



HOMERTON COLLEGE

STAFF HANDBOOK

1. Introduction

Welcome to Homerton College and congratulations on your new job.

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

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

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

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

Deborah Griffin
Bursar



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3. Starting at Homerton College

a. About the College

Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. The College has over 1,000 students, a Fellowship of around 70 and approximately 250 staff.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

Homerton has a substantial conference business and is also currently developing the adjacent Homerton Business Centre into commercial and residential units.

You can find more information about the College on our website at www.homerton.cam.ac.uk

b. Your induction

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

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

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

c. Statement of Employment Terms and Conditions

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

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

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

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

employment results in a change to your written statement of particulars of employment, we will give you a written statement of the change at the earliest opportunity.

d. Probation Periods

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

e. Your Attendance at Work

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

i) Notification of Absence

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

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

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

ii) Sickness Payments

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

f. Hours of Work

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

The full-time contracted hours for all posts within the College are 37 hours per week excluding daily meal breaks. A daily unpaid lunch break of a minimum of 30 minutes must be taken if you work more than six hours daily.

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

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

g. Flexible Working

Homerton College will try and assist staff to balance their work and home life, and is therefore willing to consider requests from staff to vary their working hours or work pattern. Such requests will be considered taking into account the impact on the organisation, work colleagues and any other relevant factors. Should you wish to discuss this you should speak to your line manager in the first instance.

h. Criminal Records Checks

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

i. Right to work

As an employer we are required to ensure all employees have the right to work in the UK. Before you commence employment with the College you will be expected to provide the required documents e.g. passport. Copies will be taken to comply with Home office regulations. If you require a visa /limited leave to remain and work in the UK the College has the right to check these documents at least every twelve months.

If you have presented documents which indicate that you have limited leave to remain /permission to work in the UK it is your responsibility to ensure that your permission does not expire.

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

j. Standards of Performance and Behaviour at Work

i) Code of behaviour

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

The College has identified 4 key core values:

Respecting each other:

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

Working together:

- actively support and help other departments
- support decisions made despite personal views

- communicate between departments
- be aware of own departments impact on others

Delivering Professional service:

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

Being Accountable:

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

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

i) Appearance

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

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

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

ii) College Premises

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

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

iii) Personal Property

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

iv) Telephones & Correspondence

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

v) Smoking and Other Substances at Work

Smoking is strictly prohibited at Homerton College (including entrances and exits) and vehicles.

Outside areas have been identified should you wish to smoke during their break-time.

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

vi) Confidentiality

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

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

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

vii) Computer, email and Internet use

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

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

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

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

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

viii) Receipt of Gifts

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

ix) Bribery and other Corrupt Behaviour

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

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

k. Internal Communication

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

l. Data Protection and Access to Information

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

The Data Protection Act protects individuals' rights concerning information about them held on computer. Anyone processing personal data must comply with the eight principles of good practice. Data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries without adequate protection

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

m. Changes in Personal Information for Employment Purposes

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

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

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

n. Trade Union Membership and Collective agreements

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

o. Car parks

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

p. Cycling to work

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

q. CCTV and monitoring of employees

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

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

4. Valuing Diversity and Dignity at Work

a. Valuing Diversity

i) Statement

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

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

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

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

ii) Key Actions

In adopting these principles Homerton College:

- will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate
- fully recognises its legal obligations under all relevant legislation and codes of practice.

- will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy. If you need to access these procedures they can be obtained from your line manager e.g. Grievance Procedure, Dignity at Work Procedure etc
- will ensure that all managers understand and maintain their responsibilities and those of their team under this policy
- will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities
- will provide equal opportunity to all who apply for vacancies through open competition
- will select candidates only on the basis of their ability to carry out the job, using a clear and open process
- will provide all employees with the training and development that they need to carry out their job effectively
- will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary
- will distribute and publicise this policy statement throughout the College

b. Dignity at Work

i) Statement

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

ii) What is Harassment

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

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

- race, ethnic origin, nationality or skin colour
- sex or sexual orientation
- religious or political convictions
- willingness to challenge harassment, leading to victimisation
- disabilities, sensory impairments or learning difficulties
- status as ex-offenders
- age
- real or suspected infection with a blood borne virus (eg AIDS/HIV)
- membership of a trade union or activities associated with membership

Forms may include:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- visual display of posters, graffiti, obscene gestures, flags and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- intrusion by pestering, spying, following someone
- bullying

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

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

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

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

5. Pay, Benefits & Pensions

a. Salary Arrangements

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

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

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

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

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

b. Overtime

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

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

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

c. Income Tax

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

<http://www.inlandrevenue.gov.uk/menus/officesmenu.htm>

d. Business Travel

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

e. Sickness Pay Provision

i) Statutory Sick Pay (SSP)

Most employees have a right to statutory sick pay (SSP) as long as they earn more than the lower earnings level, and are not over state retirement age which is currently 65. SSP is not however payable for the first three qualifying days of absence (a qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods (periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period). SSP is paid in the same way as ordinary pay and is liable to tax and National Insurance contributions.

ii) Occupational Sick Pay

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

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

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

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

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

Payments of sick pay may be terminated, suspended or reduced if you fail to notify the College of relevant facts, or if your absence or continued absence is due to you taking an unwarranted risk (in or out of work), conduct yourself in a way that prejudices your recovery, abusing alcohol or drugs or other substances, or recklessly endangering the health and safety of yourself and others at work .

f. Pension Scheme

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

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

LGPS: <http://pensions.cambridgeshire.gov.uk/>

USS: <http://www.uss.co.uk/Pages/>

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

g. Free Staff meals

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

h. Childcare Vouchers

Homerton participates in a childcare voucher scheme, through AllsaveUK Limited, which is a simple straight forward and cost effective way to pay for childcare. Under the scheme part of your salary is 'sacrificed' in exchange for childcare vouchers. As the vouchers are non-taxable and exempt from national insurance contributions significant savings can be made on childcare costs. For further information please contact the Personnel Officer.

i. Eye Care Scheme

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

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

j. College Gym

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

k. Upay

Upay is a cashless electronic point of sale system that allows you to pay for food and drinks purchased in the Great Hall, Buttery and College bar with a 10% discount on the cash price.

Your staff card will operate the system and can be topped up by going on line at www.upay.co.uk, via the Finance office or a monthly standing order.

For further information please contact the Finance Office

l. Long Service Awards

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

6. Leave Arrangements

a. Annual Leave

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

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

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

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

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

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

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

b. Family Leave and Pay

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

i. Maternity Leave and pay

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

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

ii. Paternity Leave and pay

This policy sets out your paternity provisions and rights if your partner is pregnant.

The full version of this policy can be found in Appendix 5 and on the intranet.

iii. Adoption Leave and pay

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

iv. Parental Leave

Parental Leave explains your rights as a parent to access 18 weeks unpaid leave “to look after your child or to make arrangements for the good of the child”. The reason need not be connected with the child’s health.

The right applies to each child and for the first five years of the child’s life, or in the case of disabled children, up to the 18th birthday.

Where your child has been adopted the entitlement is for up to 18 weeks unpaid leave and can be taken up to the 5th anniversary of adoption or the child’s 18th birthday, whichever is soonest.

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

c. Leave for Family/Personal reasons

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

1. Time Off For Dependants

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

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

2. Compassionate Leave

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

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

3. Time Off for Medical/Dental Appointments

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

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

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

7. Health and Safety

a. Introduction

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

It is your duty as an employee not to put either yourself or others at risk by your acts or omissions. You should also ensure that you are familiar with the College health and safety arrangements. Should

you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

b. Procedure in the event of an accident

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

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

c. First Aid

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

d. Fire Safety

Employees should follow these steps to help prevent fires:

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

Action to take when the fire alarm goes off:

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

Action to take if you discover a fire:

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

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

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

8. Training and Development

a. Training and Development Policy

The College aims to provide training opportunities which will provide:

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

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

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

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

9. Performance Appraisal Process

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

10. Leaving Homerton College

a. Notice Periods

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

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

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

b. Working Notice

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

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

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

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

c. Other Conditions on Leaving

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

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

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

After you have left the College, you must not:

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

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

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

d. Retirement

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

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

1. Appendix 1

Disciplinary and Grievance Procedures

Purpose

The purpose of the disciplinary procedures is to ensure that the standards established by the College's rules and regulations are maintained and that any alleged failure to observe the College's rules and regulations is dealt with fairly.

Scope

All employees of Homerton College are covered by this policy.

Principle and Procedure

Wherever possible the procedure is designed to emphasise and encourage improvement in individuals' behaviour rather than punishment.

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

All cases of disciplinary action under these procedures will be recorded and placed in the College's records. A copy of the College's relevant records will be supplied at an employee's request.

Offences under the College's disciplinary procedures fall into two categories, namely **Misconduct** and **Gross Misconduct**:

Misconduct

The following offences are examples of misconduct:

- unsatisfactory time-keeping
- unauthorised or unexplained absence
- persistent or regular absenteeism
- damage to College property
- minor breaches of the College health and safety regulations or rules
- breaches of the College policies and procedures
- bullying, sexual or racial or disability harassment of any member of College staff and students
- refusal to carry out duties or reasonable instructions
- misuse of the College's computer facilities including social media, internet and email
- willful breach of any other conditions of employment

Gross misconduct

The following offences are examples of gross misconduct or gross negligence.

- gross negligence
- conviction of an offence which may be deemed to be such as to render the convicted employee unfit for the performance of his/her duties or for the employment as a member of the College
- conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the position or employment

- theft or misappropriation of College property or the property of any member of College staff or student
- falsification of reports, accounts, expense claims or self-certification forms
- serious insubordination and failure to carry out a reasonable instruction
- serious breaches of the College's health and safety rules and regulations
- threatening or using physical violence against any member of staff or student
- serious bullying, sexual or racial or disability harassment of any member of College staff and students
- being unfit to perform duties as a result of the consumption of drugs or alcohol
- disclosure, without authority, of confidential information to an outside person or organisation
- offering or accepting bribes or favours
- raising a grievance or making allegations maliciously
- serious misuse of the College's computer facilities including social media, internet and email
- any other act of serious misconduct

These offences are not exclusive or exhaustive and offences of a similar nature will be dealt with under this procedure.

Proven allegations of **gross misconduct** may result in immediate dismissal without notice or pay in lieu of notice.

Establish the facts of each case

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

When there is considered a need for an investigatory meeting an appropriate alternative manager to the one assigned to hear the allegation should whenever possible be used.

An investigatory meeting should not by itself result in any disciplinary action.

In cases where a period of suspension with pay is considered necessary, this period should be as brief as possible, should be kept under review and it should be made clear that the suspension is not considered a disciplinary action.

If an employee is suspended, their contract of employment will be deemed to continue together with all rights, including the payment of salary. However the employee will not be entitled to access any of the College's premises except at prior request or with the prior consent of the College and subject to such conditions as the College may impose. The employee will be notified in writing of the decision to suspend outlining the reasons for the suspension and how long it is expected to last. Suspension may continue after the conclusion of investigations and pending any disciplinary and appeal hearings.

Right to Search

The College reserves the right to search all employees on leaving the College premises and any vehicle in which they may be travelling, as well as any parcels or property they may have. The search will be conducted in the presence of a third party. The College also reserves the right to search any locked desk, cupboard etc on the College premises.

Inform the employee of the problem

If it is decided that there is a disciplinary case to answer, the employee should be notified of this in writing. This notification should contain sufficient information about the alleged misconduct and its possible consequences to enable the employee to prepare to answer the case at a disciplinary meeting. Copies of any written evidence, which may include any witness statements, should be included with the notification.

The notification should also give details of the time and venue for the disciplinary meeting and advise the employee of their right to be accompanied at the meeting.

Disciplinary Hearing

The meeting should be held without unreasonable delay whilst allowing the employee reasonable time to prepare their case.

All meetings should be attended by the appropriate Manager; in most cases this will be the employee's line manager. The Personnel Officer will attend in an advisory capacity. However, where the outcome of a disciplinary meeting may result in dismissal, either because one or more of the allegations are potentially gross misconduct or all other level of warnings have been exhausted, the Bursar or Estates Manager will conduct the disciplinary hearing.

At the meeting the Manager should explain the complaint against the employee and go through the evidence that has been gathered. The employee should be allowed to set out their case and answer any allegations that have been made. The employee should also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They should also be given an opportunity to raise points about any information provided by witnesses. Where an employer or employee intends to call relevant witnesses they should give advance notice that they intend to do this.

Right to be accompanied at the meeting

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

Reasonable time must be allowed for the employee's chosen Companion to be present at the meeting. Meetings may be postponed for up to 5 working days to accommodate the attendance of the employee's chosen Companion, after which time the employee must select an alternative person to accompany them at the meeting.

It would not normally be reasonable for an employee to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for an employee to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

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

Appropriate action

After the meeting the Line Manager advised by the Personnel Officer will decide whether or not disciplinary or any other action is justified and inform the employee accordingly. The decision will be confirmed in writing.

Where an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause the employer should make a decision on the evidence available.

The following outcomes will apply in cases of alleged misconduct as appropriate.

No disciplinary action:

After consideration of the information available through the investigation and hearing it may be decided that there is insufficient evidence to support the allegations or mitigating circumstances are of significant influence as to warrant no further action. The employee will be advised in writing that no further action will be taken.

Written warning.

Final written warning.

Dismissal:

The decision to dismiss should only be taken by the Bursar or Estates Manager advised by the Personnel Officer.

In most cases an action plan for the employee should be agreed as part of the outcome with a view to preventing any further instances of disciplinary behaviour occurring again. This may apply even when the outcome is to take no further disciplinary action.

The employee should be told how long the warning shall remain current. The employee should be informed of the consequences of further misconduct, or failure to improve performance, within the set period of the warning. For instance In the case of a final warning the employee should be informed that it may result in dismissal or some other contractual penalty such as demotion or loss of seniority.

The employee should be told promptly of the decision to dismiss followed up by confirmation in writing informing them of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

Right to Appeal

Where an employee feels that disciplinary action taken against them is wrong or unjust they should appeal against the decision. Appeals should be heard without unreasonable delay and ideally at an agreed time and place. Employees should let employers know the grounds for their appeal in writing.

The appeal should be put in writing to the Personnel Officer within 10 working days of the meeting at which the disciplinary decision was given.

The appeal should be dealt with impartially and wherever possible, and by the next senior manager advised by the Personnel Officer.

Employees have a right to be accompanied at appeal hearings.

The outcome of the Appeal will be final and binding. The employee will be notified of the decision in writing following the hearing.

If the Bursar is involved in the hearing prior to the Appeals procedure, the Principal will take on this role.

Special cases

If an employee is charged with, or convicted of a criminal offence this is not normally in itself reason for disciplinary action. Consideration will be given to what effect the charge or conviction has on the employee's suitability to do the job and their relationship with the college, work colleagues and customers.

2. Appendix 2

Grievance Procedure

Purpose

The College has a grievance procedure to ensure employees' grievances are dealt with quickly and fairly, and allow employees to raise issues with management about their employment, or about the College's or other employee's actions. Examples of the kind of issues covered are: terms and conditions, health and safety, relationships at work, working practices and fair treatment.

Scope

All employees of Homerton College are covered by this policy.

Principles and Procedure

The College encourages the resolution of routine complaints and grievances through informal discussions. Any grievance should be settled between the persons concerned in the first instance, if possible. This can help with the speedy resolution of problems. For the grievance procedure to be invoked it must be within three months of the date the subject of the grievance first occurred.

Formal Procedure - Stage 1

If it is not possible to resolve a grievance informally an employee should raise the matter formally and without unreasonable delay with their line manager (if they are not the subject of the grievance) or the Personnel Officer. This should be done in writing and should set out the nature of the grievance.

Hold a meeting with the employee to discuss the grievance

The written grievance should initially be lodged with the employee's manager. However, if this would not be appropriate in the circumstances, it should be lodged with Personnel Officer. The complaint will then be passed to a designated Manager who will be responsible for progressing the complaint.

The designated manager will arrange for a formal meeting to be held without unreasonable delay after the grievance is received.

The designated Manager and the Personnel Officer should attend all meetings. The Personnel Officer will attend in an advisory capacity.

At the meeting the employee should be allowed to explain their grievance and how they think it should be resolved. Consideration should be given to adjourning the meeting for any investigation that may be necessary.

Conducting an investigation

When appropriate, an independent investigator will be appointed by the designated manager who has had no previous involvement with the situation and who will conduct investigatory interviews with the complainant, the employee against whom the complaint has been lodged, and any relevant witnesses. The right to accompaniment will be provided to all those interviewed. The investigator will submit a full report to the designated manager.

Right to be accompanied

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

Reasonable time must be allowed for the employee's chosen companion to be present at the meeting. Meetings may be postponed for up to 5 working days to accommodate the attendance of the employee's chosen companion, after which time the employee must select an alternative person to accompany them at the meeting.

It would not normally be reasonable for an employee to insist on being accompanied by a companion whose presence would prejudice the meeting nor would it be reasonable for an employee to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

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

Appropriate action

Following the meeting the designated Manager advised by the Personnel Officer will decide on what action, if any, to take. All decisions should be communicated to the employee, in writing, without unreasonable delay and, where appropriate, should set out what action the College intends to take to resolve the grievance. The details of the grievance and the actions to be taken will be fully documented and copies placed in the employee's personal file.

The employee should be informed that they can appeal to the next stage if they are not content with the action taken.

If an employee has been named in a grievance and it has been agreed to take no further action against them they should be informed without reasonable delay of this decision and that the grievance process has been completed.

If the decision is taken to instigate a disciplinary investigation as a result of the grievance procedure findings then the matter must be passed to another line manager for investigation.

Formal Procedure - Stage 2

Where an employee feels that their grievance has not been satisfactorily resolved they do have a right of appeal. They should confirm the grounds for their appeal in writing within 10 working days of the original decision.

Appeals should be heard without unreasonable delay and at a time and place, which should be notified to the employee in advance.

The appeal should be dealt with impartially and wherever possible by a manager who has not previously been involved in the case advised by the Personnel Manager.

Employees have a right to be accompanied at the appeal hearing.

The outcome of the appeal should be communicated to the employee in writing without unreasonable delay.

The details of the decision and the actions to be taken will be fully documented and copies placed in the employee's personal file.

Overlapping grievance and disciplinary cases

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



3. Appendix 3

Capability Procedure

The following are the types of situations in which an employee may be finding it consistently difficult to meet the standard of performance required and when the capability procedure should be applied:

- performance identified as needing improvement or as unacceptable
- ongoing debilitating health condition
- not coping with the physical or intellectual requirements of the role
- performance adversely affected by circumstances outside the workplace

This is not an exhaustive list but an illustration of when these procedures may be appropriate.

Support Mechanisms

There are various support mechanisms that can be put into place to help address issues that may be affecting an employee's performance. The nature of the support will vary depending on the reason and may include one or more of the suggestions below:

- setting clear objectives and targets with delivery requirements and timescales
- identifying a suitable performance mentor
- training/retraining
- medical/counselling services
- special leave
- parental leave
- transfer or demotion

Right to be accompanied at the meeting

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

Reasonable time must be allowed for the employee's chosen companion to be present at the meeting. Meetings may be postponed for up to 5 working days to accommodate the attendance of the employee's chosen companion, after which time the employee must select an alternative person to accompany them at the meeting.

It would not normally be reasonable for an employee to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for an employee to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

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

Informal Performance Review Meetings

If an employee's performance does not meet the required standard or starts to decline an informal performance meeting will be arranged. This may be during the normal review time or on a separate occasion, however it is advisable that the employee be advised of the College's concerns as soon as possible to increase the employee's opportunity to address and resolve the matter. The employee's poor performance will be discussed; the reasons and factors affecting the employee's performance and ways in which the performance issues may be addressed and resolved. A plan of action will be agreed to help the employee reach and or maintain the required level of performance. A date not more than 12 weeks in the future will be set to review the employee's performance and it will be made clear that an improvement in performance is required. The employee will be told that if no improvement is achieved and there is no valid reason why this improvement was not possible, the use of the formal stages of this procedure may be considered. A record of the meeting will be placed on the employee's file.

Formal Performance Review Meeting – First Caution

If an employee's performance continues to fail to meet the required standard or is substantially less than the required standard, a formal performance review meeting will be arranged. The Line Manager must write to the employee and invite them to a meeting detailing the reasons why they have been asked to attend a formal performance review meeting and in accordance with the Capability Procedures may be issued with a First Caution.

The employee's Line Manager will conduct the meeting. The Personnel Officer will be present at the meeting in an advisory capacity. At the meeting the nature of the poor performance will be discussed and a plan of action established. The plan will outline what is required of the employee with clear objectives, the support mechanisms to be put in place to assist the employee and a date not more than 12 weeks in the future will be set to review performance against the plan.

The purpose of the Caution is to formally confirm to the employee that their performance is a matter of serious concern and that the College will support the employee and help address the issue. However, should there be insufficient improvement further action may be taken.

The warning and supporting plan together with the right to appeal will be confirmed in writing to the employee and a copy will be placed on the employee's personal file.

Final Written Caution

Should the employee fail to achieve the objectives set out in the improvement plan or performance continues to fail to reach an appropriate standard, and there is no valid reason why this improvement was not possible, a final written caution may be given.

The Line Manager will write to the employee inviting them to a meeting detailing the reasons why they have been asked to attend a formal meeting. The Line Manager will conduct the meeting. The Personnel Officer will be present in an advisory capacity. At the meeting the nature of the poor performance will be discussed and a plan of action established.

The final written caution will set out the nature of the poor performance, the improvement required and the timescale in which improvement is required. The plan will outline what is required of the employee with clear objectives, the support mechanisms to be put in place to assist the employee and a date not more than 12 weeks in the future will be set to review performance against the plan.

The final written caution and supporting plan together with the right to appeal will be confirmed in writing to the employee and a copy will be placed on the employee's personal file.

The employee will be informed that failure to improve could result in the termination of their contract of employment with the College.

Dismissal – Termination of the Contract of Employment

If after proper investigation and in accordance with the Capability Procedure, it is concluded by the College that the employee is incapable of improving or has not consistently achieved the required standard of performance, then the contract of employment may be terminated on the grounds of capability.

The Bursar/ Estates Manager (as appropriate) will write to the employee and invite them to a meeting detailing the reasons why they have been asked to attend a formal meeting. The Bursar/Estates Manager will conduct the meeting. The Personnel Officer will be present in an advisory capacity.

The employee should be told promptly of the decision to dismiss followed up by confirmation in writing which will include their right to appeal.

Appeals

Employees have a right of appeal at all stages of the capability process. An appeal may be raised on a number of grounds which may include the employee's perceived fairness of any action taken against them, the severity of the action, new evidence coming to light or procedural irregularities.

The appeal should be put in writing to the Personnel Officer within 10 working days of the meeting at which the capability warning was given.

If the Bursar is involved in the hearing prior to the Appeals procedure, the Principal will take on this role.

An appeal hearing will be conducted as soon as possible after the original capability meeting. The employee will be entitled to be accompanied by a fellow employee or trade union official of their choice.

All meetings will be attended by the next senior manager. The Personnel Officer will be present in an advisory capacity.

The outcome of the Appeal will be final and binding. The employee will be notified of the decision in writing following the hearing.

Appendix 4

MATERNITY PAY AND LEAVE POLICY

Maternity rights are protected by law. These include:

- the right to time off work to receive antenatal care
- the right to maternity leave
- the right to receive maternity pay and benefits
- the right to return to work after the birth
- the right to protection from dismissal or detriment on the grounds of pregnancy

The policy of Homerton College is to provide maternity benefits which comply with or exceed statutory requirements. This policy aims to inform employees of their entitlement to contractual and statutory maternity rights, and ensure that these rights are understood.

Scope

This policy applies to all permanent and temporary staff that meet the requirements outlined below.

Entitlement

Maternity Leave

All staff, regardless of length of service are entitled to maternity leave. Maternity leave can start at any time after the 11th week before the Expected Week of Confinement (EWC).

Employees are entitled to 52 weeks maternity leave. For the first 26 weeks employees are entitled to Ordinary Maternity Leave and then an additional 26 weeks Additional Maternity Leave. Employees may not return to work immediately after childbirth. This period of compulsory maternity leave is two weeks from the date of childbirth. This leave forms part of an employee's Ordinary Maternity Leave.

An employee is required to provide at least 28 days' notice (when possible) in writing should they wish to change the date when their maternity leave commences.

Maternity leave may continue no later than the beginning of the 52nd week from the beginning of the week of birth.

Notification of Maternity leave

Employees are required to notify the Personnel Officer in writing of the start date of the maternity leave no later than the 15th week before the expected week of birth

- a) they are pregnant and the date of the EWC
- b) the date of the beginning of their absence
- c) whether they intend to return to work at the College
- d) forward a copy of the MATBI from their midwife or doctor

Statutory Maternity Pay

An employee will be entitled to 'Statutory Maternity Pay (SMP) if they have:

- completed not less than 26 weeks continuous employment with the College by the beginning of the 15th week before their EWC
- average weekly earnings in the eight weeks up to and including the qualifying week at least equal to or above the lower earnings limit for National Insurance Contributions
- given Homerton College proper notifications as outlined in this policy

SMP is paid for a period of up to 39 weeks. The first six weeks will be paid at 90% of the employee's average weekly earnings. For the remaining 33 weeks the employee will be paid at Lower Rate Statutory Maternity Pay. Please contact the Personnel Officer for current rates.

Contractual Maternity Pay

An employee will be entitled to contractual maternity pay if they have:

- at least one year of continuous service with the College by the 15th week before their EWC
- they intend to return to work following their maternity leave
- met the service and earnings requirements for entitlement to SMP as outlined above

Contractual maternity pay is paid for the first 18 weeks of maternity leave at full pay plus a further 21 weeks at Lower Rate SMP. Contractual maternity pay is inclusive of Statutory Maternity Pay. Payment of contractual maternity pay is subject to an employee returning to work for a minimum of 13 weeks after maternity leave. Otherwise the employee will be expected to repay the College the difference between contractual maternity pay and entitlement to SMP.

Important Points about Statutory Maternity Pay

- Employees must give 28 days' notice to qualify for SMP and provide medical evidence of the pregnancy (the MATB1 Form can be used for this purpose). In most cases, this notification can be given with the notice of intention to start her maternity leave, unless the employee does not wish to take maternity leave.
- SMP cannot start until the beginning of the 11th week before the EWC.
- SMP is paid whether or not the employee intends to return to work for Homerton.
- SMP is only payable when the employee is absent from work.
- Should an employee be absent from work wholly or partly because of the pregnancy, after the beginning of the fourth week before the EWC, the start of their maternity leave will automatically be triggered. Employees are required to inform the Personnel Officer should this happen. SMP will start on the day after the first day of absence. Absences for medical appointments or absence for reasons that are not pregnancy related will not trigger the maternity leave period or SMP.
- If the baby is born before the 11th week before the EWC the maternity leave and pay period commences immediately. The employee should inform the Personnel Officer as soon as possible after the birth.
- Payment of Maternity Pay is subject to the condition that no work is undertaken during the paid period of leave (up to 39 weeks) other than 'keeping in touch days' (see section below).

Maternity Allowance (MA)

If an employee does not qualify for SMP, she may qualify for MA as provided by the Department of Social Security (DSS). To apply for the benefit the employee will be given a Form SMP1 from the payroll department for submission to their local DSS.

Time off for Antenatal Care

Employees are entitled to take paid time off work during working hours to receive antenatal care. This includes appointments with medical practitioners (e.g. doctor or midwife) and for preparation classes such as relaxation and parent craft.

Employees are required to inform their line manager of the appointment with as much notice as possible and may be asked to provide written confirmation of the appointment. Where possible, appointments should be made at either the start or end of the working day.

Annual Leave

Holiday entitlement will accrue during any period of paid maternity leave. Where appropriate, 20 days holiday must be taken prior to the end of the leave year (refer to the Working Time Directive Regulations).

Pension contributions

For employees who are members of the USS pension scheme, pension contributions may change depending on how much maternity pay an employee is entitled to receive. Please refer to the Personnel Officer for more details about rights and entitlements during the maternity leave period

For employees who are members of the LGPS pension scheme, pension benefits will continue to accrue during the period of paid maternity leave as if the employee were working normally on full pay. An employee must therefore continue to pay pension contributions on the actual pay, if any, they are receiving.

Any period of unpaid maternity leave will not count for pension purposes unless the employee has a right to return to work in which case an employee can choose to pay back pensions contributions for the unpaid period to make it count.

Child Care Vouchers

Employees who belong to a Child Care Voucher Scheme administrated by the College are entitled to continue receiving their child care vouchers throughout their Ordinary Maternity leave (the first 26 weeks) and Additional Maternity leave (the following 26 weeks). Employees are not allowed to sacrifice their SMP in order to fund their child care vouchers, however they are allowed to sacrifice any non-statutory maternity pay.

Please refer to the Personnel Officer for more details about rights and entitlements to Child Care Vouchers during the maternity leave period.

Health and Safety

When an employee notifies the College that they are pregnant, their line manager in conjunction with the Personnel Officer will conduct a safety assessment. This will establish whether their work exposes them to any hazard or risk and to ensure any necessary action is taken to eliminate or reduce the level of risk.

In the unlikely event that risks are identified, which cannot be appropriately reduced, the College will seek to identify a suitable alternative role for the employee to undertake, prior to the start of their maternity leave. As a last resort, if the College is unable to identify suitable alternative employment the employee may be placed on maternity suspension with full pay and contractual benefits until the 11th week before EWC when Maternity leave and pay will start.

Miscarriage and still births

Should an employee miscarry or deliver a stillborn child before the 16th week before the EWC then maternity pay is not payable. The absence will be managed in accordance with the Sickness and Absences procedures. Appropriate medical certificates are required.

If an employee delivers a stillborn child after the 16th week before the EWC they are entitled maternity pay in accordance with the criteria outlined above. If the absence exceeds the period of maternity pay any additional leave will be managed in accordance with the Sickness and Absences procedures.

Keeping in Touch

Whilst on maternity leave, employees can go into work for up to ten days (which may be either separate or a single block), without losing any SMP or triggering the end of their maternity leave. For this provision to operate both the employee and the College must agree

- that the employee will do some work
- the type of work e.g. attend a training course
- the amount of remuneration that will be payable

Over and above 'keeping in touch days' the College will continue to maintain reasonable contact with all employees throughout their maternity leave in order to discuss return to work plans, developments at the workplace etc.

Return to work

After their maternity leave employees are entitled to return to work to the same job, on the same terms and conditions as if they had not been absent. However, if there is some reason why it is not reasonably practicable for them to return to the same job then they will be offered a similar job. The terms and conditions should be no less favourable than those of the employee's original job.

Employees are not required to give the College prior notice of their return date if they intend to take the full maternity leave entitlement as notified. However, if an employee wishes to return before the end of their maternity leave they must give the College at least 8 weeks' notice of the new intended return date.

Maternity leave cannot be extended beyond the Additional Maternity Leave period. Additional leave must either be taken as holiday or Parental Leave.

Should an employee be unable to return to work following either ordinary or additional maternity leave for reasons of illness or injury, the period of absence will be treated as sick leave in accordance with the sickness absence procedure.

Changing hours on return to work

Should an employee wish to return to work on different hours they should raise this in the first instance with their line manager prior to going on maternity leave. Raising such a request does not affect your return to work on their previous hours. Every request for a change to working hours will be considered carefully and seriously and in accordance with the Statutory Flexible Working procedure. For further information please refer to the Personnel Officer.

Deciding not to return to work

If an employee decides not to return to work at the end of her ordinary or additional maternity leave period she should confirm her decision in writing giving normal notice. The employee's contract of employment with Homerton will end and all benefits will cease. Homerton will confirm receipt of the employee's resignation and final details concerning pay or benefits.

Statutory entitlements on return to work

Emergency leave

All employees have a statutory right to short periods of unpaid leave in order to make arrangements to deal with family emergencies. In addition to this statutory provision Heads of Department have discretion to grant compassionate leave where circumstances justify so doing.

Parental Leave

An employee who has a child aged under five (or under 18 if the child is disabled) may have the right to Statutory Parental Leave. To qualify an employee must have at least one year's continuous service with Homerton.

An employee must also either be the parent:

- named on the child's birth certificate
- named on the child's adoption certificate
- with legal parental responsibility for a child under five (under 18 if the child is disabled)

and present an original copy of one of the following documents:

- the child's birth certificate
- papers confirming the child's adoption or the date of placement in adoption cases
- the award of disability living allowance for your child

Each parent can take a total of up to 18 weeks' Parental Leave for each of their children up to their fifth birthday.

If an employee's child is adopted, each parent can take a total of up to 18 weeks' parental leave. This can be until the fifth anniversary of their placement with the employee or until their 18th birthday, whichever comes first.

Parental Leave can only be taken in blocks of a week, up to a maximum of four weeks per year, unless the employee has a disabled child. A full time employee who takes two days in any one week will have "used up" one week's leave.

Employees with disabled children can take leave in blocks of one day.

Parental Leave is an individual right and it cannot be transferred between parents. For example a father cannot decide to take only ten weeks and the mother take 16 weeks.

Statutory Parental Leave is unpaid.

Advice and guidance

Legislation concerning maternity is lengthy; this policy incorporates all existing statutory provisions. Employees should contact the Personnel Officer to discuss queries concerning relevant legislation or further information concerning rights and benefits.



Appendix 5

PATERNITY LEAVE AND PAY POLICY

Homerton College recognises that more and more employees want to be involved in supporting their partner around the time of their child's birth or, in the case of adoption, the child's placement. Paternity leave gives employees the opportunity both to spend time with their partner and get to know their new child. The policy of College is to provide paternity benefits which comply with or exceed statutory requirements. This document aims to inform employees of their entitlement to contractual and statutory paternity rights.

Scope

This policy applies to all permanent and temporary employees who meet the statutory requirements outlined below:

- have or expect to have responsibility for the child's upbringing
- are the biological father of the child or the mother's husband or partner (male or female) or who are the partner of an individual who adopts, or the member of a couple adopting jointly who does not take adoption leave
- For paternity pay purposes only, have worked continuously for their employer for 26 weeks either leading into the 15th week before the baby is due, or being told by the adoption agency that they have been matched with the child
- Have average weekly earnings that are equal to or exceed the lower earnings limit for National Insurance Contributions

Ordinary Paternity Leave and Pay

Entitlement and criteria

Ordinary Paternity Leave (OPL)

The following employees, who have or expect to have responsibility for the child's upbringing, are entitled to a maximum of 2 weeks' paid paternity leave, regardless of their length of service and entitlement to statutory paternity benefits:

- Biological father of a child
- Mother's husband, partner (of either sex) or civil partner who expects to have responsibility for the child's upbringing
- Employee of either sex who is adopting a child but is not taking adoption leave

Ordinary Paternity Pay (OPP)

Employees who meet the criteria for OPL and

- have worked continuously for Homerton College for 26 weeks either leading into the 15th week before the baby is due, or being told by the adoption agency that they have been matched with the child
- Have average weekly earnings that are equal to or exceed the lower earnings limit for National Insurance Contributions

will be eligible to receive up to 2 weeks paternity leave at full pay.

Notification

Employees should give notice, using HMRC SC3 form (which can be obtained from the Personnel Officer), no later than the 15th week before the baby is expected, or within 7 days of the date the adoption agency tell the person adopting they have been matched with the child. If for any reason they wish to change the start date of the leave period, they should give 28 days' notice of the change, unless this is not reasonably practicable.

Additional Paternity Leave and Pay

Entitlement and criteria

Additional Paternity Leave (APL)

In addition to OPL and pay, employees, who meet the statutory requirements as outlined above, are entitled to a **maximum of 26 weeks APL**.

Employees may take APL subject to the following provisions:

- The child's mother has returned to work after maternity leave before she has taken her full entitlement to 39 weeks' statutory maternity pay or maternity allowance but with at least 2 weeks of unexpired statutory maternity leave entitlement (of the full entitlement of 52 weeks) remaining
- The start date of the APL is no earlier than 20 weeks following the birth/placement of the child and ends no later than the child's first birthday/first anniversary of the child's adoption
- Only one period of APL will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy or more than one child is placed for adoption as part of the same arrangement
- APL must be taken as multiples of complete weeks and as one period. The minimum amount of APL that can be taken is two weeks and the maximum is 26 weeks

Notification

If an employee wishes to take APL in relation to a child's birth, they must provide the following at least eight weeks before the date on which they would like to start their leave:

A written "leave notice" stating:

- The Expected Week of Childbirth
- The child's date of birth and
- The dates on which they would like their APL to start and finish

A signed "employee declaration" confirming that:

- They are either the child's father or the spouse, partner or civil partner of the child's mother

- Apart from the child's mother, they expect to have the main responsibility for the upbringing of the child and
- They wish to take APL in order to care for the child

A written "mother declaration" from the child's mother stating:

- Her name, address and National Insurance number
- The date she intends to return to work
- The employee's relationship with the child
- That, to her knowledge, the employee is the only person exercising an entitlement to APL in respect of the child and
- That she consents to the College processing the information she has provided

The College will write to the employee to confirm the start and finish dates of their APL within 28 days of receiving their leave notice, employee declaration and mother's declaration.

The College may require the employee to provide a copy of the child's birth certificate and the name and address of the mother's employer or, if she is self-employed, her business address.

Employees are entitled to give the College written notice to cancel or vary the start and/or finish dates that they previously notified to the College. The employee must do this:

1. At least six weeks before the date they originally told the College was the date on which they wanted their APL to start, or
2. If they want to start their APL earlier than that original start date, at least six weeks before the date on which they now wish their APL to start

If the employee is unable to give six weeks' notice, they should give the College written notice of their wishes as soon as possible. However, in these circumstances, if the College is unable to accommodate their request, the College may require the employee to take a period of APL of up to six weeks starting on either the employee's original or revised start date.

Additional Paternity pay (APP)

Employees who apply for APL and meet the statutory criteria will receive APP at the same rate as the standard rate of statutory maternity pay or 90% of their average earnings if this is less than the standard rate. As the total entitlement to additional paternity leave is 26 weeks, any of this leave which is taken outside the mother's 39-week SMP, Maternity Allowance or Adoption Pay period is unpaid.

Therefore, employees will be able to take paid APL after the child's mother has returned to work, during the period from 20 weeks after the birth/placement of the child that is within what would have been (had she not returned to work) the mother's 39 week SMP, Maternity Allowance or Adoption Pay period.

Time off for Ante-Natal Appointments

From 1 October 2014, an employee who has a "qualifying relationship" with a pregnant woman or her expected child will be entitled to take time off during their working hours to accompany the woman to antenatal appointments. There is no qualifying period of employment for this right. Where possible, appointments should be made at either the start or end of the working day.

The amount of time off is limited to no more than two occasions lasting no more than 6 ½ hours each and the time off will be paid if the appointments are during the employee's normal working hours.

A "qualifying relationship" is satisfied if the employee is:

- the pregnant woman's husband or civil partner
- living with the woman in either a heterosexual or same-sex enduring relationship
- the father of the expected child
- one of a same-sex couple who is to be treated as the child's other parent
- the potential applicant for a parental order

Employees are required to inform their line manager of the appointment with as much notice as possible and may be asked to provide written confirmation of the appointment.

Keeping In Touch Days: (KIT Days)

The College may make reasonable contact with the member of staff from time to time during their APL.

A member of staff may work for up to ten days without bringing their paternity leave or ASPP to an end however, they are not obliged to undertake any such work during their paternity leave.

Please see the Maternity Policy for further information regarding KIT Days.

Pension contributions

For employees who are members of the USS pension scheme, pension contributions may change depending on how much paternity pay an employee is entitled to receive. Please refer to the Personnel Officer for more details about rights and entitlements during the paternity leave period.

For employees who are members of the LGPS pension scheme, pension benefits will continue to accrue during the period of paid paternity leave as if the employee were working normally on full pay. An employee must therefore continue to pay pension contributions on the actual pay, if any, they are receiving.

Any period of unpaid paternity leave will not count for pension purposes unless the employee has a right to return to work in which case an employee can choose to pay back pensions contributions for the unpaid period to make it count.

Child Care Vouchers

Employees who belong to a Child Care Voucher Scheme administered by the College are entitled to continue receiving their child care vouchers throughout their Ordinary Paternity leave (the first 26 weeks) and Additional Paternity leave (the following 26 weeks). Employees are not allowed to sacrifice their SPP in order to fund their child care vouchers, however they are allowed to sacrifice any non-statutory paternity pay.

Please refer to the Personnel Officer for more details about rights and entitlements to Child care vouchers during the paternity leave period.

Return to work

A member of staff returning to work following OPL or APL is entitled to return to the same position they held before commencing leave. Their terms of employment will be the same as they would have been had they not been absent.

If the member of staff wishes to return early from APL, they must give the College at least six weeks' prior notice.

Changing hours on return to work

Should an employee wish to return to work on different hours they should raise this in the first instance with their line manager prior to going on paternity leave. Raising such a request does not affect your return to work on their previous hours. Every request for a change to working hours will be considered carefully and seriously and in accordance with the Statutory Flexible Working procedure. For further information please refer to the Personnel Officer.

Statutory entitlements on return to work

Emergency Leave

All employees have a statutory right to short periods of unpaid leave in order to make arrangements to deal with family emergencies. In addition to this statutory provision Heads of Department have discretion to grant compassionate leave where circumstances justify so doing.

Parental Leave

An employee who has a child aged under five, (or under 18 if the child is disabled), may have the right to Statutory Parental Leave. To qualify an employee must have at least one year of continuous service with Homerton.

An employee must also either be the parent:

- named on the child's birth certificate
- named on the child's adoption certificate
- with legal parental responsibility for a child under five (under 18 if the child is disabled)

and present an original copy of one of the following documents

- the child's birth certificate
- papers confirming the child's adoption or the date of placement in adoption cases
- the award of disability living allowance for your child

Each parent can take a total of up to 18 weeks' parental leave for each of their children up to their fifth birthday.

If an employee's child is adopted, each parent can take a total of up to 18 weeks' parental leave. This can be until the fifth anniversary of their placement with the employee or until their 18th birthday, whichever comes first.

If the child is disabled (that is, receiving disability allowance) each parent has the right to take up to 18 weeks' parental leave until their 18th birthday.

Parental Leave can only be taken in blocks of a week, up to a maximum of four weeks per year, unless the employee has a disabled child. A full time employee who takes two days in any one week will have "used up" one week's leave.

Employees with disabled children can take leave in blocks of one day.

Parental leave is an individual right and cannot be transfer the leave between parents. For example a father cannot decide to take only ten weeks and the mother take 16 weeks.

Statutory Parental Leave is unpaid.

For further information regarding Parental Leave please refer to the Personnel Officer.

Confirmation of Receipt of Handbook Form

Name:	
Designation:	
Place of Work:	
Line Manager:	

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

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

Signed: _____

Date: _____

Please return this form duly completed and signed to your line manager.