

# Linacre Employee Handbook



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Linacre College

University of Oxford

<http://www.linacre.ox.ac.uk/>

## EMPLOYEE HANDBOOK

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# INTRODUCTION

## Welcome

We welcome you as an employee of Linacre College and sincerely hope that you will be happy here. You are joining a great team of people who work hard to make sure that the College provides the very best for its students, Fellows and staff. We are enormously proud of our College and we hope that you will share our pride in doing an excellent job. Your success, happiness, and continued development in your career are important to us. We will always strive to apply employment policies that are fair, equitable and consistent with your skills and abilities, and that meet the needs of the College.

Please study the contents of this employee handbook carefully, as it not only sets out the details of your employment, but also contains helpful information about our rules and regulations, and about benefits to employees.

## The College

Linacre is a relatively young college, first established by the University in 1962 to provide a home for graduate students coming to Oxford to read for postgraduate degrees. The College is named after the 16<sup>th</sup> century humanist, scholar and medical scientist, Thomas Linacre. Linacre College became fully self-governing in 1986, when it was granted its Royal Charter.

The College currently has over 50 Fellows. Most of these are Professors, Readers and Lecturers in a wide range of subjects. It also has over 400 graduate student members, mostly from overseas, representing over 50 different countries. About half of the students live in college-owned or college-managed accommodation, either on the main site or in houses around Oxford. Linacre is a friendly and informal community that offers a mature environment suitable for post-graduate study. It has a single Common Room, shared by Fellows, staff and student members alike. Students are attracted to Linacre by its multi-disciplinary and international character, and by the fact that it is strongly committed to reducing its impact on the environment.

Linacre College welcomes diversity amongst its students, staff and visitors, recognising the contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences. The College is committed to the principle of equality of opportunity in the conduct of the recruitment and selection process for all advertised posts.

# EQUAL OPPORTUNITIES POLICY

## Introduction

The College welcomes diversity amongst its fellows, students, employees, members and visitors, recognising the special contributions that can be made by people from a wide range of backgrounds and experiences.

The requirement to eliminate discrimination and to treat others with courtesy and respect applies to all members of the College, including employees, Fellows, students and old members, and will be reflected in all work activities.

You may download a copy of the College's Equality Policy here:

[http://www.linacre.ox.ac.uk/sites/default/files/linacre\\_college\\_equality\\_policy\\_v2016.pdf](http://www.linacre.ox.ac.uk/sites/default/files/linacre_college_equality_policy_v2016.pdf) and a

copy of the Employee Equal Opportunities Policy and Code of Practice here:

[http://www.linacre.ox.ac.uk/sites/default/files/employee\\_equal\\_opportunities\\_policy\\_and\\_code\\_of\\_practice.pdf](http://www.linacre.ox.ac.uk/sites/default/files/employee_equal_opportunities_policy_and_code_of_practice.pdf)

These policy statements are supported by the University of Oxford's Equality Policy:

<http://www.admin.ox.ac.uk/eop/policy/equality-policy/>

## Aims

The College aims to ensure that no applicant for a job or employee is treated less favourably than another by our recruitment and selection, promotion, discipline and grievance procedures or by our terms and conditions of employment because of any of the following protected characteristics:

Protected Characteristics	
Age	Race
Disability	Religion and belief
Gender reassignment	Sex
Marriage and civil partnership	Sexual orientation
Pregnancy and maternity	

We will only take account of how well your personal qualities match the skills that we're looking for. We aim to make all staff feel valued and to give them a fair and reasonable quality of working life.

If you are involved in any of the following you should make sure to study the complete Equal Opportunities Policy:

- Recruitment and Selection
- Grading and Promotion
- Staff Development
- Performance Management

## **Making a complaint about discrimination**

Discrimination, victimisation and harassment are disciplinary offences.

If you believe that you have been the victim of discrimination, you should make a complaint to your Line Manager or the Principal. You can find full details of the College's Grievance Procedure in the section of this handbook that deals with making a complaint.

You are encouraged to bring any examples of discrimination or poor practice to the attention of your Line Manager or the Principal. The Public Interest Disclosure Act 1998 prevents you from being discriminated against or having your contract terminated for 'whistle-blowing'. We take our obligation to protect whistle-blowers very seriously. You can find more information in the section of this handbook on Whistle Blowing.

# **BECOMING A LINACRE EMPLOYEE**

## **Personal Information**

There is some important information about you that the College needs to know so that we can employ you legally. Everyone is asked for this information when they apply for a job with this College. We will keep your information safe in a locked filing cabinet or a password-protected computer file. No one will be able to see this important information except the Principal and the Operations Manager. Here is the information that we need:

- Name
- Sex
- Date of birth
- Tax code
- Education and qualifications
- National Insurance Number
- Home address
- Work experience
- Emergency contact details

While you are working here, we will also put in the same file some important information about your time at Linacre:

- Employment history with Linacre
- Employment terms and conditions
- Any accidents connected with work
- Any training taken
- Any disciplinary action
- Sickness absence records

You can arrange to see all of the information that we hold on you. If you would like to see this information, please contact the Operations Manager.

It is against the law to discriminate against anyone because of:

- Age
- Being or becoming a transsexual person
- Being married or in a civil partnership
- Religion, belief or lack of religion/belief
- Sex
- Being pregnant or having a child
- Sexual orientation
- Disability
- Race, including colour, nationality, ethnic or national origin

These are called ‘protected characteristics’. You may, if you want to, give us information on any of these protected characteristics. If you do, we will use this information in the strictest confidence, to make sure that you are properly protected from discrimination. This information will be held in the same confidential file as your other important information. Note that you do not need to give this information if you do not want to. If you do not give us this information when you begin working at Linacre, you can decide to tell us later on.

### ***Information about disabilities***

It would be good for you to tell us if you have a disability or long-term health condition that affects you at work, so that we can identify any support you may need or accommodate reasonable disability absence.

The Equality Act 2010 defines a ‘disability’ as a physical or mental impairment that has a significant and long-term impact on a person’s ability to carry out normal day-to-day activities. ‘Long-term’ means that the condition has lasted, or is likely to last, for more than 12 months.

Examples of disabilities are:

- hearing impairment;
- sight difficulties (but not low vision that can be corrected by glasses);
- problems with reading, mathematics, or other learning difficulties, such as dyslexia, dyspraxia and dyscalculia;
- mental health conditions such as depression or eating disorders;
- problems with muscles, joints and bones, such as arthritis, back problems, repetitive strain injury;
- medical conditions such as diabetes, epilepsy, asthma; cancer, HIV and Multiple Sclerosis

If you have a disability that doesn't usually make it difficult for you to do your job, you don't need to tell us. If you do tell us, we can try and make adjustments for you. You can tell us about these disabilities at any time: when you start working for Linacre, or at any other time. We will ask your permission before we tell anyone at Linacre or anyone in the University about your disability. We will only ask you to give permission to share information with people who can help make adjustments for you. Information about your disability will go into the same confidential file as your other important information.

We will remind you once a year that you can tell us about any disabilities, but you can tell us at any time about a disability that you have had for a long time, or a new disability that you have.

If you have questions about a disability, or if you're not sure whether your condition is a disability, you can speak confidentially to Catherine Walter. You can write to Catherine at [welfare@linacre.ox.ac.uk](mailto:welfare@linacre.ox.ac.uk) or leave a note for her with Jackie Favarin.

## Job Description

There is a description of your job in your letter of appointment. If you would like a copy of this description, please ask your Line Manager. If your circumstances change after you are appointed to your job, so that your job description lists work that you can no longer do satisfactorily, you should discuss this with your Line Manager as soon as possible. You will also have an opportunity to think about your job description once a year, with your Line Manager, at your annual development review. You should also tell your Line Manager if you are doing work that is not covered in your job description, or if there is work listed in your job description that you no longer do.

Changes may be made to your job description from time to time, when College needs change or when your abilities change. We will consult you before any changes are made. It is a condition of your employment that you are prepared, whenever necessary, to transfer to different kinds of work within the College, as long as this work is within your level of skill/competency. During holiday

periods or when a colleague is ill, it may be necessary for you to take over some duties that are normally performed by your colleagues. This flexibility is essential as the kind and amount of work can change, and asking you to change your working patterns helps us to operate efficiently.

If you already have a job outside Linacre, or are considering any extra employment whilst still working at Linacre, you should let us know, so that we can make sure that we are not asking you to work more hours than the law allows.

## **Probationary period**

When you begin working at Linacre, you will have a probationary period: details of this are given in your letter of appointment. During the probationary period your work performance and suitability for your job will be considered. If your performance and suitability are satisfactory during the probationary period, you will become a member of our regular staff. We may decide that we do not have enough information to make a decision by the end of your probationary period; if this happens, we may suggest to you that we extend your probationary period. You can agree to this extension or not. The probationary period is also a time when you can think about whether you want to continue your employment with Linacre College. Before the end of your probationary period, your Line Manager will offer a meeting to talk about your duties and to think about any further training that you may need.

Your legal rights during employment start on the first day of employment: that means you have the same rights even during your probationary period. However, if we decide during your probationary period that your work performance is not up to the required standard, or that you are generally unsuitable, we may either try to work with you to improve this situation (for example with further training or a change to your duties); or we may not continue your contract after the probationary period. If we decide not to continue your contract after the probationary period, there will not be any formal capability or disciplinary procedures.

## **Induction and training**

When you begin working for Linacre, you will receive an induction (giving you information about the general conditions for working here) and any necessary training for your specific job. We will also give you training on your health and safety responsibilities and on our fire evacuation procedures. We may offer you training so that you can increase your skills and take on new duties or responsibilities within the College when you begin your job, or later on in your time at Linacre.

## **Annual development review**

We want to help you make the most of what you do well, and we want to help you work on any problem areas in your work. Your Line Manager will meet with you once a year at a formal Development Review meeting to talk about how your job is going and what might be done to make things better. This is an important opportunity to tell your Line Manager if you are facing difficulties in your work or if you need training to allow you to do your work better. You may also discuss your career plans and ask for your Line Manager's support in achieving them.

It may happen that it becomes harder for you to do your job. This can be for a number of reasons. For example, the job may change over a period of time and you may not be able to adapt quickly enough; or your health may change so that you can no longer cope with the work.

If the nature of your job changes, we will try our best to make sure that you understand what we expect of you, and we will try to provide you with good training and supervision. If we are concerned about your ability to do the job, we will discuss this with you in an informal manner and we will give you time to improve.

## **Shortage of Work**

There may be times when, due to a shortage of work, the College may need to introduce lay-offs or short-time working – for example if one of our buildings was badly damaged by fire. If there is a temporary shortage of work for any reason we will try to maintain your continuity of employment even if this necessitates placing you on short time or having to lay you off without pay other than statutory guarantee pay.

## **Capability Procedure**

This procedure is designed to help the College deal with employees who are facing problems in complying with their contractual terms and conditions of employment, or in fulfilling the duties of their post. It is designed to do the following:

1. Ensure that the employee has a clear explanation of what the Line Manager sees as the required performance standard and how they are failing to achieve that standard.
2. To provide an opportunity for the employee and Line Manager to discuss what the causes of a performance issue might be and to agree how they can be addressed.
3. Ensure that appropriate training, supervision, counselling and support are put in place to help the employee meet the required standard.
4. Set a reasonable performance target and a timeline by which it should be achieved.

5. Provide a clear procedure for the termination of employment in cases where it does not prove possible to secure a satisfactory standard of performance.

This procedure applies when poor performance is a result of a lack of skills or a failure to apply those skills. Most performance issues can be addressed through informal discussion with your Line Manager. However, when this fails to result in you meeting the required standard of performance your Line Manager may invoke the formal capability procedure.

You will receive a letter setting out our concerns and inviting you to a formal meeting with your Line Manager. You will be given ample opportunity to put your side of the case at this meeting. You will be allowed to be accompanied at this meeting. You will have an opportunity to discuss an action plan with your Line Manager and to identify any training or support that you need. You will always be given an opportunity to appeal against a decision if you feel that it is unfair.

You can download a detailed description of the College's capability procedure here: <http://www.linacre.ox.ac.uk/capability-procedure>

## **SALARIES**

### **Salary Structure and Grading**

Our salary structure is based on the University pay scales. You can find details of these scales on the University website (<http://www.admin.ox.ac.uk/finance/epp/payroll/scales/>), and you can ask your Line Manager for a paper copy of the scales that apply to your job. Grading is formally reviewed from time to time by the College Staff Committee. The Staff Committee will review your grade:

- a. Where your duties or responsibilities have clearly changed.
- b. As part of a general review.
- c. If you formally apply for a change of grade.

Your Line Manager can make a recommendation to the Staff Committee that you are promoted to a higher point on the scale within your salary grade as a reward for a particularly high standard of work.

### **Payment, tax and National Insurance**

For all staff, the pay month is the calendar month. Salaries are paid on the day before the last working day of the current month. Payments normally include payment for any overtime hours worked in the last two weeks of the previous month and the first two weeks of the current month.

You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance, etc. You should ask any questions about pay of your Line Manager or the Accounts Manager.

If we pay you too much for any reason, the total amount of the overpayment will normally be deducted from your next payment. If deducting the sum from your next payment would cause hardship, we can arrange for the overpayment to be paid back over a longer period. Please see the Accounts Manager if you are worried about this.

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, because you may need to show them to the Inland Revenue or to another government department.

## **Pensions**

Linacre College, in accordance with the Pensions Act 2008, will auto-enrol eligible workers into an approved pension scheme. Unless you decide to opt-out, you will automatically be enrolled in

- a. The Universities Superannuation Scheme (USS) - for staff on academic and academic-related pay scales;
- b. The University of Oxford Staff Pension Scheme (OSPS) - for staff on non-academic pay scales.

Details of the College's Pensions Policy are available here:

[http://www.linacre.ox.ac.uk/sites/default/files/pensions\\_policy.pdf](http://www.linacre.ox.ac.uk/sites/default/files/pensions_policy.pdf)

## **Overtime Policy**

This policy only applies to clerical, library, maintenance and housekeeping staff, including apprentices on salary grades 1 to 5. Those staff members on grades 6 and above are not normally paid overtime unless their contract states otherwise. If you are not sure whether this policy applies to you, ask your Line Manager.

Overtime is work you do beyond your standard contract hours. It may be paid at higher rates, depending on your standard working hours, as detailed below.

## **Conditions**

1. Paid overtime must be approved beforehand by your Line Manager. The College will not pay overtime which has not been approved in this way.
2. You must keep an accurate record of the overtime you work, and a summary of this will be entered into the overtime record kept in the payroll files.
3. Time-in-lieu arrangements are possible if you agree them in advance with your Line Manager. The hours should be recorded and the equivalent hours deducted from the overtime total.
4. Overtime payment should normally be claimed on a monthly basis. Overtime not claimed for more than three months may not be paid, at the discretion of the College. It will always be paid via the payroll.
5. If your contract says that you will work a Monday to Friday daytime week, the increased rates for overtime are as follows:

Monday to Friday	Time and one half
Saturday	Time and one half
Sunday and Public/Bank holidays	Double time

6. If your contract says that your normal working hours are not Monday to Friday daytime hours, then your contract will give details of your overtime rates. You can also ask the Accounts Manager for a list of your overtime rates.
7. Some members of staff may, occasionally, be *required* to do overtime (e.g. to cope with an emergency or for a special event). If you are required to do overtime you will receive *pro-rata* holiday pay in addition to increased remuneration.
8. Special enhanced rates may occasionally apply (e.g. when covering outside functions) but you must agree these in advance with your Line Manager.

## Other benefits to our employees

### ***Free meals***

If you work up to midday when the kitchen is open, you can have free lunch in the College dining hall. Kitchen staff can have free evening meals when they are working in the evening. This benefit is also provided for fixed term temporary contract staff and temporary agency staff employed for more than 12 weeks.

**Membership of the Common Room**

All permanent members of staff have non-voting membership of the Common Room. This means that you can use the facilities, take part in social events and join CR sports clubs.

**Costs of Childcare**

As part of its commitment to its staff, Linacre offers the opportunity for eligible staff to save tax and National Insurance on childcare costs. Eligible staff must have successfully completed their probationary period. There are two schemes available to help with the costs of childcare:

**University Nursery Fee Salary Sacrifice Scheme**

You are eligible to take part in this scheme if your child attends a University-owned nursery or has a University supported place with KidsUnlimited, Oxford Montessori Schools, Co-operative Childcare and Childbase under a Workplace Nursery Agreement. Under this scheme, you agree to reduce your salary by the amount of the nursery fee. This amount is then paid direct by the College (without any tax deductions) to the nursery provider. You benefit from lower tax and national insurance deductions on your reduced salary. You can find more details on the University website: [www.admin.ox.ac.uk/childcare/salariesacrificescheme](http://www.admin.ox.ac.uk/childcare/salariesacrificescheme).

**Childcare Vouchers**

The Government Childcare Vouchers can be used to pay for childcare up to 1<sup>st</sup> September after your child's 15<sup>th</sup> birthday (their 16<sup>th</sup> birthday if they are disabled). You buy Childcare Vouchers online <http://www.computersharevoucherservices.com/parents/Pages/what-are-childcare-vouchers.aspx>. You can use the vouchers to pay for childcare with any Ofsted registered provider (most reputable nurseries, playgroups, nannies, childminders are registered). For every 80p you spend, the Government will add 20p up to £10,000 of childcare costs per child each year. The former salary sacrifice voucher scheme is no longer available. Tax-Free Childcare is a new government initiative which is due to be slowly rolled out from early 2017, and will replace the existing Childcare Voucher Scheme in April 2018.

**Bicycle Hire/Purchase Salary Sacrifice Scheme**

The College encourages staff to use public transport, cycle or walk to work. The College offers eligible members of staff the opportunity to save income tax and National Insurance on bicycles and bicycle equipment purchases through the national Cycle-to-Work scheme. Those interested in buying a bike or equipment through this scheme should contact the Operations Manager.

**Season Ticket Loans**

Linacre will consider applications from staff for an interest-free loan for the purchase of season tickets for public transport provided they have successfully completed their probationary period. These loans will be subject to a written agreement. The agreement will cover arrangements for repayment by deductions from salary. Outstanding sums must be repaid in the event of employment being terminated, either during, or on the expiry of, the notice period. Applications should be submitted to the Bursar.

**Car Parking**

Due to very limited space, it is not possible for most members of staff to park a car on site during normal working hours. Employees with severe mobility impairments holding a current Blue Badge will have automatic entitlement to a free parking space. We will also give special consideration to those who need to use their car regularly for their work, who work unsocial hours or who need to transport other family members. A request for parking on an occasional as necessary basis may be submitted to the Operations Manager.

## HOLIDAYS

**Annual holiday entitlement**

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.
3. *Members of staff who started working for the College after July 2015:* Once you have worked for the College for longer than three years you will be rewarded with an extra day of holiday in addition to your normal annual holiday entitlement. Once you have worked for the College for longer than five years you will be rewarded with a second extra day of holiday in addition to your normal annual holiday entitlement. If you normally work less than five days a week, your additional holidays will be calculated *pro rata*.

**Conditions**

1. You should complete a holiday request form and have it signed by your Line Manager before making any firm holiday arrangements.

2. We will normally allocate agreed holiday dates on a first come - first served basis, and we will consider staffing levels and operational efficiency.
3. You should normally give at least four weeks' notice of your intention to take holidays and one week's notice for odd single days.
4. You may not normally take more than two working weeks consecutively, but permission to do so will not be unreasonably withheld.
5. Payment for holidays will be at the rate shown in your individual statement of main terms of employment.
6. If you join or leave our employment during the holiday year, we will calculate your annual holiday entitlement as  $\frac{1}{12}$ <sup>th</sup> of the annual entitlement for each completed month of service during that year.
7. Government Working Time Regulations mean that all employees are entitled to 5.6 weeks of paid leave each year (known as statutory leave entitlement). Most employees who work a 5-day week must receive 28 days' paid statutory leave per year. This is calculated by multiplying a normal week (5 days) by the annual entitlement of 5.6 weeks. This entitlement includes 8 bank holidays.
8. If, at the end of a holiday year (30<sup>th</sup> September), you have not taken all the holiday to which you are entitled, you may carry forward up to 10 days of holiday to the next holiday year (*pro rata* for part time employees) provided that it is in excess of your statutory leave entitlement. You may not carry forward any of your statutory leave entitlement.
9. Normally any holiday carried forward must be taken by the end of December in the same calendar year. You may, in exceptional circumstances, and with prior permission, carry forward more than 10 days of holiday entitlement. At the discretion of the College and in exceptional circumstances only, a payment in lieu may be made for holiday carried forward and not taken.
10. You must take five days of your annual entitlement during the Christmas/New Year period, and a further five days during the Easter period. Members of the catering staff must take 10 days' holiday during the annual kitchen closure; we will publish the kitchen closure dates at the start of the holiday year. If you have not built up enough holiday entitlement to cover these periods, you will be given unpaid leave of absence. Members of the Housekeeping Team may not take holidays during September. Additional restrictions may apply, depending on your individual Contract of Employment.

11. If you leave our employment before you have taken all of the holidays that you have earned, you will be paid for those days. If you have taken holidays but not yet earned them, then the appropriate amount will be deducted from your final wages/salary.
12. If, in exceptional circumstances you need to take more leave than you are entitled to, you can apply to your Line Manager for unpaid leave.
13. Your entitlement to public/bank holidays is shown in your individual statement of main terms of employment.

## **TAKING TIME OFF WORK**

### **Maternity/ Paternity/Adoption leave**

You may be legally entitled to maternity/paternity/adoption leave and pay. If you or your partner becomes pregnant or you have firm plans to adopt a child, you should notify your Line Manager at an early stage, so that they can explain your entitlements and obligations.

The College provides enhanced benefits, in line with the University's policy on maternity and paternity pay and leave. You can find details of the University policies at <http://www.admin.ox.ac.uk/personnel/during/family/> or you can ask the Operations Manager for a printed copy of these policies.

You and your partner may be eligible for Shared Parental Leave and Shared Parental Pay if the mother ends her maternity leave, her Maternity Allowance or her maternity pay early. If you're adopting then you or your partner must end any adoption leave or adoption pay early instead. You can then share any remaining leave or pay. Please contact the Operations Manager if you would like to take up this option so that we can work out your eligibility and entitlements.

### **Parental leave**

If you have a child under 5 years old (or under 18 years in special circumstances) and you have worked for Linacre College for more than one year, you may be entitled to unpaid parental leave in order to look after your child's welfare, for example to:

- Spend more time with your children;
- Look at new schools;
- Settle children into new childcare arrangements.

Please discuss your needs with your Line Manager, who will consider how the College can accommodate your need for parental leave.

## **Absence for sickness**

Time off due to an accident will normally be treated as sickness absence, but the circumstances of each accident must be declared, and the involvement of any third party must be reported. Any accident at work must be recorded in the official College Accident Book as soon as possible, and be notified to your Line Manager.

### ***Reporting absence due to sickness***

1. How you report sickness depends on how long you are unwell. To be paid under the College Sick Pay Scheme, you must report any sickness as explained below
  - (a) You must notify the relevant College Officer of your sickness, preferably in person, by telephone (not by voicemail, email or text message) before your start time on the first day of absence. The relevant College Officer will normally be your Line Manager. If you cannot notify the relevant College Officer of your absence because of your sickness you should, where possible, arrange for another person to notify College on your first day of absence. In the case of short term absence, you must telephone us daily during the first week.
  - (b) If your absence is longer than three working days, you must complete and return within the first seven calendar days of absence (including Saturdays and Sundays) the Self Certification Form which the College will send to your home address on your fourth day of absence. You can self-certify for up to 7 calendar days.
  - (c) A Medical Certificate, signed by a registered Medical Practitioner, is necessary for any absence longer than 7 calendar days; it must be delivered to College within 14 calendar days of your first absence. After this, if a new Certificate needs to be issued, it must be delivered to College within seven days of expiry of the previous certificate.
2. At any point, a College officer may ask you to agree to and authorise an independent medical assessment by a doctor appointed by the College (and paid for by the College). If you do not agree to an examination and a medical report to the College, you will lose your right to payment under the College Sick Pay Scheme.

3. It is a disciplinary offence to take time of work for sickness when you are not unwell. If the Bursar has good reason to believe that your sickness may not have been genuine she may investigate. If the Bursar does investigate, she will inform you of the result in writing. If you wish to appeal against her decision, you may use the disciplinary appeals procedure.
4. Your return to work is normally authorised by a final medical certificate from your registered Medical Practitioner, stating the date when you are fit to return to work. You should notify your Line Manager as soon as you know this date.
5. Although a doctor's certificate is not required until you have been absent from work for more than 7 calendar days, you should see your doctor as soon as possible if you feel that you need medical treatment. During any period of sick leave, you should not act in any way which may make your period of recovery or absence from work longer.
6. On the day when you return from any period of absence on grounds of sickness, you should report to your Line Manager before starting work. You will need to attend a Return to Work Interview, and this will form part of an ongoing record of sickness absence.

### ***College Sick Pay Scheme***

If you are not well on a day when you should be at work in College, you may be eligible for payment under the College Sick Pay Scheme, if you:

- i. have been off work for more than three days;
- ii. have been working for the College long enough to qualify (see the table below)
- iii. properly notify the College (see *Reporting absence due to sickness*)

	<b>Maximum payment in any 12 month period</b>	
<b>Period of employment</b>	<b>Full pay</b>	<b>Half pay</b>
After three months of service	2 working weeks	2 working weeks
Between six months and one year of service	2 working months	2 working months
Second and third years of service	3 working months	3 working months
Fourth and fifth years of service	5 working months	5 working months
After fifth year of service	6 working months	6 working months

If your absence is the result of an accident or injury caused by a third party, and damages are

recoverable from the third party, the College will ask you to refund the part of your sick pay that is covered by damages that you have received for loss of earnings.

If you are not eligible for payment under the College Sick Pay Scheme you may be entitled to Statutory Sick Pay (SSP) provided that you meet SSP requirements. SSP is paid in the same way as your normal wages, and tax and National Insurance are deducted. It's not normally paid for the first 3 days you're off. You can find more about Statutory Sick Pay on the UK Government website [www.gov.uk/statutory-sick-pay](http://www.gov.uk/statutory-sick-pay).

### ***Sickness during annual holiday***

If you are sick during a period you have booked off work as holiday, at the discretion of the College, you may be able to take it as sick leave instead and be paid in accordance with the College Sick Pay Scheme. You may also be allowed to take the lost days of annual holiday at a later date.

### ***Time off for personal appointments***

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, you should make these appointments outside your normal working hours. If this is not possible, your Line Manager may give you time off for these purposes, and you may be expected to make up such time.

### **Time off for dependants**

You may be entitled to take a reasonable amount of unpaid time off during working hours to help a dependant (for example, an elderly parent who has a hospital appointment). If you need to do this, you should discuss your situation with your Line Manager, who will try to arrange for you to have time off. Your Line Manager may ask you for evidence of appointments.

The College Sick Pay Scheme does not cover payment for attending to the sickness of another member of your family. If this happens the College may either grant you unpaid leave, or permit you to take part of your annual paid leave, or permit you to work from home.

### **Bereavement leave**

Individuals' reactions to the death of someone they love can be very different, so each employee's request will be treated individually. Please discuss your circumstances and expected time off requirements with your Line Manager. Time off following the bereavement of an acquaintance or friend will probably be unpaid.

## **Jury service**

If you are called for Jury Service you will be granted leave for the period you are required to attend court. You will receive full pay minus any grant that the court may give you for loss of earnings.

# **STANDARDS OF PROFESSIONAL BEHAVIOUR**

Linacre expects all members of staff to behave in a way which brings credit to the College. This includes acting with honesty and integrity at all times. Please treat other members of the College with courtesy, patience and good humour. Many of our members come from other countries where different standards of behaviour apply. Please make generous allowance for cultural differences if you meet behaviour which is not as you would always like it to be.

## **Standards of dress**

As you will come into contact with visitors, members of the College and members of the public, it is important that you present a professional image. Where a uniform or work wear is provided and it includes the College crest or logo, it must be worn at all times whilst at work and laundered on a regular basis. Where no work wear is provided, you should wear clothes appropriate to your job responsibilities. You are expected to maintain a high standard of personal hygiene.

## **Punctuality**

If your contract specifies your normal working hours and you have been asked to start work at a particular time you should make sure to arrive punctually, and you should complete timesheets where required. Any time lost as a result of lateness must be made up. If you experience difficulty in getting to work on time for family or health reasons you should discuss this as soon as possible with your Line Manager. Persistent lateness may result in disciplinary action.

## **Discrimination and harassment**

We provide equal opportunities for all our staff and are committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. Linacre College aims to provide an environment in which all employees, contractors, students, and visitors are treated with dignity and respect, and in which they can work and study free from any type of discrimination, harassment, or victimisation.

If you have been treated less favourably because of your race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability then you have been subject to discrimination.

If you believe that someone has violated your dignity or created an intimidating, hostile, degrading, humiliating or offensive environment for you by their behaviour towards you then you have been subject to harassment.

If you believe that you have been subject to harassment or discrimination then the College recommends that, as a first step, you should discuss the situation confidentially with a harassment adviser. Talking through the events and your feelings with the adviser will help you decide on the best way to deal with the behaviour and will clarify the options available to you. The College's Harassment Advisor is the Operations Manager, Mr Simon Barker.

If you would like to speak to a Harassment Advisor who is outside the College then you can contact the University Harassment Advice Service (tel: 01865 270760, E-mail: [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk))

You can find further information on harassment and the support available on the University website at <http://www.admin.ox.ac.uk/eop/harassmentadvice/>.

You can download a copy of the College's policy on dealing with harassment here: [http://www.linacre.ox.ac.uk/sites/default/files/linacre\\_college\\_code\\_of\\_practice\\_and\\_policy\\_on\\_harassment.pdf](http://www.linacre.ox.ac.uk/sites/default/files/linacre_college_code_of_practice_and_policy_on_harassment.pdf).

## **Conflict of Interests**

The high professional integrity of our staff is greatly valued and depended on by the College. It is therefore important that all staff members are aware of potential conflicts of interests that can arise at work. If you feel you could be affected by a conflict of interest, you should advise your Line Manager immediately, so any potential conflict of interest issues will be dealt with equally, fairly and confidentially.

An example of a conflict of interest would be if a relative or close friend applied for a job with the College and you were asked to be part of the interview panel. In this case, you should declare this as a conflict of interest, because you might have an interest in the relative or close friend being appointed to the job.

Another example of a potential conflict of interest would be if the College is in a tender process or is seeking services from a service provider for catering, maintenance, training, temporary labour,

etc. As an employee of the College, you should receive no benefits or financial incentives for the appointment of a provider. If you have a relative or close friend employed by a potential service provider, you should report this to the Bursar; in most circumstances the Bursar will simply ask you not to participate in the selection process.

You can download a copy of the College's By Law on Conflict of Interests here: [http://www.linacre.ox.ac.uk/sites/default/files/by\\_law\\_5\\_conflicts\\_of\\_interest.pdf](http://www.linacre.ox.ac.uk/sites/default/files/by_law_5_conflicts_of_interest.pdf)

## **Bribery**

It is prohibited for any employee or person working on our behalf to offer, give, request or accept a bribe, directly or indirectly. A bribe is a gift, loan, payment, reward or advantage given to corrupt a person and induce him/her to act unethically in the interest of the College or the giver.

Linacre College realises 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. However, all gifts with a value in excess of £25 must be recorded with the Bursar or the Principal.

The College's bribery policy can be found here: [http://www.linacre.ox.ac.uk/sites/default/files/anti\\_bribery\\_policy.pdf](http://www.linacre.ox.ac.uk/sites/default/files/anti_bribery_policy.pdf)

## **Linacre's environmental values**

We promote a policy of environmental awareness, and we aim to keep waste to a minimum. Please promote this policy by taking extra care during your normal duties to avoid unnecessary use of services, energy, etc.; for example:

- Handle machines, equipment and stock with care, and recycle where possible;
- Turn off any unnecessary lighting and heating. Keep doors and windows closed whenever possible;
- Report any water leaks, dripping taps, and any other waste of energy/resources;
- Minimise the use of paper - 'think before you print';
- Turn ICT equipment off wherever possible - standby electricity consumption is significant when added up over many machines over a year;
- Keep journeys to a minimum - use phone and Skype.

You may read the College's Environmental Policy here: <http://www.linacre.ox.ac.uk/environmental-policy/> Details of the Carbon Reduction Strategy can be found here: [http://www.linacre.ox.ac.uk/sites/default/files/linacre\\_carbon\\_reduction\\_strategy.pdf](http://www.linacre.ox.ac.uk/sites/default/files/linacre_carbon_reduction_strategy.pdf)

## **Confidentiality**

You must keep confidential all information

- a. that you learn during or because of your employment
- b. that relates to College business, or to the business of other people or organisations that College deals with; and
- c. that has not been made public with College approval.

Except in the course of College business or as required by law, you must not, before or after the termination of your employment, disclose this information to any person without written consent from College.

You must exercise reasonable care to keep safe all documents containing confidential information. When you end your employment with us, or at any other time upon demand, you must return to us any confidential material in your possession.

### ***Statements to the media***

Any statements to reporters from newspapers, radio, television, or other media outlets about College business will be given only by the Principal or a nominated deputy. If you are approached by a reporter and asked to make a statement or express a view on behalf of the College, please refer them to the Principal's Personal Assistant.

### ***Information Security***

The College gives a high priority to maintaining the confidentiality of information about its staff, students, visitors, and alumni and its affairs generally, whilst making sure that these data are up-to-date and available to those who are authorised to use them. It is also extremely important to the College that it does not put its reputation and the reputation of Oxford University at risk by breaking that confidentiality. Compliance with legal and regulatory requirements with respect to this information is fundamental.

The College has an Information Security Policy [http://www.linacre.ox.ac.uk/sites/default/files/colleges\\_data\\_protection\\_policy\\_linacre.pdf](http://www.linacre.ox.ac.uk/sites/default/files/colleges_data_protection_policy_linacre.pdf) and all members of staff who have access to data should make sure that they are familiar with it.

## Use of social media

The College makes frequent official use of social media (including Facebook, Twitter and LinkedIn). You are not permitted to post material on a social media website in the College's name and on our behalf without specific authorisation from the Principal or IT Manager.

Employees are encouraged to make reasonable and appropriate use of social media as part of their work. We recognise that this is an important part of how the University communicates. We expect you to uphold the same standards of professional behaviour as you do in the workplace when using social media.

It is a disciplinary offence to bring the College into disrepute, to breach confidentiality or to post damaging or libellous comments about the College or its members (including staff, students, Fellows or Old Members). Please do not use social networking sites, emails or other forms of social media to air grievances. Your grievances should be addressed using the College's complaints procedure. Any member of staff who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a work colleague onto a social media website should inform their Line Manager.

You may download a copy of the College's Social Media Policy here:

[http://www.linacre.ox.ac.uk/sites/default/files/linacre\\_social\\_media\\_policy.pdf](http://www.linacre.ox.ac.uk/sites/default/files/linacre_social_media_policy.pdf)

## Use of College IT facilities

Confidential College data or documents must not be copied onto removable media or personal devices without guidance from the IT Department. The IT Department will instruct you in the use of encrypted flash drives where this is appropriate.

In order to prevent malicious software damaging our computer network, please do not run or install any software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads without first checking with the IT Manager. All software must be virus checked using standard testing procedures before being used.

Office staff using computers which have internet and email should keep personal use of these facilities to a minimum. The College reserves the right to monitor computer use if it is believed that abuse may have occurred.

## Entering a student room

At reasonable times and after giving at least seven days' notice, members of staff may enter a college-owned student room for the purposes of viewing, inspection, maintenance or repair. No

notice is needed in an emergency, for routine cleaning on designated days, or where the need for repair (or any other matter affecting the suitability of the accommodation for habitation) has been requested by the student.

### **Bringing children to work**

Children are welcome in most parts of the College and at most events when accompanied by their parents or an adult with parental responsibility. Your children are welcome to visit you briefly at work but they should only do so at times and in parts of the College where they will not disrupt your working day or the work of others. If you plan a visit of more than a few minutes during your working hours you should discuss this beforehand with your Line Manager.

At times when you are not working you are welcome to bring your children into the College but you or someone else with parental responsibility must accompany them at all times. There are baby changing facilities in both male and female toilets adjacent to the Dining Hall. Please remember that this is a place of work, quiet study and residence and ensure that your child behaves in a way which does not disrupt these activities. Children should not be taken into the Library or Small Common Room at any time.

Children are welcome to eat in College at lunch time and ordinary dinners. There are three high chairs available for infants. Children are welcome in the large Common Room, and in the gardens. You are asked to remember that many offices and study-bedrooms overlook the gardens and noisy games can be disruptive for those trying to work. Please do not leave children unsupervised in the gardens. The fountain in the Tanner Quad is very attractive to small children. Children need to be closely supervised when nearby as experience shows that the low surrounding wall does not prevent them from falling in.

## **HEALTH, SAFETY, WELFARE AND HYGIENE**

You should make yourself familiar with our Health and Safety Policy, and your own health and safety duties and responsibilities, particularly those relating to your job. A copy of our health and safety policies and procedures will be given to you separately. You must be aware of and understand our Fire and Evacuation Procedures and the responsibilities you may have in the event of an emergency.

You must not take any action which could threaten the health or safety of yourself, other employees, students or College members or members of the public.

If you become aware of any potential health and safety risks or hazards, wherever possible, without endangering your own safety, you should make them safe or easily identifiable to other employees, and report them to your Line Manager immediately.

Protective clothing and other equipment which is issued for your protection because of the nature of your job must be worn at all appropriate times. This is a part of your health and safety responsibilities. Once issued, this protective wear is your responsibility.

All injuries that happen at work, even minor ones, must be recorded in one of the Accident Books, which are kept in the main Kitchen, Reception and Bursary.

### **Personal circumstances that affect your ability to work.**

You should tell your Line Manager if you are taking prescription medication that may affect your ability to perform your normal duties, or if you have been prescribed drugs or medication that if NOT taken may give rise to an adverse effect.

Personal circumstances may arise which do not prevent you from attending for work, but which prevent you from carrying out your normal duties (for example, problems with walking or general ill health). If this happens, we will normally need to have details of your medical diagnosis and of how your health might progress; this will usually mean asking your own doctor for a medical report. We would need your permission to get a report from your doctor, so we hope that you will give this permission. When we have received as much information as possible about your condition, we will consult with you to make a decision about your future employment with us in your current role or, if possible, in a more suitable role.

There may also be personal circumstances which prevent you from attending work, either for a long period or for frequent short periods. If this happens, we will need to know when we can expect you to attend work normally again. This will often mean asking your doctor for a medical report. When we have obtained as much information as possible about your condition or personal circumstances and after consultation with you, we will consult with you to make a decision about your future employment with us in your current role or, if possible, in a more suitable role.

### **Eye tests for users of display screen equipment (DSE)**

If you are an employee who routinely uses DSE as a significant part of your normal day to day work you are entitled to ask the College to provide an eye test once every two years. This is a full eye and eyesight test by a qualified optometrist. Please contact the Operations Manager for information on how to apply.

If the College-appointed optometrist confirms that a new or altered prescription for spectacles is required specifically for DSE use, the College will (in accordance with The Health and Safety (Display Screen Equipment) Regulations 1992) provide these. Please discuss your needs with the Operations Manager following your appointment with the College-appointed optometrist.

## Smoking and vaping

Smoking and vaping (using electronic cigarettes) are prohibited inside any College building, on and off the College site and are not permitted in the College van. This applies to all College members, service users, customers and visitors. There are four designated smoking/vaping areas outside the main College building. These are:

- Adjacent to the Blue Door exit;
- Tanner Room external escape stairs;
- Griffiths Building undercroft;
- To the rear of the basement Staff Room.

These are the only places where smoking and vaping are permitted on the College site. Please make sure to dispose of all litter in the bins provided in these areas.

The NHS offers a range of free services to help smokers give up. Visit

- <https://quitnow.smokefree.nhs.uk>
- <http://www.nhs.uk/smokefree>
- or call the NHS Smoking Helpline on 0800 169 0169 for details.

## Hygiene for those handling food

All food handlers must possess a Basic Food Hygiene Certificate. In addition:

1. You must wash your hands immediately before you begin work, after using the toilet and after smoking.
2. Any cut or burn on your hand or arm must be covered with an approved dressing.
3. Head coverings, overalls/uniforms and protective footwear where provided, must be worn at all times.
4. No jewellery should be worn, other than wedding rings, without the permission of the Head Chef. You should not wear excessive amounts of make-up or perfume, and nail varnish / false fingernails should not be worn.
6. If you are suffering from an illness which may be infectious or contagious, you should ask

your doctor to tell you when it would be safe to return to work. You should let your Line Manager know immediately. He/she may refuse you permission to work on the grounds of Health and Safety. Normally, staff who are absent on these grounds will be entitled to payment under the College Sick Pay Scheme.

## MAKING A COMPLAINT

### Grievance Procedures

If you have a complaint relating to your work at Linacre College, you should first try to solve the problem by discussing it informally with your Line Manager. If you cannot solve the problem by informal discussion with your Line Manager, you may raise a formal grievance with the person named in the table below as the first level grievance officer for staff of your category. If your complaint concerns the person named as your first level officer you may make your complaint directly to the person named below as your grievance appeals officer.

Your role	First level grievance officer	Grievance appeals officer
Maintenance team	Maintenance Manager	Bursar
Catering staff	Head Chef	Bursar
Housekeeping team	Accommodation Manager	Bursar
Student employees	Operations Manager	Bursar
Development Office staff	Development Director	Principal
Bursary and clerical staff, Head Chef, Accommodation, IT and Maintenance Managers	Bursar	Principal
Bursar, Senior Tutor, Development Director, College Secretary and Operations Manager.	Principal	Vice-Principal, as chair and convenor of a Grievance Panel including two other Fellows not previously involved.

Your grievance should be in writing and describe, as clearly as possible, what it is that concerns you. The first-level officer will then arrange a meeting to look into your concerns, without unreasonable delay. This person will decide and explain to you the procedure to be followed at that meeting. You have a statutory right to have a companion accompany you at this meeting. This can

be another Linacre employee, a union representative or an official appointed by a trade union. You or your colleague, or representative, will be offered the opportunity to explain your grievance directly. Anyone else who is involved will also be offered a similar opportunity to explain his or her position. One meeting may not be enough to solve the problem; and your first level officer may need to get other information before they come to a decision. They will try, whenever possible, to come to a decision within one month of receiving your formal written grievance, however this may not be possible where there are others involved and where further investigation is necessary. The decision of the first level officer will be notified in writing to everyone concerned and, where appropriate, will set out what action the College intends to take to resolve the grievance.

If you are not satisfied with the result of the grievance hearing held by the first level officer, you may, as the final stage of the College grievance procedure, appeal to the person named as the grievance appeals officer for staff of your category. You should send your appeal, in writing, to that person stating clearly why you are not satisfied with the first level decision. You should also send a copy of your original grievance letter and a copy of the first level decision on your grievance. The grievance appeals officer may look into the issues in any way that they see fit. They will try, whenever possible, to come to a decision within one month of receiving your appeal, however this may not always be possible. The decision of the grievance appeals officer will be communicated to you in writing and is final.

In the event that two or more members of College staff share the same or a related grievance, the person responsible for judging the grievances (or if the aggrieved staff belong to different staff groups, the more senior of the persons responsible for investigating grievances for each of the respective staff groups) shall be free to decide whether to investigate and judge the grievances together or separately.

If the person responsible for investigating and judging a grievance decides that there may be a need for action under the College's Disciplinary Procedures, the grievance procedure may be adjourned at any point. In this case, the provisions of the relevant disciplinary procedure will be applied, or if the grievance has been judged, the person responsible for investigating and judging the grievance shall be free to recommend that the relevant disciplinary procedure be invoked and to provide to any disciplinary hearing such evidence or report from the grievance hearing as shall be appropriate.

## **Whistle-blowing**

If you bring information about a wrongdoing to the attention of the College or a relevant organisation, they are protected in certain circumstances under the Public Interest Disclosure Act

1998. Qualifying disclosures are disclosures of information where the employee reasonably believes that one or more of the following matters is either happening, has taken place, or is likely to happen in the future and it is in the public interest for this to be disclosed:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment

You should immediately report your worries to the Principal, who will treat the matter in complete confidence. If you do not want to report your concerns to the Principal or if you are not satisfied with the explanation that the Principal gives you, you should report the matter to the appropriate organisation, e.g. the Police, the Environment Agency, the Health and Safety Executive or the Social Services Department (you can find a [Government list of prescribed people or bodies here](#)).

The Public Interest Disclosure Act 1998 prevents you from being discriminated against or having your contract terminated for ‘whistle-blowing’. We take our obligation to protect whistle-blowers very seriously. Bullying, harassment or any other detrimental treatment towards 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

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.

## **DISCIPLINARY PROCEDURES**

Disciplinary issues are very rare at Linacre College – most problems can be addressed by talking, informally to your Line Manager. However, if we have serious concerns about the standard of your work, your behaviour or absence from work we may need to take disciplinary action.

We have tried to develop fair and effective arrangements to deal with disciplinary issues should they arise. We will follow the ACAS Code of Practice on Disciplinary Procedures (<http://www.acas.org.uk/index.aspx?articleid=2174>). If you’re a part-time or fixed-term worker, you

will be treated in exactly the same way as a full-time or permanent employee.

We will always investigate the situation fully before taking any disciplinary action. You will receive a letter setting out our concerns. You will be given ample opportunity to put your side of the case at a meeting with a senior member of the College. You will be allowed to be accompanied at this meeting. You will receive a full written explanation of our reasons for taking disciplinary action and details of the action that will be taken. You will always be given an opportunity to appeal against a disciplinary decision if you feel that it is unfair.

You can download a full copy of the College Disciplinary Rules and Procedures here: [http://www.linacre.ox.ac.uk/sites/default/files/disciplinary\\_rules\\_and\\_procedures\\_for\\_staff.pdf](http://www.linacre.ox.ac.uk/sites/default/files/disciplinary_rules_and_procedures_for_staff.pdf).