

<b><i>Contents</i></b>	<b><i>Page</i></b>
Employee Handbook Issues and Updates	2
Introduction	2
Joining Our Organisation	4
Salaries, etc	7
Holiday Entitlement and Conditions	8
Sickness/Injury Payments and Conditions	9
Other Benefits	11
Safeguards	12
Standards	17
Health, Safety, Welfare and Hygiene	18
General Terms and Procedures	20
Anti-Bribery Policy	22
Whistle-blowers (Public Interest Disclosure Policy)	23
Capability Procedures	24
Disciplinary Procedures	25
Capability/Disciplinary Appeal Procedure	29
Grievance Procedure	30
Personal Harassment Policy and Procedure	31
Equal Opportunities Policy	31
Termination of Employment	31



# INTRODUCTION

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St Edmund Hall's roots are in the 13th Century, making it one of the oldest educational institutions now within the University of Oxford. The Queen's Lane main site accommodates many of our facilities, including the administration, Fellows' rooms, the Senior, Middle and Junior Common Rooms, dining halls and student accommodation. Our library is on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodations in north and east Oxford - in Norham Gardens, on the Iffley Road, and in Dawson Street.

Our Support Staff provide an essential service to the College by:

- maintaining the College environment so as to enable those who live and work here to do so with reasonable comfort and freedom;
- responding politely, reasonably, promptly and professionally to all enquiries;
- ensuring, as far as is possible, that all visitors and students are left with a favourable impression of the College as a whole.

The College provides equal opportunities and is committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the needs of the College. We look to your support in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.

We will not condone any discriminatory act or attitude in the conduct of our dealings with the public or our employees. Acts of harassment or discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation are disciplinary offences.

This handbook explains the Terms and Conditions of your employment with the College and introduces you to a number of benefits available to you. Further policies and procedures apply alongside this handbook, for example Health and Safety, Information Security, and Computer Use.

## **DEFINITIONS**

- |                |   |  |
|----------------|---|--|
| Support Staff  | - | All non-academic staff of the College                            |
| Line Manager   | - | The manager to whom a member of staff is immediately responsible |
| Senior Manager | - | Your manager's manager   |

# JOINING OUR ORGANISATION

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## **A) PROBATIONARY PERIOD**

You join us on an initial probationary period as detailed in your offer letter. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

## **B) EMPLOYEE TRAINING**

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the College.

## **C) INDUCTION**

At the start of your employment you will be provided with an induction programme, during which all our policies and procedures (including Health and Safety) will be explained to you.

## **D) JOB DESCRIPTION**

Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

## **E) STAFF APPRAISAL SCHEME**

We have a staff appraisal scheme in place for the purpose of reviewing performance and developing individuals, details of which are available separately from the Domestic Bursar or HR Manager.

## **F) JOB FLEXIBILITY**

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or duties within the College, in line with your skill-set. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential for operational efficiency as the type and volume of work is always subject to change.

## **G) MOBILITY**

Although you are usually employed at one particular site, it is a condition of your employment that you are prepared, whenever applicable, to transfer to any other of our sites. This mobility is essential to the smooth running of the College.

## **H) MANAGEMENT OF THE COLLEGE**

Under the by-laws of the College, overall responsibility for supervision and working conditions of College support staff lies with the Domestic Bursar, who will delegate responsibilities through Line Managers.

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## ***I) PRIVACY***

The College recognises the privacy of each of its members and seeks to minimise the intrusiveness of service activities upon College members. In this respect, staff should courteously observe all the usual social conventions. All residents in College accommodation are entitled to the same privacy they might expect in any premises for which they have paid rent. When in doubt, staff should be guided by their manager as to reasonable times of entry to rooms, etc. upon entering any room, the formal courtesies of knocking and awaiting an invitation to enter should be observed. In cases of emergency the advice of the Housekeeper, Accommodation Manager or Lodge Porter should be sought immediately.

## ***J) TRAINING AGREEMENT***

The College has a policy of encouraging its employees to undertake training in order to further their career within the organisation. The College may assist with the costs associated with studying for professional qualifications, or attending long-term external training courses. However, in the event of termination of employment, for whatever reason, the College will seek reimbursement of the costs in line with the Training Agreement. Further details are available separately from the Domestic Bursar or HR Manager.

## ***K) DISCLOSURE AND BARRING CERTIFICATE(S)***

Your initial employment may be conditional upon the provision of a satisfactory Disclosure and Barring Certificate at a level appropriate to your post. You will be required to consent to subsequent criminal record checks from time to time during your employment as deemed appropriate by the College. In the event that such certificate(s) are not supplied your employment with us will be terminated.

## ***L) CONVICTIONS AND OFFENCES***

During your employment, you are required to immediately report to the College any convictions or offences with which you are charged. Any employee who drives College vehicles must immediately report to the College any traffic offences.

## ***M) POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION***

- 1) As an organisation using the Disclosure and Barring Service and/or Disclosure Scotland to help assess the suitability of applicants for positions of trust, we comply fully with the Disclosure and Barring Service/Disclosure Scotland Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. We also comply fully with our obligations under the Data Protection Act.
- 2) Disclosure information is never kept in an applicant's personnel file. It is always kept separately and securely in lockable, non-portable storage containers with access strictly controlled and limited to those who are authorised to see it as part of their duties in accordance with Section 124 of the Police Act 1997.
- 3) We maintain a record of all those to whom disclosures and disclosure information has been revealed and we recognise that it is a criminal offence to pass the information to anyone who is not entitled to receive it.
- 4) Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

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- 5) Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is absolutely necessary in order to allow for the consideration and resolution of any disputes or complaints. Where appropriate, the Disclosure and Barring Service/Disclosure Scotland will be consulted and full consideration will be given to the data protection and human rights of the individual.
  - 6) Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, we may keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the post for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment (or other relevant) decision taken.

# SALARIES, ETC

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## **A) ADMINISTRATION**

### 1) Payment

- a) The pay month is the calendar month. Salaries are paid by the 25<sup>th</sup> day of the current month and overtime payments are paid one month in arrears.
- b) You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.
- c) Any pay queries that you may have should be raised with your Line Manager.

### 2) Overpayments

If you are overpaid for any reason, you must inform your line manager immediately. The total amount of the overpayment will normally be deducted from your next payment but if this would cause 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 you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

### 4) Pay Increases / Increments

Pay will be reviewed annually. We have a Pay Policy, details of which are available separately from the Domestic Bursar.

### 5) Time off in Lieu

For those salaried staff who do not attract overtime payments, time off in lieu may be given for extra hours worked. Lieu time should be taken as soon as possible, in agreement with your Line Manager. Lieu time may not be carried over to the next leave year. Any unused lieu time at the end of the year will be lost.

## **B) LATENESS/ABSENTEEISM**

- 1) You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your Department.
- 2) All absences must be notified in accordance with the sickness reporting procedures detailed in this Employee Handbook.
- 3) Lateness or absence may result in disciplinary action.

## **C) PENSION SCHEME**

We operate a contributory pension scheme, which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the College. Further details are available separately.

# HOLIDAY ENTITLEMENT AND CONDITIONS

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## **A) ANNUAL HOLIDAYS**

- 1) Your holiday year begins on 1<sup>st</sup> October and ends on 30<sup>th</sup> September each year.
- 2) Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment (Form SMT).
- 3) Additional Long-Service leave will be in accordance with the University scheme.

## **B) CONDITIONS APPLYING TO YOUR ANNUAL HOLIDAY ENTITLEMENT**

- 1) You must complete the holiday form for all holiday requests and have it approved by your Line Manager before making any firm holiday arrangements.
- 2) Holiday dates are agreed on a "first come, first served" basis to ensure that operational efficiency and minimum staffing levels are maintained throughout the year.
- 3) You should give at least two weeks' notice of your intention to take holidays
- 4) You may not normally take more than two working weeks consecutively. Holiday requests in excess of two consecutive weeks (whether spanning two holiday years or not) should be approved by your Senior Manager.
- 5) Your holiday pay will be at your normal basic pay.
- 6) You will receive additional annual leave during the closed periods at Christmas/New Year and Easter. Staff will receive time off in lieu for working during the annual shutdown periods. Lieu time may not be carried over to the next leave year.
- 7) No unused annual leave may be carried to the next leave year. Unused annual leave will be lost, unless there are extenuating circumstances in which case you should seek the permission of your Senior Manager.
- 8) In the event of the termination of your employment, any holidays owing, but not taken, will be paid. However, in the event of your having taken holidays, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary. This is an express written term of your contract of employment.

## **C) PUBLIC/BANK HOLIDAYS**

Your entitlement to public/bank holidays is shown in your individual Statement of Main Terms of Employment.



# SICKNESS/INJURY PAYMENTS AND CONDITIONS

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

- 1) You must notify your manager on the first day of incapacity at the earliest possible opportunity before your shift commences.
- 2) You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. The notification procedures should be followed on each day of absence unless you are covered by a medical certificate.
- 3) If your incapacity extends to more than seven days (including a weekend) you are required to supply a medical certificate and notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

## **B) EVIDENCE OF INCAPACITY**

- 1) Medical certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work.
- 2) If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and forward this to the HR Manager without delay. Subsequently you must supply us with consecutive medical certificates to cover the whole of your absence.

## **C) PAYMENTS**

- 1) You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury, provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.
- 2) Any contractual sickness/injury payments are shown in your individual Statement of Main Terms of Employment.
- 3) Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us 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 us.

## **D) RETURN TO WORK**

- 1) You should notify your Line Manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
- 2) If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 3) On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are required to complete a self-certification absence form and hand this to your Manager.
- 4) Upon returning to work after any period of sickness/injury absence, you will be required to attend a "return to work" interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.

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**E) GENERAL**

- 1) Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.
- 2) In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, as it reduces our efficiency.
- 3) We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.
- 4) If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined.

# OTHER BENEFITS

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## **A) PROVISION OF FREE MEALS**

The College provides meals free of charge to all members of the Support Staff who are on duty during the time that the College kitchens are open. In normal circumstances this will amount to one meal (e.g. lunch), during a typical day's work. In certain circumstances, at the discretion of the Domestic Bursar, an allowance may be paid to compensate staff who are unable to take such meals due to the demands of their duties. The Domestic Bursar will make periodic reviews of the value of such meals.

## **B) ANNUAL TRAVEL PURCHASE**

The College offers an annual travel purchase scheme, which provides a discount on a selection of tickets across the Stagecoach and Oxford Bus Company area. Further information is available from the HR Manager.

## **C) BICYCLE LOANS**

The College offers an interest-free loan for the purchase of a bicycle and associated safety equipment. Further information is available from the HR Manager.

## **D) STAFF PURCHASE FACILITIES**

You may be permitted to buy goods for your own use from the College at reduced prices. All purchases must be authorised by the Domestic Bursar. Further details are available separately from the Domestic Bursar.

## **E) DISTURBANCE ALLOWANCE**

Support Staff members who are required to work unsociable hours (that is shift work or call-out duties) will be entitled to claim a disturbance allowance (which is taxable), the level of which will be set and reviewed annually by the Domestic Bursar.

## **F) CONFERENCE BONUS SCHEME**

You may be eligible for a conference bonus, which will be calculated on your individual contribution to and contact with conferences.

## **G) MILEAGE ALLOWANCE**

On occasions when members of College staff use their own vehicles to travel on College business (this does not include journeys to and from their normal contracted duties), a taxable mileage allowance may be payable. The rate payable is periodically reviewed by the Accountant. Employees should be certain that appropriate insurance cover is in place for use of their vehicles in connection with their employment.

# SAFEGUARDS

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## **A) RIGHTS OF SEARCH**

- 1) Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to assist us in this matter should we feel that such a search is necessary.
- 2) Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.
- 3) We reserve the right to call in the police at any stage.

## **B) 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 College business, or that of other persons or bodies with whom we have dealings of any sort; and
  - c) has not been made public by, or with our authority;shall be confidential, and (save in the course of 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 our prior 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 us, or at any other time upon demand, return to us any such material in your possession.

## **C) COLLEGE PROPERTY AND COPYRIGHT**

All materials relating to College business, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

## **D) STATEMENTS TO THE MEDIA**

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by the Principal; the Senior and Finance Bursar or the Domestic Bursar and Communications Manager.

## **E) DATA PROTECTION ACT 1998**

The above act was introduced to regulate personal data held either on computer or within a manual filing system. As an employer it is our responsibility to ensure that the documentation held is relevant, accurate and where necessary, kept up to date. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under the Act. As an employee you will have the right, upon written request, to be told what personal data about you is being processed. You will also have the right to be informed of the source of the data and to whom it may be disclosed.

We are not obliged to supply this information unless you make a written request and for such requests, a fee will be payable.

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## ***F) INVENTIONS/DISCOVERIES***

An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become our property if it was made:

- a) in the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
- b) outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these; and
- c) during the course of any of your duties, and at the time you had a special obligation to further our interests arising from the nature of those duties, and your particular responsibilities.

## ***G) VIRUS PROTECTION PROCEDURES***

In order to prevent the introduction of virus contamination into the software system the following must be observed:

- a) unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used; and
- b) all software must be virus checked using standard testing procedures before being used.

Further information is available from the IT Manager.

## ***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) the introduction of new software must first of all be checked and authorised by the College I.T Manager before general use will be permitted;
- b) only authorised staff should have access to the College's computer equipment;
- c) only authorised software may be used on any of the College's computer equipment;
- d) only software that is used for College-approved applications may be used;
- e) no software may be brought onto or taken from the College's premises without prior authorisation;
- f) unauthorised access to the computer facility will result in disciplinary action; and
- g) unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

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

### **1) Introduction**

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of Internet and E-mail within the College. The Internet and E-mail system are an important communications facility within the College and provide us with contact to professional and academic sources throughout the world. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

### **2) Internet**

Where appropriate, duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities.

Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the College's name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the Internet.

The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

St Edmund Hall upholds its staff's rights to freedom of expression and confidentiality. However, the Hall reserves the right to monitor the usage of IT facilities in order to ensure compliance with its Information Security Policy and Acceptable Use Policy and its statutory duty under the Counter-Terrorism and Security Act 2015 (The 'Prevent' duty). Any suspected breaches will be investigated by an independent panel of College members.

### **3) Internet Procedures - Acceptable/Unacceptable Use**

a) unauthorised or inappropriate use of the internet system may result in disciplinary action which could result in summary dismissal.

b) the internet system is available for legitimate College use and matters concerned directly with the job being done. Employees using the internet system should give particular attention to the following points:

- i) comply with all of our internet standards;
- ii) access during working hours should be for College use only;
- iii) private use of the internet should be limited to official break times

c) the College will not tolerate the use of the Internet system for unofficial or inappropriate purposes, including:

- i) accessing websites which put our internet at risk of (including but not limited to) viruses, compromising our copyright or intellectual property rights;
- ii) non-compliance of our social networking policy;

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iii) connecting, posting or downloading any information unrelated to their employment and in particular pornographic or other offensive material;

iv) engaging in computer hacking and other related activities, or attempting to disable or compromise security of information contained on the College's computers.

You are reminded that such activities (iii. and iv.) may constitute a criminal offence.

4) E-mail

The use of the E-mail system is encouraged as its appropriate use facilitates efficiency. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure below sets out the College's position on the correct use of the E-mail system.

5) E-mail Procedures - Authorised Use

a) unauthorised or inappropriate use of the E-mail system may result in disciplinary action which could include summary dismissal.

b) the E-mail system is available for communication and matters directly concerned with the legitimate business of the College. Employees using the E-mail system should give particular attention to the following points:

i) all E-mail users must comply with College communication standards;

ii) E-mail messages and copies should only be sent to those for whom they are particularly relevant;

iii) E-mail should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. E-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding;

iv) if E-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The College will be liable for infringing copyright or any defamatory information that is circulated either within the College or to external users of the system; and

v) offers or contracts transmitted by E-mail are as legally binding on the College as those sent on paper.

c) The College will not tolerate the use of the E-mail system for unofficial or inappropriate purposes, including:

i) any messages that could constitute bullying, harassment or other detriment;

ii) personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);

iii) on-line gambling;

iv) accessing or transmitting pornography;

v) transmitting copyright information and/or any software available to the user; or

vi) posting confidential information about other employees or the College.

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6) Monitoring

We reserve the right to monitor all E-mail/Internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements and you hereby consent to such monitoring. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.

***J) USE OF SOCIAL NETWORKING SITES***

Any work related issue or material that could identify an individual who is a client or work colleague, which could adversely affect the College, a client or our relationship with any client must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment or mobile device.



# STANDARDS

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## **A) OPERATIONAL EFFICIENCY**

- 1) The College maintains a policy of "minimum waste" which is essential to the cost-effective and efficient running of all College operations.
- 2) You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. The following points are illustrations of this:
  - a) handle machines, equipment and stock with care;
  - b) turn off any unnecessary lighting and heating. Keep doors closed whenever possible;
  - c) ask for other work if your job has come to a standstill; and
  - d) start with the minimum of delay after arriving for work and after breaks.
- 3) The following provision is an express written term of your contract of employment:
  - a) any damage to stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
  - b) any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and
- 4) In the event of your failure to pay, we have the contractual right to deduct such costs from your pay.

## **B) STANDARDS OF DRESS**

As you are liable to come into contact with College members, guests and members of the public, it is important that you 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, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

## **C) CLEANLINESS**

- a) Both from the point of view of safety and of appearance, work areas must be kept clean and tidy at all times.
- b) It is essential that staff present a clean and tidy image at all times and this includes personal cleanliness and hygiene. Underarm deodorants must be worn, but not strong perfumes. Extremes of style in clothing and make-up must be avoided.

# HEALTH, SAFETY, WELFARE AND HYGIENE

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## **A) SAFETY**

- 1) You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.
- 2) You must not take any action that could threaten the health or safety of yourself, other employees, clients or members of the public.
- 3) Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility and must be returned at the end of your employment with the College.
- 4) You should report all accidents and injuries at work, no matter how minor, in the accident book located in the Porter's Lodge
- 5) You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

## **B) STAFF DINING ROOM**

The College provides a staff dining room for your use. These facilities must be kept clean and tidy at all times. The staff dining room may only be used during authorised breaks.

## **C) ALCOHOL & DRUGS POLICY**

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the College and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

## **D) NO SMOKING POLICY**

The college operates a No Smoking policy throughout the College buildings and the grounds. Smoking must only be during authorised breaks.

## **E) HYGIENE**

- 1) Any exposed cut or burn must be covered with a first-aid dressing.
- 2) If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 3) Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

## **F) HYGIENE FOR FOOD HANDLERS**

- 1) You must wash your hands immediately before commencing work, after using the toilet, or handling raw food products.
- 2) Any cut or burn on the hand or arm must be covered with an approved dressing.
- 3) Head coverings and overalls / uniforms, where provided, must be worn at all times.

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- 4) Jewellery, other than wedding rings, should not be worn without the permission of the Chef or Hall Butler.
  - 5) You must not wear excessive amounts of make-up or strong perfume and nail varnish must not be worn.
  - 6) If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your doctor.
  - 7) Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your doctor before commencing work.

***G) FITNESS FOR WORK***

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

***H) MANUAL HANDLING***

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

# GENERAL TERMS AND PROCEDURES

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

You must notify us immediately of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

## **B) OTHER EMPLOYMENT**

If you already have any other employment or are considering any additional employment you must notify the College so that we can discuss any implications arising from the current working time legislation.

## **C) TIME OFF**

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, reasonable time off required for these purposes may be granted at the discretion of your Line Manager. If granted, staff are expected to attend work either side of the appointment.

## **D) MATERNITY/PATERNITY/ADOPTION LEAVE AND PAY**

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current University provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify your Manager and the HR Manager at an early stage so that your entitlements and obligations can be explained to you.

## **E) PARENTAL/SHARED PARENTAL LEAVE**

If you are entitled to take parental leave or shared parental leave in respect of the current statutory provisions, you should discuss your needs with the HR Manager who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the College.

## **F) TIME OFF FOR DEPENDANTS**

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your Manager who, if appropriate, will agree the necessary time off.

## **G) BEREAVEMENT LEAVE / COMPASSIONATE LEAVE**

In the case of an emergency or serious illness of a close family member, you may be granted compassionate leave at the discretion of the Domestic Bursar.

Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your Line Manager and agree appropriate time off.

## **H) TRAVEL EXPENSES**

We will reimburse you for any reasonable expenses incurred whilst travelling on College business. The rules relating to travelling expenses are contained within the College's Expenses Policy available from the Domestic Bursar. You must provide receipts for any expenditure.

## **I) EMPLOYEES' PROPERTY AND LOST PROPERTY**

The College does not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight. Articles of lost property should be handed to your Line Manager or the Lodge who will retain them while attempts are made to discover the owner.

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#### ***J) FRIENDS AND RELATIVES CONTACT / TELEPHONE CALLS / MOBILE PHONES***

Personal telephone calls are not allowed except in the case of an emergency. You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency. Personal mobile phones should be switched off during working hours.

#### ***K) BUYING OR SELLING OF GOODS***

You are not allowed to buy or sell goods on your own behalf on the College premises.

#### ***L) COLLECTIONS FROM EMPLOYEES***

Unless specific authorisation is given by the Domestic Bursar, no collections of any kind are allowed on College premises.

#### ***M) BEHAVIOUR AT WORK***

You should behave with civility towards fellow employees, and no rudeness will be permitted towards clients or members of the public. Objectionable or insulting behaviour, or bad language will render you liable to disciplinary action.

You should use your best endeavours to promote the interests of the College and shall, during normal working hours, devote the whole of your time, attention and abilities to the College and its affairs.

Any involvement in activities which could be construed as being in competition with the College is not allowed.

#### ***N) COMMUNICATIONS***

The College will try to keep you informed about items of interest by means of our notice board, email and newsletters. You may use these with permission of the Domestic Bursar to promote any particular item of interest to other employees.

#### ***O) SECURITY***

All staff are expected to be diligent to prevent crime and the entry of potential thieves to College premises. Awards are made by the Domestic Bursar for exceptional vigilance that results in the discovery of such criminals. Enthusiasm by staff in this respect should be tempered by an instinct for self-preservation; the College does not expect members of its staff to put themselves at risk in apprehending criminals.

#### ***P) OTHER POLICIES AND PROCEDURES***

The College has a number of other policies and procedures that will have been explained to you during your induction. Copies of these will have been provided to you separately or are available on request from the Domestic Bursar or HR Manager.

# ANTI-BRIBERY POLICY

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## **A) INTRODUCTION**

Bribery is a criminal offence. The College prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the College.

## **B) POLICY**

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Company in order to gain commercial, contractual or regulatory advantage for the College, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

## **C) SUSPICION**

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

## **D) REPORTING**

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to the Domestic Bursar. You may be asked to give a written account of events.

Staff are reminded of the College's Public Interest Disclosure Policy which is available in this Employee Handbook.

## **E) GIFTS AND HOSPITALITY**

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from the Domestic Bursar.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from the Domestic Bursar.

## **F) RECORD KEEPING**

A record will be made by the Domestic Bursar of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and the College reserves the right to amend this policy without prior notice.

# WHISTLE-BLOWERS (PUBLIC INTEREST DISCLOSURE POLICY)

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## **A) INTRODUCTION**

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

## **B) QUALIFYING DISCLOSURES**

- 1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the College has committed a “relevant failure” by:
  - a) committing a criminal offence;
  - b) failing to comply with a legal obligation;
  - c) a miscarriage of justice;
  - d) endangering the health and safety of an individual;
  - e) environmental damage; or
  - f) concealing any information relating to the above.
- 2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The College will take any concerns that you may raise relating to the above matters very seriously.
- 3) We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has been invoked for malicious reasons or in pursuit of a personal grudge, then you will be liable to immediate termination of employment or such lesser disciplinary sanction as may be appropriate in the circumstances.

## **C) THE PROCEDURE**

- 1) In the first instance you should report any concerns you may have to the Domestic Bursar or Senior and Finance Bursar who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
- 2) If you do not report your concerns to the Domestic Bursar or Senior and Finance Bursar you should take them direct to the appropriate organisation or body.

## **D) TREATMENT BY OTHERS**

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

# CAPABILITY PROCEDURES

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## **A) INTRODUCTION**

We recognise that during your employment with us your capability to carry out your 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 you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

## **B) JOB CHANGES/GENERAL CAPABILITY ISSUES**

- 1) If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
- 2) If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
- 3) If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
- 4) If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

## **C) PERSONAL CIRCUMSTANCES/HEALTH ISSUES**

- 1) Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.
- 2) There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

## **D) SHORT SERVICE STAFF**

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.



# DISCIPLINARY PROCEDURES

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## **A) INTRODUCTION**

- 1) It is necessary to have a minimum number of rules in the interests of the whole organisation.
- 2) The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.
- 3) Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.
- 4) The following rules and procedures should ensure that:
  - a) the correct procedure is used when requiring you to attend a disciplinary hearing;
  - b) you are fully aware of the standards of performance, action and behaviour required of you;
  - c) disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
  - d) you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind;
  - e) other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee at all stages of the formal disciplinary process;
  - f) you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and
  - g) if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding 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 shown in this handbook, a breach of other specific conditions, procedures, rules etc. that are contained within this handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

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

*These are examples only and not an exhaustive list.*

You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- a) failure to abide by the general health and safety rules and procedures;
- b) smoking in designated non-smoking areas;
- c) consumption of alcohol on the premises;
- d) persistent absenteeism and/or lateness;
- e) unsatisfactory standards or output of work;
- f) rudeness towards students, residents, guests, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language;
- g) failure to devote the whole of your time, attention and abilities to College business during your normal working hours;
- h) taking part in activities which result in adverse publicity to the College, or which cause the College to doubt your integrity;
- i) unauthorised use of E-mail and Internet;
- j) failure to carry out all reasonable instructions or follow College rules and procedures;
- k) unauthorised use or negligent damage or loss of College property;
- l) failure to report immediately any damage to property or premises caused by you;
- m) use of College vehicles without approval or permission;
- n) failure to report any incident while driving College vehicles, whether or not personal injury or vehicle damage occurs;
- o) if your work involves driving, failure to report immediately any type of driving conviction or summons which may lead to your conviction;
- p) carrying unauthorised goods or passengers in College vehicles, or the use of College vehicles for personal gain;
- q) any other unsatisfactory conduct or misconduct as may be determined by the College.

### **D) SERIOUS MISCONDUCT**

- a) where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation, you may be issued with a final written warning in the first instance.
- b) you may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

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## **E) GROSS MISCONDUCT**

*These are examples only and not an exhaustive list.*

You will be liable to summary dismissal if you are found to have acted in any of the following ways:

- a) theft, fraud, or unauthorised possession of money or property, whether belonging to the College, another employee, or a third party;
- b) physical violence or bullying;
- c) deliberate damage to property;
- d) deliberate acts of unlawful discrimination or harassment;
- e) possession, or being under the influence, of illegal drugs at work; and
- f) breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person.

## **F) DISCIPLINARY PROCEDURE**

- 1) Disciplinary action taken against you will be based on the following procedure:

<b>OFFENCE</b>	<b>FIRST OCCASION</b>	<b>SECOND OCCASION</b>	<b>THIRD OCCASION</b>	<b>FOURTH OCCASION</b>
<b>UNSATISFACTORY CONDUCT</b>	Formal verbal warning	Written warning	Final written warning	Dismissal
<b>MISCONDUCT</b>	Written warning	Final written warning	Dismissal	
<b>SERIOUS MISCONDUCT</b>	Final written warning	Dismissal		
<b>GROSS MISCONDUCT</b>	Dismissal			

- 2) We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal.
- 3) If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.
- 4) In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

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### **G) DISCIPLINARY AUTHORITY**

The operation of the disciplinary procedure is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher or lower level of seniority, in the event of the appropriate level not being available, or suitable, progressing any action at whatever stage of the disciplinary process.

Formal verbal warning	Line Manager
Written warning	Line Manager
Final written warning	Domestic Bursar or Senior & Finance Bursar
Dismissal	Domestic Bursar or Senior & Finance Bursar

### **H) PERIOD OF WARNINGS**

1) Formal verbal warning

A formal verbal warning will normally be disregarded for disciplinary purposes after a **six** month period.

2) Written warning

A written warning will normally be disregarded for disciplinary purposes after a **twelve** month period.

3) Final written warning

A final written warning will normally be disregarded for disciplinary purposes after a **twelve** month period.

### **I) GENERAL NOTES**

- 1) If you are in a supervisory or Managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct.
- 2) Gross misconduct offences will result in dismissal without notice.
- 3) You have the right to appeal against any disciplinary action.
- 4) We reserve the right to allow third parties to chair any formal hearing. You agree to permit us to share any relevant sensitive data where it is necessary for the purposes of that hearing.

# CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

- 1) You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.
- 2) If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment, or to the person named in writing when the disciplinary penalty is issued.
- 3) An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.
- 4) The appeal procedure will normally be conducted by a member of staff not previously connected with the process so that an independent decision into the severity and appropriateness of the action taken can be made.
- 5) If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.
- 6) You may be accompanied at any stage of the appeal hearing by a fellow employee of your choice. The result of the appeal will be made known to you in writing, normally within five working days after the hearing.
- 7) We reserve the right to allow third parties to chair any formal hearing. You agree to permit us to share any relevant sensitive data where it is necessary for the purposes of that hearing.

# GRIEVANCE PROCEDURE

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- 1) It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.
- 2) Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.
- 3) You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.
- 4) If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision and your right of appeal, in writing, normally within ten working days of the meeting.
- 5) If you wish to appeal you must inform the Domestic Bursar or Senior Finance within five working days of receiving official notification of the outcome of your grievance. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the appeal will be heard by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).
- 6) Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.
- 7) We reserve the right to allow third parties to chair any formal hearing. You agree to permit us to share any relevant sensitive data where it is necessary for the purposes of that hearing.

# PERSONAL HARASSMENT POLICY AND PROCEDURE

A copy of the College's most recent policy can be found on the College website under Policies, Accounts & Legal Documents or is available from the Domestic Bursar or HR Manager.

## EQUAL OPPORTUNITIES POLICY

A copy of the College's most recent policy can be found on the College website under Policies, Accounts & Legal Documents or is available from the Domestic Bursar or HR Manager.

## TERMINATION OF EMPLOYMENT

### **A) RESIGNATIONS**

All resignations must be supplied in writing, stating the reason for resigning from your post.

### **B) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE**

If you terminate your employment without giving or working the required period of notice (as indicated in your individual Statement of Main Terms of Employment) you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

### **C) RETIREMENT PLANNING**

Discussions will normally take place with all staff at annual appraisals regarding their short, medium and long-term plans.

There is no normal or fixed age at which support staff at job grades 5 and below have to retire. It is for individuals to decide when they wish to retire. To retire, you must write to your manager providing the appropriate period of notice (as specified in your contract) of your intention to retire.

For staff in grade 6 and above, the College is subject to the Employer's Justified Retirement Age. Details are available from the HR Manager.

### **D) RETURN OF COLLEGE PROPERTY**

On the termination of your employment you must return all College property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

### **E) GARDEN LEAVE**

If either you or the College serves notice on the other to terminate your employment the College may require you to take "garden leave" for all or part of the remaining period of your employment.

During any period of garden leave you will continue to receive your full salary and any other contractual benefits.