the member of staff being given the opportunity to comment on the proposed change(s).

### **C) STAFF TRAINING**

At the commencement of their employment, training for the specific role will be given. The College will provide further training as the requirements of the post evolve over time, for example on the introduction of a new software package or on the proper use of a new piece of equipment.

The College will assist in personal development by providing support in the achievement of qualifications provided that these also benefit the individual in the performance of duties within the College. Further information is available from the Bursary and the Domestic Bursary.

### **D) PERFORMANCE AND REVIEW**

The College's policy is to monitor work performance on a continuous basis so that potential can be maximised.

### **E) MOBILITY**

Although members of staff are usually employed at one particular location, it is a condition of employment that staff are prepared, whenever applicable, to transfer to any of the College's premises. This mobility is essential to the smooth running of the College.

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## REMUNERATION

### A) ADMINISTRATION

#### 1. Payment

- a. For weekly paid staff the pay week ends on Sunday at midnight. Wages are paid the following Friday.
- b. For monthly paid staff the pay period is the calendar month. Basic salaries are paid by the 26<sup>th</sup> day of the current month. Any extra hours and other adjustments are made one month in arrears.
- c. The College reviews its pay scales from time to time in light of any cost of living increases awarded by the University and staff will be entitled to receive any such increases agreed by the College Council.
- d. A payslip will be issued monthly showing how the total amount of pay has been calculated. It will also show appropriate deductions that have been made: e.g. Income Tax, National Insurance, etc.
- e. Any pay queries should be raised with the Head of Department.
- f. The normal method of payment is by transfer of credit to a bank account or equivalent.

#### 2. Overpayments

If for any reason an overpayment has been made, the total amount of the overpayment will normally be deducted from the next payment but, if this causes hardship, arrangements may be made for the overpayment to be recovered over a longer period.

#### 3. Income Tax and National Insurance

At the end of each tax year an Inland Revenue Form **P60** will be issued to current employees which shows the total pay received from the College during that year, Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) and the total amount of deductions for Income Tax and National Insurance. A form **P11D** may also be issued showing non-salary but taxable benefits. These documents [**P60** & **P11D**] should be kept in a safe place (no duplicates can be issued) as they may be required for dealings with the Inland Revenue and other government departments, or if completing a self-assessment form.

### B) HOURS OF WORK AND TIMES OF DUTY

1. The hours of work of a member of College staff shall be decided by the College Officer responsible for the relevant Department. It is the responsibility of the Head of Department to decide times of duty and the nature of the duties required.
2. Each individual's normal hours of work and times of attendance are set out in the **Individual Statement of Main Terms** [offer letter]. No permanent change shall be made without consultation and reasonable notice being given. Staff may from time to time be required to work outside normal working hours, including Saturdays or Sundays and on these occasions reasonable notice will be given.
3. The mid-day break for full-time Staff is unpaid.

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4. Short breaks in the working day for full-time staff, other than the mid-day break, shall not be deducted from the total hours of attendance, provided:
    - a. breaks do not exceed 30 minutes per day [two and a half hours a week];
    - b. that the staff concerned do not normally during these breaks leave the premises where they work; and
    - c. that those who do not take these breaks may not for that reason claim a reduction in their hours of attendance or pay in lieu.
  5. Short breaks for part-time staff shall be as for full-time staff but on a pro-rata basis.

**C) WORKING EXTRA HOURS AND ITS COMPENSATION**

1. To be eligible for additional payment/time off in lieu, any hours worked in excess of the contractual hours shall be worked only by prior agreement with and authorisation by the Head of Department. The Head of Department shall satisfy him/herself that the work is controlled and recorded.
2. Staff who work part-time and undertake extra hours cannot be considered as eligible for pay at a rate higher than normal, unless the total hours he/she has worked in any one week are in excess of the expected normal working hours for a full-time member of staff in a similar post in College (“the equivalent full-time hours”), or unless otherwise stated in his/her **Individual Statement of Main Terms** [offer letter].
3. Hours worked by staff who work part-time in excess of their normal staff working hours but less than the “equivalent full-time hours” will be paid at the normal hourly rate. (Information as to “equivalent full-time hours” can be obtained from the Head of Department).
4. Staff who normally work part-time Monday to Friday shall be paid at normal overtime rates for Saturday/Sunday working, whether or not the equivalent full-time hours have been worked Monday to Friday in the preceding week.
5. Full-time staff who are required to work extra hours shall be compensated by taking equal time off in lieu or by payment as detailed below. The Head of Department shall normally grant the staff the choice but may determine the method of compensation if the needs of the College so demand. The method of compensation shall be agreed and communicated before the overtime is worked.
6. The following hourly rates will normally be used in calculating payments:
  - a. For extra hours worked Monday to Saturday at any time. basic hourly rate x 1.5 (i.e. time and half)
  - b. For extra hours worked on Sundays at any time. basic hourly rate x 2 (i.e. double time)

Hours worked on public/statutory holidays do not attract enhanced hourly rates unless specified in your **Individual Statement of Main Terms** (offer letter).

7. Claims for payment for extra hours must be submitted through the Head of
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Department to the Bursary.

8. The College reserves the right to make some appointments ineligible for overtime rates of pay. In this case, this will be stated in the **Individual Statement of Main Terms**.

**D) LATENESS / ABSENTEEISM**

1. Members of staff are expected to attend for work punctually. If for any reason a member of staff anticipates being late for work their Head of Department, Line Manager or Supervisor should be contacted as soon as possible.
2. All absences must be notified in accordance with the sickness reporting procedures laid down in this staff Handbook.
3. Unauthorised, unexplained and/or recurrent lateness or absence may result in disciplinary action and/or loss of appropriate payment.

- E) MATERNITY/ PATERNITY, PARENTAL AND ADOPTION LEAVE AND PAY**  
Entitlement to statutory maternity, paternity and adoption leave and pay will be applied in accordance with the current statutory provisions. In view of the complexity of the statutory regulations these are dealt with separately. Please contact the Bursar or Domestic Bursar in the first instance, to ensure your individual entitlements and any additional contractual pay or leave can be explained. Also see the **College's Policies and Procedures: Staff [Family Friendly Entitlements]**.

**F) TIME OFF FOR DEPENDANTS**

If appropriate, and to the extent possible, the College will try to accommodate any requests for time off. The College understands the sometimes complex nature of family situations and childcare provisions. In the event of unforeseen situations a reasonable amount of unpaid time off during working hours is allowed to enable a member of staff to take any action necessary to provide help to a dependant. For these purposes a dependant is a spouse, partner, child, parent, any other family member living in the same household as the member of staff or someone who reasonably relies on the member of staff for help in an emergency. Should this be necessary the member of staff must discuss the expected length of absence and the reason for it with the relevant Head of Department as soon as possible. Absences of this nature are not expected to last for more than one or two days. Also see **the College's Policies and Procedures: Staff [Family Friendly Entitlements]**.

**G) BEREAVEMENT LEAVE**

Individuals' reactions to bereavement vary greatly and it is the College's policy normally to grant up to three days' compassionate leave for the death of a close relative. However, the circumstances should be discussed with the relevant Head of Department to agree time off, as appropriate.

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**H) WORKING TIME REGULATIONS**

The Working Time Regulations 1998, include the following provisions:

1. Entitlement to a daily in-work rest break of 20 minutes if daily working time is more than 6 hours (*for members of staff under 18 years of age, the entitlement is to a 30 minute in-work rest break if daily working time is more than 4½ hours*). A lunch break, whether paid or unpaid, is regarded as an in-work rest break provided it satisfies these minimum time requirements.
2. Entitlement to a daily rest period of 11 consecutive hours between each working day (*for members of staff under 18 years of age, the entitlement is to a 12 hour daily rest period in each 24 hour period*). Where possible the College will try to comply with this entitlement, but certain members of staff in the Catering and Portering departments may not be able to take this entitlement due to their shift patterns. In such cases staff may be entitled to a compensatory period of rest at a time to be agreed with their Head of Department.
3. Entitlement to a weekly rest period of not less than 24 hours in each seven day period or one rest period of not less than 48 hours in each fourteen day period (*for members of staff under 18 years of age, the entitlement is to a rest period of not less than 48 hours in each seven day period*).
4. Average working time should not exceed 48 hours a week, averaged over a 17 week period, unless an agreement to opt out of this limit has been signed. (*There are no separate rules for members of staff under 18 years of age*).

The College believes that the hours of work of its staff comply with these provisions, but if at any time this may not be the case the Bursar should be informed so that appropriate action can be taken.

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## HOLIDAY ENTITLEMENT AND PROCEDURES

### A) HOLIDAY ENTITLEMENT

Staff are entitled to paid holiday leave. The basic annual holiday leave entitlement per annum is given in the Individual Statement of Main Terms of Employment [offer letter]. This statement clarifies whether Public, Bank or Statutory Holidays are additional or are included in the entitlement and whether any additional compensation is made for working a Public, Bank or Statutory Holiday.

The Working Time Regulations 1998 set down the minimum statutory annual leave provisions for workers, however Newnham provides more generous contractual holiday leave, above the statutory minimum.

The normal annual holiday leave entitlement will be 25 working days, as well as the 8 Public, Bank or Statutory Holidays in a 'holiday leave year' which runs from 1<sup>st</sup> October to 30<sup>th</sup> September unless varied by the Individual Statement of Main Terms of Employment.

### B) PUBLIC, BANK OR STATUTORY HOLIDAYS

Public, Bank or Statutory Holidays are not normally working days, but staff may be required to work on these days. Entitlement to Public, Bank or Statutory Holidays and to any additional payment which may be made for working on these days will be detailed in the Individual Statement of Main Terms of Employment.

### C) HOLIDAYS FOR JOINERS AND LEAVERS

Holiday leave entitlement will be pro-rated in the years of joining and leaving the College. For those leaving the College, the College will deduct from final salary any payment for extra days taken which exceeds the pro-rated entitlement or make payments in lieu of any outstanding accrued holiday leave that has not been taken.

### D) ARRANGING HOLIDAYS

Holidays may be taken only with the prior agreement of the relevant Head of Department or line manager. The needs of the College will take priority but, wherever possible, staff will be granted leave at times requested. Where there is potential conflict arising out of requests for leave, holiday periods will be allocated on a "first come, first served" basis.

No more than two weeks should be taken at any one time except in exceptional circumstances.

A holiday leave request form (**HR form – see appendices for standard form**) should be completed before making any firm holiday arrangements. Members of staff should provide as much notice as possible of their intention to take holiday leave. Heads of Department when taking holiday leave must organise appropriate cover arrangements and inform their line manager of such cover.

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- E) PART-TIME STAFF**  
 Staff who work less than a standard week will have their holiday leave entitlement pro-rated to equate to the entitlement of comparable full time staff. Casual workers are also entitled to holiday leave and the College pays, with their basic pay each week, the employees' entitlement according to hours worked.
- F) CARRY-OVER OF HOLIDAY**  
 Holiday leave entitlement must be used in the current 'holiday leave year' and the carry forward of holiday leave is not normally permitted. However, in exceptional circumstances, holiday leave which is in excess of the statutory provision may be carried forward by agreement with the Head of Department but only for the first three months of the next 'holiday leave year' or it will be considered lost. Payment will not normally be made for unused holiday leave entitlement, with the exception of when your employment with the College ceases.
- G) CANCELLATION OF HOLIDAY**  
 If, in the *very unlikely* circumstances that the College were to request that an employee cancel a pre-arranged holiday, which has been approved by your Head of Department and for which payment has already been made, the College will give notice of cancellation in as timely a fashion as circumstances allow and will reimburse appropriate costs.
- H) COLLEGE CLOSURE**  
 The College may be partially closed during certain periods in vacations. Staff may be required to take part or all of these periods as annual leave. If insufficient holiday entitlement has been accrued to cover these periods, then the College may deduct it from future holiday entitlement.
- I) SERVICE RELATED HOLIDAY**
- |                                   |   |
|-----------------------------------|---|
| <b>Service (Unbroken)</b>         | <b>Additional paid leave</b>  |
| Nine years                        | 1 day   |
| Each additional period of 3 years | 1 day   |
|                                   | <i>(Up to a maximum of 4 additional days paid leave, except that staff members who had already qualified for additional days by 31<sup>st</sup> March 1979 under the rule that came into force on that day shall be entitled to retain those additional days)</i> |
- J) SICKNESS DURING HOLIDAY**  
 In the event of sickness whilst on holiday, holiday may be re-instated but this is entirely at the discretion of the Head of Department, subject to the approval of the relevant College Officer, whose decision is final, and will not in any event be re-instated unless a Medical Certificate (Fit Note) is provided.
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## **SICKNESS/INJURY PAYMENTS AND CONDITIONS**

### **A) NOTIFICATION OF INCAPACITY FOR WORK**

1. Absence from work must be notified to the College by telephone at the earliest possible opportunity.
  - **Staff must let their Head of Department, Line Manager or Supervisor know if they are not coming in by the time they were due to start work (repeated failure to do this could lead to disciplinary procedures being invoked);**
  - **Notification should be made personally (or, if this is not possible, then by a relative, neighbour or friend).**
2. The Head of Department is responsible for notifying the Bursary in each instance. Some indication of the expected date of return should be given, if possible, and the College should be notified as soon as possible if this date changes.
3. If incapacity extends to more than seven consecutive calendar days, the College should be notified of your continued incapacity once a week thereafter, unless otherwise agreed.

### **B) EVIDENCE OF INCAPACITY**

1. A Doctor's certificate (**Fit Note**) is not normally required for short-term incapacity. In these cases of incapacity (up to seven calendar days) a self-certification absence form must be completed and signed on return to work. (**Self-certification ABSENCE form – see appendices for standard form**).
2. If sickness has been (or it is known that it will be) for longer than seven calendar days a Medical Certificate (**Fit Note**) from a GP must be provided and forwarded to your Head of Department without delay. Subsequently, consecutive doctors' medical certificates to cover the whole period of absence must be provided promptly and regularly.

### **C) PAYMENTS**

#### **1. Contractual sickness/injury payments**

The eligibility criteria for College sick pay in excess of Statutory Sick Pay (SSP) are shown in the following table, unless otherwise stated in the **Individual Statement of Main Terms of Employment** [offer letter]:

<b>Entitlement to College sick pay:</b> Period of unbroken service from the date of appointment	Total number of weeks	
	At a rate equal to basic salary	At a rate equal to half basic salary or SSP whichever is greater
Up to six months	No entitlement, except to SSP	
Up to 1 year	8 weeks	followed by 8 weeks
Over 1 year and up to 3 years	12 weeks	followed by 12 weeks
Over 3 years and up to 5 years	20 weeks	followed by 20 weeks
Over 5 years	26 weeks	followed by 26 weeks

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The period of unbroken service is that applying on the first day of absence. The total number of weeks shown in the right hand column shall be reduced by the aggregate of the periods of absence due to sickness during the twelve months immediately preceding the first day of absence.

2. **Statutory Sick Pay (SSP)** is payable for absence because of sickness or injury provided the criteria in the current SSP regulations are met. For absences of four or more consecutive days SSP will be paid by the College where the eligibility criteria are satisfied. SSP is subject to normal deductions.
3. Any Statutory Sick Pay to which the employee is entitled is deemed to be included in the amount of College sick pay payable.
4. Qualifying days are the only days for which there is entitlement to SSP. These days are normal working days unless otherwise notified. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days do not apply.
5. Where the circumstances of incapacity are such that an individual receives or is awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which the College may have made because of the absence (including SSP) shall be repaid by the member of staff to the College up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by the College.
6. The level of College sick pay is the member of staff's basic salary level.
7. If a member of staff is certified by a Doctor as having been ill when he/she would otherwise be absent on annual holiday leave, the Head of Department or relevant College Officer has discretion to treat the period concerned as sick leave and grant a substitute period of annual holiday leave at a later date. Should this prove impracticable, or if the member of staff so requests, the period of absence concerned shall stand as annual holiday leave, to be paid at the member of staff's basic rate of pay, and shall not count as part of his/her entitlement to payments during sickness as defined in this handbook.

**D) RETURN TO WORK**

1. The Head of Department should be notified as soon as possible as to which day the member of staff will be returning to work, if this differs from a date of return previously notified.
2. If the member of staff is or has been suffering from an infectious or contagious disease or illness (such as rubella or hepatitis) clearance from the GP must be given before returning to work.
3. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), a self-certification absence form must also be completed and returned to the Head of Department in person.

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4. Upon returning to work the Head of Department will conduct a return-to-work interview (using the College proforma) to discuss state of health and fitness for work.

**E) GENERAL**

1. Submission of a medical certificate (**Fit Note**) or sickness self-certification absence form, although giving the College the reason for absence, may not always be regarded by the College as sufficient justification for accepting absence. As a small employer, the College cannot accommodate high levels of sickness. **Please refer to the College's Policies and Procedures: Staff [Managing Attendance].**
2. In deciding whether your absence is acceptable or not the College will take into account the reasons and extent of all your absences, including any absence caused by sickness. The College cannot operate with an excessive level of absence as all absence, for whatever reason, reduces the effectiveness of the service the College provides. In such instances, the 'Managing Attendance Procedure' will be applied.
3. The College will take a serious view of leave taken on the grounds of sickness/injury which is not genuine, and this may result in disciplinary action being taken.
4. If it is considered necessary, permission of the individual may be requested for the College to contact the relevant GP or to arrange an independent medical examination.
5. Breach of the absence notification procedures will be dealt with under the Disciplinary Procedure. **[Please also refer to the 'Disciplinary' sections contained in this handbook].**

**F) LONG TERM ILL HEALTH**

**Please refer to the College's Policies and Procedures: Staff [Managing Attendance].**

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## OTHER BENEFITS

### A) PENSION SCHEME

You may be eligible to join the Universities Superannuation Scheme. Details will be included in your Individual Statement of Main Terms and Conditions (offer letter). Please contact the College Accountant for further details.

### B) MEALS ON DUTY

All members of staff who are **contracted to work MORE than four hours a day** will be entitled to one free meal per day whilst at work.

Staff will only be entitled to 1 meal per day (either breakfast **or** lunch **or** evening meal) to be taken in their meal break in the usual way and not in paid work time.

Staff will **NOT** be paid any allowance in lieu of meals not taken, including those not taken when the Kitchens are not working, e.g. during Kitchen Closure.

### C) EYE TESTS

A member of staff who uses a computer for the majority of their time at work is entitled to reimbursement of the cost of a routine eye test on production of a receipt for such.

### D) KEY WORKER HOUSING

Eligibility for the allocation of Key Worker Housing in North West Cambridge will extend to College staff, as well as University, staff. Allocation will take place through the University Accommodation Service and it will be necessary for the staff member applying to show that he or she meets the conditions, which include a maximum salary level and a minimum number of hours week worked. Applicants will be asked to provide that information and to consent to its verification by the College. Visit the University Accommodation Service Website for more information: <http://www.accommodation.cam.ac.uk/>



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## RESPONSIBILITIES OF STAFF

### A) CONFIDENTIALITY

1. ***"All information that...***
  - a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
  - b. relates particularly to the affairs of the College, Fellows, Senior Members, staff, students or visitors, or to the affairs of other persons or bodies with whom the College has dealings of any sort; and
  - c. has not been made public by, or with the College's authority;  
***...shall be confidential, and (save in the course of the College business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without the College's written consent."***
2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with the College, or at any other time upon demand, return to the College any such material in your possession.

### B) FREEDOM OF SPEECH

Section 43 of the Education Act (No 2) 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers. The regulations apply to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies. **For the full code of practice please refer to the College's Policy and Procedures: Staff.**

### C) COPYRIGHT

All written material, whether held on paper, electronically or magnetically, which was made by a staff member during the course of employment with the College, is the property of the College and the College's copyright. At the time of termination of employment with the College, or at any other time upon demand, any such material shall be returned to the College.

### D) STATEMENTS TO THE MEDIA

Any requests for statements to reporters from newspapers, radio, television, etc. in relation to the College must be referred to the Bursar.

### E) COLLEGE SECURITY

Staff are expected to assist in maintaining the security of the College buildings and contents. If any person who is unknown to staff is seen to be acting suspiciously in any of the College buildings, the Porters' Lodge should be immediately informed.

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**F) CCTV & ACCESS CONTROL**

In the interests of security, the prevention, investigation and detection of crime the College has in operation both CCTV and access control. The data held in relation to both of these systems is subject to **Newnham's Code of Practice (available in the College's Policies and Procedures: Staff)** and the Information Commissioner's Code of Practice.

**G) VIRUS PROTECTION PROCEDURES**

Machines should be left switched on overnight so that security updates can be applied remotely, including the updating of anti-virus software. If you need to download software (previously approved by the Bursar or his authorised alternate), it must be virus-checked before being used.

**H) USE OF COMPUTER EQUIPMENT**

In order to control the use of the College's computer equipment and reduce the risk of contamination the following will apply:

- a. Application software (whether obtained on CD, from the Web, or by any other means) may not be installed on any College machine without prior permission from the Bursar or his authorised alternate.
- b. Care must be taken with downloaded documents (e.g. Word files) or data such as spreadsheets, or similar documents received by email. These should all be virus-checked before use, even if it comes from a friend or colleague but especially if the mail comes from an unknown sender and is unexpected or unusual.
- c. All staff must take reasonable precautions to keep their passwords to all systems secure, and not to share them with other users except within an office where this has been explicitly agreed.
- d. Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action which could result in dismissal.
- e. Failure to adhere to any College guidelines in relation to IT may result in disciplinary action which could result in dismissal

**I) USE OF COLLEGE IT FACILITIES BY MEMBERS OF STAFF****1. University rules**

All the computers in Newnham College that are attached to its network(s) make use not only of the College's IT facilities but also those of the Cambridge University Data Network (CUDN) which are under the supervision of the University's Information Technology Syndicate (ITS) and of the University Computing Service (UCS). The University network (CUDN) is itself part of the Joint Academic Network (JANET) and users are subject to their rules.

2. There is a relatively simple guide to permitted use of the network available as: *Use and Misuse of Computing Facilities*. Informal guidelines amplifying the IT Syndicate rules are available through the University's Website or see the IT Manager for details.

These informal guidelines should be adequate for most users. If using the network only to perform routine tasks or duties members of staff are not likely to be in breach of any of the rules. The IT Department will keep users aware of

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any major developments or changes in the rules.

3. Use of the Newnham network is governed by the rules and guidelines issued by ITS, with which all staff making use of the College's IT facilities are required to comply.
4. Further and more formal rules and guidelines are provided by the following:
  - a. *Rules Made by the Information Technology Syndicate*  
Formal IT Syndicate rules for use of university and College IT facilities
  - b. *Authorisation for Use of the CUDN*  
Formal IT Syndicate rules for use of the Cambridge University Data Network (CUDN)
  - c. *Use and Misuse of Computing Facilities*  
Informal guidelines amplifying the formal IT Syndicate rules
  - d. *JANET Acceptable Use Policy*  
Formal HEFCE rules for use of JANET
  - e. *JANET Security Policy*  
Formal JISC policy for maintaining the security of JANET
  - f. *Security implications of attaching a computer to a College network*  
How to avoid jeopardising other computers in College, the University, and elsewhere

Links to all of these documents are contained in an explanatory document issued by the UCS: <http://www.cam.ac.uk/cs/policies/>.

## J) **DATA PROTECTION**

The College holds and processes personal data for purposes in connection with an individual's membership of or employment with the College in accordance with the Data Protection Act 1998. All employees are asked to sign a consent form on employment. The full policy may be consulted in the separate booklet of Policies and Procedures or on the College's website. **For full policy please refer to the College's Policies and Procedures: Staff.**

## K) **E-MAIL AND INTERNET POLICY**

### 1. **Introduction**

The purpose of the Internet and email policy is to provide a framework to ensure that there is conformity of procedures in the usage of Internet and email within the College. The College has devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

A breach of any of the rules issued by the University Computing Service (UCS) or in the College's own policies may result in disciplinary action in accordance with the College's disciplinary procedure.

### 2. **Internet Use**

- a) **Principle**  
Connection to the Internet is provided by the College to assist in performing your work. Internet connectivity is provided as a communications and information resource. Inappropriate use of the

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system may have an adverse impact on system performance. Degradation of performance will be investigated.

- b) **Acceptable Use**
  - i) Personal use of the Internet, during working hours, must be authorised by the appropriate Head of Department or immediate supervisor and will normally be restricted to break times.
  - ii) Users must not view or download material that breaches College policies or material which is offensive including sexually explicit images.
  - iii) The College reserves the right to use monitoring software to identify and block inappropriate sites.
  - iv) Software must not be downloaded from the Internet or installed on the local workstation. If the user requires the application then he/she must first contact their Head of Department for approval. Once approved the member of staff should approach the IT department.
  - v) Software licensed to the College, or data owned and licensed by the College, must not be copied without explicit permission from the IT Department.
  - vi) Pirated software or data must not knowingly be downloaded or distributed.
  - vii) All users must observe the rules of copyright, and remember that an image or text on the Web may not in general be copied or republished without the permission of the copyright owner.

### 3. **Email Use**

- a) **Principles**
  - i) The College email system is College property and is provided primarily for the purpose of communication in support of the College's activities.
  - ii) Email may be used for occasional personal use providing it does not infringe upon any other rule contained within this document. Inappropriate use of the system may have an adverse impact on system performance
  - iii) Degradation of performance will be investigated.
  - iv) The use of the College email system for commercial purposes is strictly forbidden.
  - v) Any email messages sent or received on the College system should not be considered private for the following reasons: email is not a totally secure system, and the College may need to disclose the content of messages to individuals or outside agencies or to investigate inappropriate usage.
  
- b) **Acceptable Use**
  - i) Email must conform to all the relevant College policies including those on harassment.
  - ii) The email system must not be used for transmitting offensive material including sexually explicit images, and abusive or obscene language.
  - iii) The College email system must not be used for potentially

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- libellous or defamatory purposes. email is considered as a form of publication and therefore individuals as well as the College may be sued for libel, defamation, or breach of trust.
  - iv) The user is responsible for using reasonable endeavours to ensure the confidentiality of documents sent via email. For instance the user is responsible for ensuring that the email address is correct and that mail is forwarded with due consideration as to its content.
  - v) Viruses or other malicious applications must not knowingly be distributed via email. Any concerns over the contents of an email should be brought to the attention of the Bursar or of a member of the IT Department.

#### 4. **Monitoring of email or other use of IT facilities**

It is NOT the policy of the College routinely to monitor the use by members of staff of the College's IT facilities; in normal circumstances therefore the confidentiality of that use is guaranteed. Sites visited are logged routinely as part of normal traffic logging but not specific pages visited.

However:

- a) The UCS "draws the attention of all users of the CUDN to the fact that their communications may be intercepted as permitted by legislation.

In particular, but without limitation, users should be aware that their communications may be intercepted, as provided for by the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, in order to investigate or detect unauthorised use of the CUDN or networks to which the CUDN is directly or indirectly connected"

- b) The College reserves the right to intercept communications for the purposes permitted by the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.
- c) The Regulations permit interception:
  - i) to establish the existence of facts relevant to the College
  - ii) to ascertain compliance with regulatory or self-regulatory practice or procedure relevant to the College
  - iii) to ascertain or demonstrate standards which are or ought to be achieved by persons using the system e.g. quality control
  - iv) to prevent or detect crime
  - v) to investigate or detect the unauthorised use of telecommunication systems.
  - vi) to ensure the effective operation of the system e.g. monitoring viruses.
  - vii) for the purpose of ensuring whether or not the communications are relevant to the College, e.g. if the user is absent due to sick leave.

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5. **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

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## **LOSS OF, OR DAMAGE TO, COLLEGE PROPERTY**

1. Any damage to stock or property (including non-statutory safety equipment) that is the result of an individual's carelessness, negligence or deliberate vandalism may render the staff member liable to pay the cost of repair or replacement, in full or in part.
2. Any loss to the College that is the result of a failure to observe rules, procedures or instruction, or is as a result of negligent behaviour or unsatisfactory standards of work may render the staff member liable to reimburse to the College the cost of the loss, in full or in part.
3. In the event of failure to pay, the College has the contractual right to deduct such costs from pay.

## **STANDARDS**

### **A) STANDARDS OF DRESS**

Members of staff are expected to present a professional image with regard to appearance and standards of dress.

Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, clothes should be appropriate to job responsibilities, and they should be kept clean and tidy at all times.

### **B) HOUSEKEEPING**

All work areas should be kept clean and tidy at all times, leaving work areas accessible for cleaning.

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## HEALTH, SAFETY, WELFARE AND HYGIENE

### A) SAFETY

Sections 7 and 8 of the Health and Safety at Work Act 1974, state:

*"It shall be the duty of every employee while at work:*

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- (b) as regards any duty or requirement imposed on his employer or any other persons or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions."*

It is clear that safe and healthy working conditions can only be achieved by the combined effort of all staff within the College.

1. Staff should make themselves familiar with the **College's Health and Safety Policy (shown in the College's Policies and Procedures: Staff)** and their own health and safety duties and responsibilities.
2. Staff must not take any action that could threaten the health or safety of themselves, other members of staff, Senior Members, students, contractors, visitors or members of the public.
3. Protective clothing and other equipment which may be issued for protection because of the nature of a job must be worn and used at all appropriate times.

Failure to do so could be a contravention of health and safety responsibilities. Once issued, this protective wear/equipment is the responsibility of that member of staff.

4. Staff must make themselves aware of the College's fire and evacuation procedures and of the actions which must be taken in the event of emergencies.
5. Staff witnessing an accident causing injury to a colleague, must ensure that the injured person is being cared for and must send immediately for a Head of Department/First-Aider. The injured person must NOT be moved.
6. The College Nurse, when available, will deal with minor accidents. First aid equipment is available in the Porters' Lodge. In case of major accidents, the Porters' Lodge and an ambulance or doctor should be called immediately.
7. All accidents and injuries at work must be reported, no matter how minor, to the Head of Department, line manager, supervisor, or at the



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Porters' Lodge. The Duty Porter will ensure that an electronic accident record sheet and/ or incident report is completed and forwarded to the Domestic Bursar (the College's Fire and Safety Officer).

**B) CATERING FACILITIES/VENDING MACHINE**

The College provides subsidised catering facilities and refreshment-making facilities. These should only be used during authorised breaks and should be kept clean and tidy.

**C) REST ROOMS**

The College provides rest rooms which must be kept clean and tidy at all times. These may only be used during authorised breaks.

**D) SMOKING**

There are special bins provided for the disposal of cigarette ends in the areas around the College where smoking is permitted. **For the full 'Smoke Free Policy' please refer to the College's Policies and Procedures: Staff**

**E) ALCOHOL & DRUGS**

Under legislation the College, as the employer, has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all the College staff and similarly members of staff have a responsibility to themselves and their colleagues. The use of alcohol and drugs may impair the safe and efficient running of the College and/or the health and safety of its staff.

The effects of alcohol and drugs can be numerous:

*(These are examples only and not an exhaustive list)*

- a. absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.);
- b. higher accident levels (e.g. at work, elsewhere, driving to and from work); and
- c. work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

If performance or attendance at work is affected as a result of alcohol or drugs, or **the College believes** that staff have been involved in any drug related action/offence, disciplinary action may result and, dependent on the circumstances, could lead to dismissal.

**F) GENERAL HYGIENE RULES**

1. Every individual is expected to maintain a high standard of personal hygiene at all times.
2. Any exposed cut or burn should be covered with a first-aid dressing.
3. If suffering from an infectious or contagious disease or illness such as rubella or hepatitis a member of staff must not report for work without clearance from a doctor.
4. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

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**G) HYGIENE RULES FOR FOOD HANDLERS**

1. Hands must be washed immediately before commencing work and after using the toilet.
2. Any cut or burn on the hand or arm must be covered with an approved visible dressing/ blue plaster.
3. Head or beard coverings and overalls/uniforms, where provided, must be worn at all times.
4. No jewellery should be worn, other than plain band wedding rings, without the permission of the Head of Department.
5. Excessive amounts of make-up, perfume or nail varnish should not be worn.
6. If suffering from an infectious or contagious disease or illness, or bowel disorder, boils, skin or mouth infection, clearance from a doctor must be obtained before returning to work.
7. Contact with any person suffering from an infectious or contagious disease must be reported and clearance from a doctor must be obtained before returning to work.
8. The College has a number of other policies and procedures relating to hygiene rules for food handlers. These will have been explained to you during your departmental induction if appropriate and form a part of this Handbook for those to whom they have been issued. Copies of these will also have been provided to you separately or are available on request from your Head of Department.

**H) NIGHT WORKERS**

1. Those members of staff working the night shift will be given the opportunity to have annual health assessments via the Occupational Health Department at the University of Cambridge.

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## **GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES**

### **A) CHANGES IN PERSONAL DETAILS**

The Bursary must be notified of any change of name, address, telephone number, emergency contact number, bank account details etc. so that accurate records can be maintained and contact can be made with staff in an emergency, if necessary, outside normal working hours. **(Change of Personal Details (CPD) form – see appendices for standard form).**

### **B) OTHER EMPLOYMENT**

Staff should not take any other additional employment without prior written permission from the College. Such permission will not be unreasonably withheld provided that there is no conflict of interest; it does not interfere with the execution of College duties; and it does not affect entitlements under current working time legislation.

### **C) TIME OFF**

Circumstances may arise where time off is needed for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of the Head of Department.

### **D) TRAVEL EXPENSES**

Any necessary travel on College business must be agreed in principle by the Head of Department, subject to approval from the relevant College Officer, in advance of incurring the expense. The College will reimburse reasonable expenses incurred whilst travelling.

It is expected that travel to London and other destinations easily accessible by train will be by use of the railway, and second class rail fares will be reimbursed on production of receipts.

Staff using their cars for travel on College business to other destinations must have business use included in their car insurance. Without this they will not be insured. Mileage is reimbursed at an appropriate rate per mile (the current rate is available from the College Accountant) and this takes into account the cost of the full insurance cover required.

### **E) COMMUNICATIONS**

The College will try to keep staff informed about items of interest by means of the ***Newnham News***. Staff may ask the editor to include items considered of interest to the College or other members of staff. The decision as to whether items should be included is at the discretion of the editor.

### **F) STAFF PROPERTY**

The College does not accept liability for any loss of, or damage to, property that staff bring onto the premises. Staff are requested not to bring personal items of value on to the premises and, in particular, not to leave any such items overnight. Any member of staff who needs to bring their own tools into

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College to carry out their work duties should first discuss this with their Head of Department so that any insurance and health and safety implications can be considered.

**G) LOST PROPERTY**

Articles of lost property should be handed to the **Porters' Lodge** where they will be retained whilst attempts are made to ascertain ownership.

**H) PARKING**

To avoid congestion, all vehicles must be parked only in the designated parking areas. Liability cannot normally be accepted for damage to private vehicles, however caused. Most such damage would normally be covered by the individual's motor insurance. Should an occasion arise where damage had not been caused by another vehicle but had arisen as a result of an inappropriate action on the part of a member of staff during their work duties then the College would carry out a full investigation and take appropriate action. Car park permits are available from the Head Porter and must be displayed in vehicles at all times. Any overnight or longer term parking should be arranged with the Head Porter in advance. The Head Porter will also discuss whether your car keys need to be left in the Porters' Lodge safe (in case of an emergency situation requiring the car to be moved).

**I) MAIL**

All mail received by the College may be opened, including that addressed to individual members of staff. Under normal circumstances any mail marked 'personal' or 'confidential' would not be opened. No private mail may be posted at College expense except in those cases where a formal re-charge arrangement has been made.

**J) TELEPHONE CALLS/ MOBILE PHONES**

Telephones are essential for College business. Personal calls should be kept to an absolute minimum. Members of staff issued with a mobile phone are expected to be accessible when on duty.

**Personal mobile phones should be switched off during working hours and only used during authorised breaks.** Where a risk assessment highlights the need for a mobile phone (such as lone working) the Head of Department will authorize the individual accordingly. Additionally there may be occasions where the Head of Department will authorize a member of staff to keep their mobile phone switched on for personal reasons for a specific period of time.

It is a legal offence to use a mobile phone whilst driving and Newnham College are liable if we "cause or permit" staff to use hand-held phones whilst driving. Therefore all staff must have their mobile phones switched off, unless hands-free, whilst driving on College business, whether a private or College vehicle is being driven.

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**K) ACCESS TO COLLEGE**

Keys, cards and access codes are issued to members of staff. These are for individual use only and must NOT be given to anyone else. Breach of this regulation will result in disciplinary action being taken.

**L) COLLEGE BILLS**

Any bills charged to College staff must be paid within **30** days. In the event of failure to pay, the College will normally deduct such charges from salary.

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## **PUBLIC INTEREST DISCLOSURE ACT 1998: WHISTLE-BLOWERS POLICY**

Under certain circumstances, staff have legal protection if they make disclosures about organisations for which they work. These staff are commonly referred to as 'whistle blowers' and their activities have often received wide publicity in the media.

The Public Interest Disclosure Act 1998 is designed to prevent you from suffering a detriment or having your employment terminated for 'whistle blowing'. The College takes very seriously any concerns which are raised under this legislation. **For the full policy please refer to the College's Policies and Procedures: Staff**

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## CAPABILITY PROCEDURES

### A) INTRODUCTION

The College recognises that during the course of employment the capability of individual members of staff to carry out their duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and the individual fails to keep pace with the changes, or the individual changes (most commonly because of health reasons) and can no longer cope with the work.

If the College has concerns about a capability or performance issue, these will be discussed with the individual member of staff concerned, usually in an informal manner initially.

The College will make every effort to ensure that the level of performance expected is understood and that adequate training and supervision are given.

If, following informal discussions, a member of staff's standard of performance or output of work remains unacceptable, the College may commence formal action in accordance with the capability procedure set out below.

### B) CAPABILITY- ILL HEALTH

The College is committed to maintaining and promoting the health and well-being of its entire staff. The Managing Attendance procedure provides a fair and consistent framework for supporting staff that are absent due to sickness. The procedure provides guidance to staff in relation to their sickness absence and the potential consequences for their employment. It also provides managers with guidance to ensure that cases are dealt with sympathetically and consistently. **For the full details please refer to the College's Policies and Procedures: Staff [Managing Attendance]**

### C) CAPABILITY- PERFORMANCE

The College expects all staff to achieve and maintain a satisfactory standard of performance in their role. Standards of performance are determined by College standards, professional standards, skill levels required for specific jobs and individual objectives recorded through the annual Work Place Discussion. The aim of the Managing Performance procedure is to provide a clear process for the management of situations where an individual's performance consistently falls below the acceptable standard. In such circumstances, all staff will be treated in a fair and equitable manner and every effort will be made to assist the individual in improving their performance and reaching and maintaining a satisfactory level of performance. Where performance levels continue to be unsatisfactory termination of employment will be considered. **For the full details please refer to the College's Policies and Procedures: Staff [Managing Performance]**

Where poor performance is a result of wilful negligence and/or misconduct, the Disciplinary policy and procedure should be used.

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## **DISCIPLINARY AND DISCIPLINARY DISMISSAL PROCEDURES**

### **A) INTRODUCTION**

1. It is the aim of the College that the rules and procedures should emphasise and encourage improvement in the conduct of individuals where there is a failure to meet the required standards.
2. Accordingly every effort will be made to ensure that any action taken under this procedure is fair, with staff being given the opportunity to state a case and appeal against any decision that is considered to be unjust.
3. The following rules and procedures are intended to ensure that:
  - a. staff are fully aware of the standards of behaviour required of them;
  - b. the correct procedure is used when issuing an invitation to a disciplinary meeting;
  - c. disciplinary action, where necessary, is taken speedily and in a fair and consistent manner;
  - d. disciplinary action will only follow after careful investigation of the facts and the opportunity for presentation of both sides of the case.
  - e. dismissal will not normally result from a first breach of discipline, except in the case of gross misconduct; and
  - f. if disciplined, the member of staff will receive an explanation of the penalty imposed and have the right to appeal against both the findings and the penalty.

### **B) DISCIPLINARY RULES**

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work.

In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct mentioned in this handbook, any breach of other conditions, procedures, rules etc. within this handbook may also result in the disciplinary procedures being invoked.

### **C) RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT**

Staff may be liable to disciplinary action if they are found to have acted in any of the following ways: (These are examples only and not an exhaustive list.)

- a. failure to abide by the general health and safety rules and procedures;
- b. smoking in designated non-smoking areas;
- c. unauthorised consumption of alcohol on the premises;
- d. persistent absenteeism, lateness and/or taking unauthorised annual leave;
- e. rudeness towards Senior Members, students, contractors, visitors, members of the public or other staff, objectionable or insulting behaviour, harassment, bullying or bad language;
- f. unauthorised use of telephone, email and/or Internet;
- g. failure to carry out reasonable instructions;
- h. failure to follow College rules and procedures;
- i. unauthorised use of, or negligent damage to, or loss of College property;
- j. failure to report immediately any damage to College property/premises caused by them;



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- k. taking unauthorised breaks or carrying out non-College work during working hours.

**D) SERIOUS MISCONDUCT**

- 1. Where breach of one of the rules covering unsatisfactory conduct and misconduct is shown, upon investigation, to have had a serious or substantial effect upon the reputation or affairs of the College, a final written warning may be issued as the first course of action.

**E) RULES COVERING GROSS MISCONDUCT**

(These are examples only and not an exhaustive list.)

- 1. Staff may be suspended immediately, and then liable to dismissal without notice following investigation, if they are suspected of any of the following:
  - a. indecent or immoral behaviour, deliberate acts of unlawful discrimination or serious acts of harassment;
  - b. dangerous behaviour, fighting or physical assault;
  - c. possession, supply or use of illicit drugs or alcohol or being under the influence of the same;
  - d. deliberate falsification of any records (including time sheets, absence records and so on, in respect of yourself or any fellow employee);
  - e. undertaking private work on the premises and/or in working hours without express permission;
  - f. working in competition with the College;
  - g. taking part in activities which result in adverse publicity to the College;
  - h. conduct which causes the College to lose faith in an individual's integrity;
  - i. theft or unauthorised possession of money or property, whether belonging to the College, another member of staff, or a third party;
  - j. destruction/sabotage of College property, or of any property on the premises, or interference with or misuse of any equipment that may cause harm;
  - k. serious breaches of health and safety rules;
  - l. gross insubordination and/or continuing refusal to carry out reasonable instructions;
  - m. malicious misuse of the "Dignity at Work: Harassment and Bullying" or Grievance procedures;
  - n. malicious misuse of the "Whistle Blowing: Making a Protected Disclosure" policy and procedure.
- 2. If, in the case of alleged gross misconduct, there is shown, upon investigation, to be some level of mitigation which results in it being treated as an offence not justifying immediate dismissal, then a final written warning may be issued as the first course of action.

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## F) DISCIPLINARY PROCEDURE

### 1. Informal process

The HOD should meet with the member of staff informally to discuss the issue and try and resolve informally if possible. The HOD should make a file note of the content of the informal discussion. The HOD will only access the formal process should the member of staff not respond to the informal action, or if the HOD believes the issue is too serious to be dealt with informally.

### 2. Formal process

If a member of staff is considered to have acted in a manner which requires the formal disciplinary procedure to be invoked, the following procedure will normally be followed:

#### Step 1: Investigation

An appointed Investigation Officer (IO), will promptly and thoroughly investigate any matter that is reasonably suspected or believed to contravene any of the College's policies or rules or may otherwise be a disciplinary matter. The member of staff will be informed as soon as possible of the investigation and when it has been concluded.

Depending on the circumstances of the case, the member of staff may be invited to attend an investigatory interview. If such an interview is held prior to a disciplinary meeting, the member of staff will be informed at the outset that the interview is an investigatory interview. There is no right for members of staff to be accompanied at an investigatory interview. The College reserves the right to dispense with an investigatory interview and to proceed directly to a formal disciplinary meeting. **For the full details please refer to the College's Policies and Procedures: Staff [Investigation Procedure]**

Suspension is not a disciplinary sanction and is a precautionary measure and may be necessary while investigations are carried out. The College has the right to suspend on full pay with immediate effect.

#### Step 2: Disciplinary Meeting

Where, upon completion of an investigation, there are reasonable grounds to believe that a member of staff has committed an act of misconduct, the member of staff will be invited to attend a disciplinary meeting.

The College will give the member of staff advance notice of the meeting. The College will also give the member of staff written details of the nature of his/her alleged misconduct and provide to the employee all relevant information.

As this is a formal meeting the HR Officer will be present and the member of staff has the right to be accompanied by a fellow member of staff, or Senior Member or trade union representative, who may act as a witness or speak on behalf of the member of staff concerned, at any stage of the formal disciplinary process.

As soon as possible after the conclusion of the disciplinary meeting, the member of staff's Line Manager will convey the decision of the panel to the member of staff and will also inform the member of staff what disciplinary action, if any, is to be taken. The decision will be confirmed in writing. The member of staff will be notified of his/her right of appeal under this procedure.

**3. Disciplinary Action will normally be taken as follows:**

<b>OFFENCE</b>	<b>FIRST OCCASION</b>	<b>SECOND OCCASION</b>	<b>THIRD OCCASION</b>
<b>MISCONDUCT</b>	Written warning	Final written warning	Dismissal
<b>SERIOUS MISCONDUCT</b>	Final written warning	Dismissal	
<b>GROSS MISCONDUCT</b>	Dismissal		

4. If a disciplinary penalty is imposed it will normally be in line with the procedure outlined above and reasons will be given.
5. The College retains discretion where appropriate to vary the procedures and in particular to impose whatever sanction the College deems appropriate at any point during the procedure. Staff with short service may not receive any formal warnings before dismissal but will retain the right to a disciplinary meeting and the right of appeal.

**G) DISCIPLINARY AUTHORITY**

In normal circumstances, Written Warnings may be issued by the Head of Department or Acting Head of Department or a College Officer. Final Written Warnings may only be issued, or dismissal procedures instigated, by a College Officer or as the result of a decision by the Appeal Review Committee.

**H) PERIOD OF WARNINGS**

All warnings will normally be disregarded for disciplinary purposes after a 12 month period.

**I) GENERAL NOTES**

1. Where an individual is in a supervisory or managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal.
2. In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal may be considered.
3. Gross misconduct offences are likely to result in dismissal without notice.

**J) DISCIPLINARY APPEAL PROCEDURE**

**For the full details please refer to the College's Policies and Procedures: Staff [Appeals Procedure]**

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## GRIEVANCE PROCEDURE

### A) INTRODUCTION

1. It is important that if a member of staff feels dissatisfied with any matter relating to work there should be an immediate means by which such a grievance can be aired and resolved.

### B) INFORMAL STAGE

1. Nothing in this procedure is intended to prevent a member of staff from informally raising any matter and members of staff are encouraged to raise matters informally, with their Head of Department, a College Officer or one of the College's Harassment Advisers, in the first instance unless they feel it inappropriate to do so. (See also "Dignity at Work" – formerly "Dealing with Personal Harassment and Bullying", in "Policies & Procedures: Staff".)

### C) FORMAL STAGE: INTRODUCTION

1. Informal discussion can frequently solve problems without the need for a written record but if an individual wishes to raise a formal grievance this must be in writing. The member of staff has the right to be accompanied at any stage of the formal procedure by a fellow member of staff or Senior Member or trade union representative who may act as a representative or speak on the individual's behalf.

#### 2. **STEP 1: WRITTEN NOTIFICATION OF THE GRIEVANCE**

For any grievance relating to work (except personal harassment, for which there is a separate procedure – see **Dignity at Work** in "Policies & Procedures: Staff"), the member of staff should first raise the matter with their Head of Department. If the grievance is with their Head of Department the member of staff should raise the matter with the College Officer responsible for their Department. If the grievance concerns that College Officer, the member of staff should raise the matter with the Vice-Principal. The grievance should be **in writing**, explaining fully the nature and extent of the grievance.

#### 3. **STEP 2: MEETING**

A meeting will then take place at a reasonable time and location at which the grievance will be investigated fully. The member of staff must take all reasonable steps to attend this meeting. The member of staff has the right to be accompanied by a fellow member of staff or Senior Member or trade union representative who may act as a representative or speak on the individual's behalf, in which case the member of staff must inform the Head of Department or College Officer in advance of the meeting. The Head of Department or College Officer conducting the meeting has the right to invite a professional adviser to attend the meeting, in which case the member of staff will be informed of this fact in advance of the meeting. The member of staff will be notified of the decision, in writing, normally within ten working days of the meeting, and informed of their right of appeal. **For the full details refer to the College's Policies and Procedures: Staff [Investigation Procedure]**

#### 4. **STEP 3: APPEAL**

**For the full details refer to the College's Policies and Procedures: Staff [Appeals Procedure]**

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## **EQUAL OPPORTUNITIES/RACE EQUALITY POLICY**

The College recognises that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedures, the College has made the decision to adopt a formal equal opportunities policy. Breaches of the policy may lead to formal disciplinary proceedings and, if appropriate, disciplinary action.

The College will address any instances of racial discrimination whether direct or indirect and is committed to promoting racial equality.

**For the full Equal Opportunities and Race Equality policies please refer to the College's Policies and Procedures: Staff**

## **HARASSMENT AND DISCRIMINATION**

The College is committed to providing an environment for all college staff, Senior Members and students which is free from all forms of bullying, unlawful discrimination or harassment as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. All members of Newnham are expected and required to treat all colleagues with respect and dignity at all times.

Bullying, intimidation and personal harassment in whatever form it takes is unacceptable and the College will take any such incidents brought to its attention seriously.

The College has issued a code of advice and instructions which sets out the definitions of harassment and bullying and the procedures to be followed if a member of staff experiences such treatment.

**For the full policy please refer to the College's Policies and Procedures: Staff, or contact the College Office.** The names of the College's Harassment Advisers may be found in the *College List* and in "Policies & Procedures: Staff".

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## TERMINATION OF EMPLOYMENT

**A) RETIREMENT**

Please refer to “Retirement” in this Handbook.

**B) RESIGNATION**

If you wish to resign from your employment with the College, you must inform your Head of Department in writing. Unless otherwise indicated in your **Individual Statement of Main Terms of Employment**, if you have had more than one year’s continuous service, you need to give four weeks’ notice. If you have had less than one year’s continuous service, you need only give one week’s notice of resignation.

**C) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE**

If a member of staff terminates their employment without giving or working the required period of notice, as indicated either in this handbook or in their Individual Statement of Main Terms of Employment [offer letter], at the discretion of the College an amount equal to any additional cost of covering those duties during the notice period not worked may be deducted from any termination pay due. This is an express written term of the contract of employment. Also, the individual will forfeit any contractual accrued holiday pay due over and above statutory holiday pay, if an individual fails to give or work the required period of notice.

**D) RETURN OF COLLEGE PROPERTY**

On the termination of employment all College property must be returned (this includes but is not limited to, keys, car park permit and also the University Card). All passwords or other codes applied to College documents should be disclosed to the College before leaving – see the Bursar as the Data Protection Officer if you have further questions relating to this. Failure to return such items will result in the cost of the items being deducted from any payments outstanding. This is an express written term of your contract of employment.

**E) COLLEGE BILLS AND OTHER DEBTS**

On the termination of a staff member’s employment, outstanding College bills must be paid along with any other debts to the College. Failure to make such payments will result in the monies being deducted from any payments outstanding. This is an express written term of the contract of employment.

**F) PAYMENT IN LIEU OF NOTICE**

The College may pay you basic salary and a sum equal to the cost to the College of providing you benefits in lieu of all or part of your notice. If you are dismissed for gross misconduct or for serious breach of your contract you will be dismissed without notice or any payment in lieu.

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## REDUNDANCY

1. Should circumstances arise where redundancy is seen as a possibility, the first steps will be to:
  - a. reduce overtime to a workable minimum.
  - b. restrict recruitment.
  - c. investigate measures, such as short-time working and/or lay off (without pay other than statutory guaranteed pay) as a means of avoiding redundancies.
2. Affected staff will be notified in writing that their positions are 'at risk' of redundancy.
3. If redundancies cannot be avoided, consideration will be given to applications for voluntary redundancies, where applicable.
4. If selection of employees for redundancy becomes necessary, the criteria for selection will be discussed with members of staff (and/or their representatives, if appropriate) at the time together with the possibility of retraining for alternative employment in the College (if available) and full details of any redundancy pay entitlements.
5. Employees will have the right to lodge an appeal in respect of dismissal for redundancy and notification of the procedure will be given in writing.
6. At all times the overriding consideration will be the College's ability to continue to function as a place of education, learning and research.
7. Account will be taken of the Code of Practice on Disciplinary and Grievance Procedures provided by the Advisory, Conciliation and Arbitration Service (ACAS).

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## **RETIREMENT**

### **A) INTRODUCTION**

Newnham 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, HODs and the College HR Officer should take. It also sets out pension arrangements and the required notice for drawing a pension.

### **B) DEFAULT RETIREMENT AGE**

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 67. 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 67th 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 67th birthday. However, this does not mean that staff can NOT retire at 67; 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).

### **C) PENSION & INSURED BENEFITS**

If a member of staff has any questions or concerns regarding their pension or their insured benefits these should be addressed in the first instance to the College Accountant. As a general rule it takes about 3 months from notification to the Accounts Manager for the pension to become payable, where eligible. Therefore a member of staff needs to give 3 months' notice of a retirement date if they wish their pension to become payable immediately after retirement.

### **D) EARLY RETIREMENT**

Should a member of staff request early retirement they should discuss this in the first instance with their Head of Department, who will discuss the process with the member of staff and the College Accountant who will be able to provide details regarding pension and final salary payments etc.

### **E) WORK PLACE DISCUSSIONS**

The annual Work Place Discussion is an opportunity for staff members to talk through career plans, aspirations, training needs and also retirement plans, with their HOD. 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.



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**APPENDIX 1- HOLIDAY REQUEST FORM**

NAME	COLLEGE PAYROLL NUMBER
DEPARTMENT	DATES REQUESTED
NUMBER OF DAYS	SIGNED

AGREED BY LINE MANAGER/ HEAD OF DEPARTMENT

ENTERED ON INDIVIDUAL HOLIDAY FORM

Y/ N

Keep one copy. Return one copy to the applicant

ADDITIONAL SECTION FOR HEADS OF DEPARTMENT TO COMPLETE WHEN REQUESTING ANNUAL LEAVE:-

*Please use this section to confirm the cover arrangements whilst you are on holiday i.e. contact details of the individual (s) covering your position*

## APPENDIX 2- PERSONAL ABSENCE FORM

This form should be completed by a member of staff who has been absent from work for a (minimum) whole day. Please read the Notes overleaf before completing the details below:

1. NAME & ADDRESS.....
2. PERIOD OF ABSENCE

Day & date of first complete date of absence

Day & date of last complete date of absence

(see note 2 over the page )

Day & date I returned to work

Day	Date	Month	Year

3. REASON FOR ABSENCE (e.g. sickness, hospital appointment, funeral etc).  
To be completed if absent for one working day or more: please complete the following statements:

- I was absent from work because (provide details of absence)

- This is a recurrent problem? **YES / NO**

*If YES provided etails.....*

- This was related to an accident **YES / NO**

*If YES provide details.....*

- I do not expect to be fit to return to work after seven days **YES / NO**

*If YES: I attach / will forward\* a doctors certificate (\*delete as applicable)*

4. SICKNESS RELATED TO PREGNANT WOMAN

Statutory Sick Pay cannot be paid to a pregnant woman whose first day of sickness has fallen within the 11 weeks prior to the expected day of confinement.

Does this apply to you?

Yes

No

tick one box

5. DECLARATION

I declare that I have been absent from my normal place of work for the reason(s) stated above and that the information given is complete and correct.

Member of Staff's signature .....

Date.....

### FOR USE BY COLLEGE

Entered on Staff Holiday and Sickness Card .....

Copy to the Accounts Manager. ....

Signed.....

Date.....

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## NOTES

1. A day of sickness is a day on which are you incapable, because of a specific disease disablement, of doing the work you are normally expected to do. It therefore covers industrial injury or precautionary reasons advised by a doctor, e.g. contact with infectious disease.
2. (a) This form is to be completed and submitted to the Head of your Department when you return to work after any absence due to sickness which has not been the subject of a Statement of Fitness for Work e.g. if you are absent on a Monday for one day, you must complete this form when you return to work on the Tuesday and pass it to your Head of Department.  
  
(b) If the period of sickness continued for at least four calendar days in a row, but not more than seven (sickness on Saturdays, Sundays and Public Holidays, including alternative rest days, must be reported as part of the period of sickness). This is necessary to meet HMRC requirements under the Statutory Sick Pay Scheme. For example:  
  
If you normally work Monday to Friday, and are absent sick on Friday and return to work on the following Tuesday, having been sick through the period, the form must be completed showing your period of sickness to have been four days.
  - (i) If you are absent sick on Wednesday, Thursday and Friday and return to work on Monday you must clearly show on the forms the last day when you were sick. It could be Friday, Saturday or Sunday.
3. (a) If you are sick for more than seven days you must complete this form and send it to the Head of your Department as soon as practicable after the seventh day. A Statement of Fitness for Work to cover absence after the seventh day should accompany this form or be forwarded very soon afterwards.  
  
(b) If it is apparent you are seriously ill before the seventh day and are seen by a doctor, this form is only required to cover any days in the first seven which are not covered by a Statement of Fitness for Work.  
  
(c) If you are unable to return to work by the date given on a Statement of Fitness for Work, additional Statements of Fitness for Work must be submitted as appropriate, to cover all further absence.
4. If you cannot reach your Head of Department, please bring any forms direct to the Accounts Manager.
5. If you have any difficulty in filling in this form, please consult your Head of Department or the Accounts Manager.

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## APPENDIX 2- CHANGE IN PERSONAL DETAILS FORM

### EMPLOYEE DETAILS

NAME	NATIONALITY
ADDRESS	
POSTCODE:	EMAIL:
NATIONAL INSURANCE NUMBER:	DATE OF BIRTH
<b>EMERGENCY CONTACT</b>	
NAME:	
ADDRESS:	
TELEPHONE:	

### PERSONAL BANK DETAILS FOR PAYMENT OF WAGES, STIPENDS ETC.

BANK NAME:	
BANK ADDRESS:	
BANK SORT CODE	BANK ACCOUNT NUMBER
ADDITIONAL REFERENCE NUMBER <i>(Some Building Society Accounts)</i>	
ACCOUNT IN THE NAME OF <i>(if different from your name above)</i>	
SIGNATURE	DATE