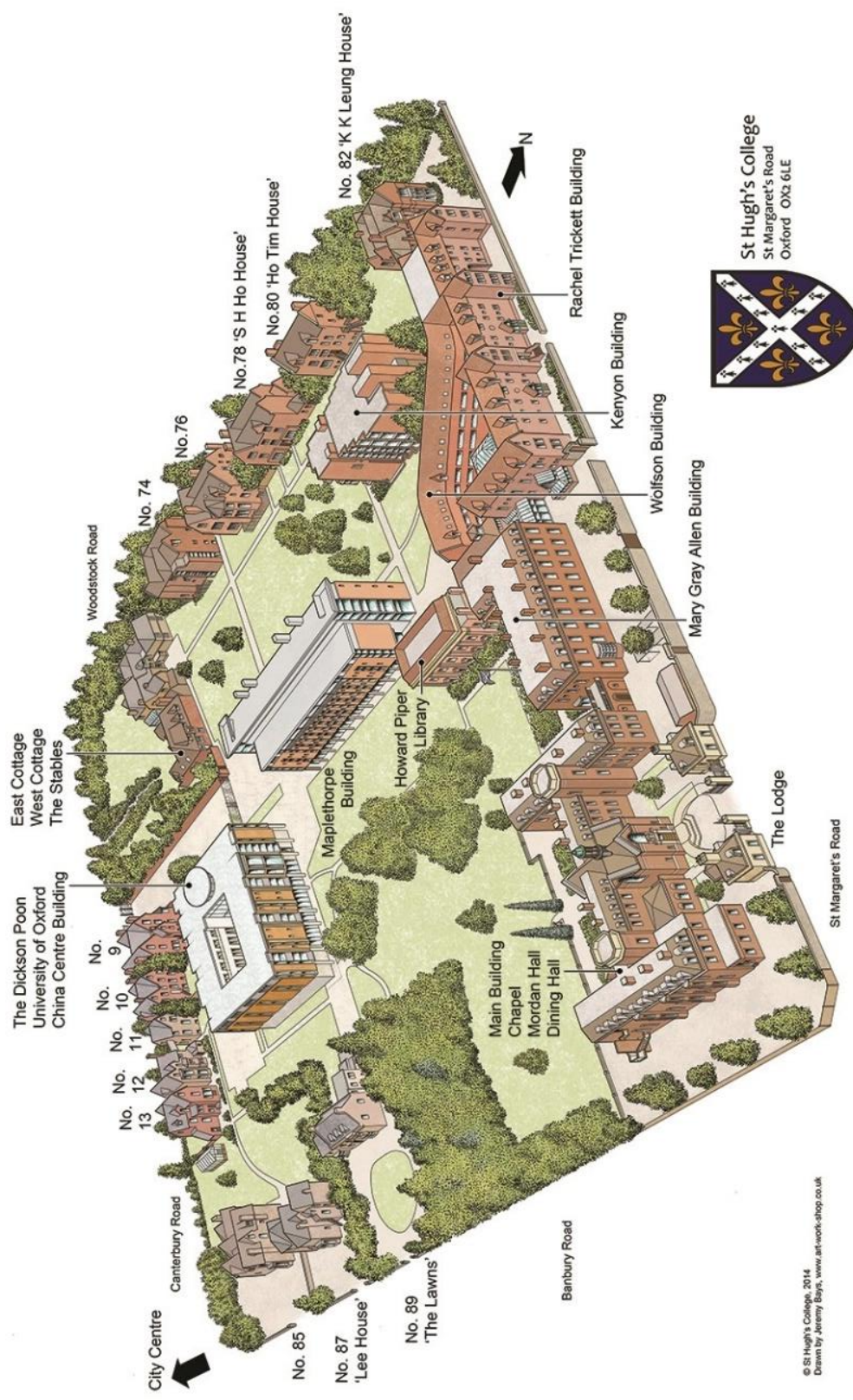


**ST HUGH'S COLLEGE  
UNIVERSITY OF OXFORD**

# **EMPLOYEE HANDBOOK**



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# St Hugh's College

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# Employee Handbook Issues And Updates

Pages	Issue Number	Date
1-30	1.0	January 2025

# Introduction

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## WELCOME TO ST HUGH'S

We would like to wish you every success during your time at St Hugh's, whether you joined us recently or whether you are a longstanding member of the team. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our College and to be of continuing use during your employment.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and signposts the policies and procedures relating to your employment. If you require any clarification or additional information, please refer to your line manager or contact the Human Resources Department.

We are committed to equality, diversity and inclusion, not just as required by law but as a core principle in the way we work. We expect everyone to support this. We will not condone any unlawful discriminatory act or attitude in the course of your employment or in your dealings with our students, suppliers, contract workers, members of the public or with fellow employees. Acts of unlawful discrimination, harassment or victimisation will result in disciplinary action.

General amendments to the Employee Handbook will be issued from time to time.

## ABOUT ST HUGH'S

St Hugh's is one of the constituent colleges of the University of Oxford. Like the majority of the colleges, we are an independent, self-governing institution, although we have close ties with the central University and the other colleges. The Governing Body, consisting of 50 academic fellows and senior officers, has ultimate responsibility for running the college, although day-to-day management is delegated to the Principal and the senior managers. We employ around 170 people and have a student body of around 1,000 (including both undergraduates and graduate students).

St Hugh's was founded in 1886 by Elizabeth Wordsworth (1840-1932), great niece of the poet William Wordsworth, and daughter of Christopher Wordsworth, Bishop of Lincoln (1868-1885). The College was named for St Hugh of Avalon (c. 1135-1200), an earlier Bishop of Lincoln, consecrated in 1186. The College's emblem is a swan, to echo a legendary friendship between St Hugh and the Swan of Stow, Lincolnshire. Elizabeth Wordsworth was a champion of women's education, and she founded the College to enable poorer women to gain an Oxford education. St Hugh's College admitted its first male undergraduates in its centenary year, 1986. We are already planning for our 150th anniversary in 2036. The College is also legally a charity, registered with the [Charity Commission](#).

# Joining St Hugh's

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## **INDUCTION**

At the start of your employment with the College, you are required to complete an induction programme, during which all our policies and procedures (including Health and Safety) will be explained to you. Information relating to these will be given to you at the induction.

## **PERFORMANCE AND REVIEW**

Our policy is to monitor your work performance on an ongoing basis so that we can help you make the most of your strengths. We are committed to helping colleagues develop their skills and careers and encourage anyone who is interested in development to raise this with their line manager in the first instance.

## **PROBATION**

All appointments into the College will be made for an initial probationary period the details of which are stipulated in your Statement of Main Terms (Form SMT). During this period, your work performance and general suitability for the role will be assessed and, if it is satisfactory, your employment will continue.

When a new member of staff is appointed there is an expectation and belief that the individual is capable of performing their duties to a satisfactory standard. All newly appointed non-academic staff will, unless otherwise agreed with the Bursar, be subject to a period of probation as follows:

Grades 1-4:	3 months
Grades 5-9:	6 months
Grade 10+:	12 months

The Probation Policy sets out the process and procedures for progressing through the probationary period.

## **JOB FLEXIBILITY**

It is an express condition of employment that you are prepared, when reasonably necessary, to undertake alternative duties, which can include working in a different department or area of College. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential for operational efficiency as the type and volumes of work are always subject to change.

## **CONVICTIONS AND OFFENCES**

During your employment, you are required to report to the College immediately any convictions or offences with which you are charged, including traffic offences. Data collected about criminal convictions will be processed in line with the Data Protection Act and our published policies. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice found at <https://www.st-hughs.ox.ac.uk/people-life/privacy-data-protection/>.

## **OTHER POLICIES AND PROCEDURES**

The College has a number of other policies and procedures that sit alongside this Handbook. Copies of these will have been provided to you separately or are available on request from your line manager or the HR department.

**DISCLOSURE AND BARRING CERTIFICATE(S)**

Where indicated in your job description, your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You may be required to undertake subsequent criminal record checks from time to time during your employment as deemed appropriate by the College. In the event that such certificates are not supplied, your employment with us will be terminated.

Data collected about criminal convictions will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

**PROFESSIONAL MEMBERSHIP**

Where it is a documented requirement of your role with the College that you must hold membership to a professional body, the College will reimburse you for the expense incurred. You must provide proof of payment for any expenditure.

# Salaries and Wages, etc

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## ADMINISTRATION

### Payment

a) For salaried staff the pay period is the calendar month. Basic salaries are paid by the penultimate working day of the month. If the penultimate day of the month falls on a bank holiday the College will endeavour to pay you before the bank holiday.

b) You will receive a payslip via Cintra self-service showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, Pensions and Travel Loans.

c) Any pay queries that you may have should be raised with your line manager.

### Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment, unless this would cause financial difficulties, in which case arrangements may be made for the overpayment to be recovered over a longer period.

### Income Tax and National Insurance

At the end of each tax year, a P60 form will be issued on Cintra self-service showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance.

### Pay Reviews

Salaries are normally reviewed annually and any increase is at our discretion. The review does not imply an automatic increase in salary.

## GRADING STRUCTURE

The College follows the University's pay structure, which consists of 10 grades across 55 pay points. Each grade has a number of automatic spine points and a number of discretionary spine points. Your grade and spine point are stipulated in your Statement of Main Terms.

Automatic incremental progression takes place on 1 August for non-academic staff. Provided you have been in post for at least three months prior to the incremental date, you will receive an annual increment within your scale, and thereafter annually until you reach the maximum point of the service scale for the grade of your post.

There is no automatic incremental progression into or within the discretionary range.

If you have any questions about the grading structure, please speak to Human Resources.

## LATENESS/ABSENTEEISM

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your area of work.



All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

## **PENSION SCHEME**

We operate two contributory pension schemes. From the start of your employment, you will be automatically enrolled into either University of Oxford Staff Pension Scheme (OSPS) or the Universities Superannuation Scheme (USS) - subject to eligibility and the conditions of the scheme.

Further information on the College's pension schemes, including on contribution rates, transferring benefits from another pension scheme and ways of paying additional contribution to boost your pension may be obtained from:

University pensions website: [www.admin.ox.ac.uk/finance/epp/pensions](http://www.admin.ox.ac.uk/finance/epp/pensions)

Information on the pension schemes is available from:

### **USS**

USS website: [www.uss.co.uk](http://www.uss.co.uk)

University Pensions Office, tel. 01865 616067, email [uss@admin.ox.ac.uk](mailto:uss@admin.ox.ac.uk)

### **OSPS**

OSPS website: [www.admin.ox.ac.uk/finance/epp/pensions/schemes/osps](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/osps)

University Pensions Office, tel. 01865 616020, email [osps@admin.ox.ac.uk](mailto:osps@admin.ox.ac.uk)

## **OVERTIME & TIME OFF IN LIEU**

The College recognises the importance of employee wellbeing and we promote a culture that prevents long working hours. However, we may occasionally, according to the operational needs of the College, ask employees to work overtime.

Overtime may be necessary for a number of reasons, for example to cover absences, to catch up on deadlines, or to resource one-off projects or events.

All staff in Grades 1-6 are eligible to work paid overtime. Overtime is defined as hours worked in excess of weekly contracted hours. Overtime worked during Monday – Friday will be paid at time (hours x 1); overtime worked at weekends will be paid at time and a half (hours x 1.5). All overtime must be approved in advance by the Head of Department in charge of the area prior to the hours being worked. In certain circumstances, authority to approve can be delegated to the person in charge of the given shift to enable the continuous delivery of operations.

Separate overtime arrangements are in place during the summer school period, in recognition that it is a particularly demanding time. If staff are asked to work on a Sunday during this period and it is in excess of their weekly contracted hours, they will be paid double time.

You may be granted time off in lieu (TOIL) for overtime hours worked instead of overtime pay, provided that you seek permission in advance from your line manager. TOIL should ideally be taken within three months of the hours being worked. You may carry forward TOIL beyond this period, but only where your line manager has given their prior agreement.

Senior employees (Grades 7+) are not entitled to overtime payments but may accrue TOIL. It is recognised that staff in these grades are required to work reasonable additional hours from time to time. TOIL may be granted for some hours if the total hours worked exceed a reasonable additional

level, in order for the employee to rest and recover from a period of long working hours. There should not be an expectation that staff in these grades routinely work additional hours.

Overtime is usually paid a month in arrears.

#### 48-hour working week and health and safety

We cannot require you to work longer than an average of 48 hours per week. You can choose to work more than the maximum 48-hour week by signing an opt-out agreement. In some circumstances, we may ask you sign an opt-out agreement. However, it is entirely your decision and you do not have to agree to opting out of the legal limit. Please contact the HR department to obtain the relevant form if you wish to opt-out.

If you are working long hours, you must take rest breaks. We have additional health and safety obligations towards night workers, which your manager will discuss with you if relevant.

# Holiday Entitlement and Conditions

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## **ANNUAL HOLIDAYS**

Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment (Form SMT) and Cintra self-service. The normal leave year runs from 1 October to 30 September.

You must submit holiday requests on Cintra self-service and have it approved by your line manager before you make any firm holiday arrangements.

Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

You should give at least four weeks' notice of your intention to take holidays of a week or more, and one week's notice is required for odd single days.

You may not normally take more than three working weeks consecutively.

You are required to reserve 8 days from your annual entitlement to cover the Christmas/New Year shut-down period, which will automatically be removed from your annual entitlement on Cintra.

Your holiday pay will be at your normal basic pay unless shown otherwise on your Statement of Main Terms.

## **BUYING AND SELLING OF LEAVE**

We encourage you to take your full entitlement and to spread out your holiday throughout the year. However, we recognise that some employees may wish to take longer or shorter periods of holidays and for this reason we operate a policy of allowing employees to buy or sell a portion of their holiday entitlement, subject to certain conditions.

At the beginning of every holiday year, you will have a two-week window in which you can, in exceptional circumstances and at the total discretion of your line manager, either buy up to 5 days additional holiday for that year, or sell up to 5 days holiday for that year.

You are not entitled to sell holiday if this results in your having less than the statutory minimum annual holiday provided for in the Working Time Regulations 1998. For full-time workers in the UK (those that work a five-day week) the legal minimum is 28 days statutory annual leave entitlement per year, or 5.6 weeks, under the Working Time Regulations.

Any additional holiday leave granted under this scheme must be taken within the holiday year in respect of which the application was made. If, having bought additional holiday, you fail to take it before the end of the relevant holiday year, the leave will be lost. In such circumstances, no compensatory payment or salary adjustment will be made.

We reserve the right to refuse an application to buy or sell holiday. This may be necessary for operational or technical reasons related to your job.

## **CARRYING OVER LEAVE**

At the end of every holiday year, if you have been unable to take your full holiday entitlement and you did not purchase additional holiday at the beginning of the year, you may carry forward up to 5 days holiday into the next holiday year. You must take these carried forward days in the first 6 months of the new holiday year. They cannot be used in lieu of the compulsory Christmas closure days, although

you may add them onto the Christmas closure period. No payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

**LONG SERVICE AWARDS**

The College awards members of staff Long Service Leave as detailed below. Your increased service will be effective from the new holiday year following the anniversary of your start date.

<b>Length of service</b>	<b>Days leave</b>
5-7 years	1
7-10 years	2
10-15 years	3
15-20 years	4
20+ years	5

Part-time staff will be entitled to accrue long service leave pro-rata to the above schedule.

**PUBLIC/BANK HOLIDAYS**

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

If a member of staff wishes to take a bank holiday as holiday, they will need to book it off through the normal holiday booking procedure. Staff who do not book the bank holiday off will be expected to work that day as normal.

**BOOKING LEAVE FOR RELIGIOUS OBSERVANCE**

By custom, holiday arrangements include (amongst other public holidays and fixed closure days) a day off on Christmas Day and Good Friday, both of which are Christian religious festivals. Those practising other religions should be given preferential treatment when booking leave on the religious festival dates of most significance to them, providing these days are booked with as much notice as possible in order to assist operational arrangements. The number of annual leave days overall will remain 38 working days.

# Benefits

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## TRAVEL TICKET LOANS

The College is able to obtain annual tickets (bus travel) at a discounted rate. Loans are available for one month, 13 weeks or an annual ticket. The loan will be for the full cost of the ticket. The College will obtain the ticket and the employee shall sign a form agreeing to the repayment of the cost of the ticket via payroll deduction in monthly instalments. You can obtain the application form from the Finance Office to complete, sign and return for them to order.

Rail Travel annual season tickets are also available under the College Loan Policy.

## BICYCLE LOANS

The College offers staff an interest free loan to buy a bicycle and associated safety equipment up to £2,000 (subject to minimum wage legislation). For confirmation of how much you could borrow, please contact Finance.

The loan cannot be more than your monthly net pay (to a maximum of £2000) and you must be on the main payroll as a permanent member of staff or have a contract for at least 12 months. The loan is repayable over 12 months and is deducted from your monthly pay.

First of all, choose where you want to get your bike from. As a member of the collegiate University, staff are able to get a discount from these local shops (discounts correct at time of issue):

- [Beeline Bicycles](#) (Cowley Rd): 10% off standard prices for bicycles and accessories
- [BikeZone](#) (St Michael's Street) and [Summertown Cycles](#) (Banbury Rd, Summertown): 10% off standard prices for bicycles and accessories
- [Brompton Bike Hire](#) (Oxford Station) offers a 50% discount to the Frequent Membership fee to University staff and students. Register using your University email address and use the Promo Code OXFUNI. Bikes can be hired from Oxford Station at reasonable rates.
- [Cycloanalysts](#) (Cowley Rd): 10% off standard prices for bicycles and accessories
- [Mountain Mania](#) (Carterton): 10% off standard prices for bicycles and accessories
- [Pedal Power Abingdon](#) : 12% off all new bicycles, 15% off accessories
- [Reg Taylor Cycles](#) (Iffley Rd): 10% off standard prices for bicycles and accessories
- [Walton Street Cycles](#): 10% off all new bicycles, 15% off accessories
- [Warlands](#) (Botley Rd): 5% off standard prices for bicycles and accessories.

To apply for your loan,

1. Obtain a written quote from your chosen retailer (if using an online retailer, make sure they will accept a credit payment from the College).
2. Complete and sign the application form, available from Human Resources, and obtain written authorisation from the Bursar.
3. Send the completed form together with the written quote to HR by email at [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk).
4. Allow time for the College's payment to appear in the retailer's account – Finance will confirm when payment has been made.
5. Confirm payment received by the retailer and arrange collection of your new bike.

If you buy your bike from Halfords, you will need to pay upfront in full before setting up your loan:

1. Confirm with Finance the amount of Loan you may be entitled to.
2. Purchase the bicycle and associated safety equipment from a Halfords store and make sure you get a receipt.

3. Complete and sign the application form – please note you don't need to provide your bank details as these are held by the HR team.
4. Email a scanned copy of the receipt to [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk)
5. Your loan will be set up repayable in 12 monthly instalments deducted from your salary.

### **BICYCLE SALARY SACRIFICE**

[Green Commute Initiative \(GCI\)](#) enables employees to purchase a new bike out of their pre-tax income. For most people, this could mean a potential saving of around a third - you can use CGI's [online calculator](#) to get an idea of how much you could benefit.

The Government's Cycle to Work scheme is based on bicycle hire with no automatic right to ownership at the end of the hire period.

You will not own the bike during the hire period. You will be hiring the bike from GCI and they will retain the ownership until they agree otherwise. They will write to you with ownership options at the end of the hire period, ensuring HMRC rules are adhered to.

Alternatively, if you want to own your bike immediately or the GCI is not suitable for you, you may wish to use the College's Bike Loan Scheme, which is continuing to operate (details above).

The Scheme is open to all full and part-time staff whose term of employment is more than the period of the loan (12 months). The loan cannot be more than your monthly net pay. To take advantage of the tax breaks that result from salary sacrifice please also note:

- You need to be a UK taxpayer
- You need to be over 18 years of age to comply with Consumer Credit Act legislation
- You need to be earning more than the National Minimum Wage after your salary has been reduced.

The first step is to choose from the list of participating cycle shops and online retailers and decide which bike would suit you.

Then you will need to fill in the application form, and you will then receive a voucher to pay for the new bike. The cost will automatically be taken from your salary over 12 or 24 months.

To apply, please visit GCI's [website](#) for their online application form. For further information please contact the HR department.

### **FINANCIAL ASSISTANCE**

As part of our wider wellbeing strategy, the College is committed to doing what we reasonably can to ensure the financial wellbeing of our staff.

The College has a Loan Policy which sets out the types of interest-free loans that are available to staff and how to access them, including a loan of up to a maximum of £5,000.

### **EYE TESTS AND GLASSES**

The College recognises its duty to comply with the Health & Safety (Display Screen Equipment) Regulations 1992 amended (2002), which includes provision for eye tests and spectacles required specifically for use with Display Screen Equipment (DSE).

'There is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This may give some users some temporary visual fatigue or headaches. Uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and correcting defects can improve comfort, job satisfaction and performance'. (Health and Safety Executive1).

Staff identified as users, as defined by the Health and Safety (Display Screen Equipment -DSE) Regulations 1992, are entitled to free eye tests on request at their employer's expense. A user is defined in the regulations as "an employee who habitually uses display screen equipment as a significant part of their normal work".

Who is eligible?

The College recognises that it still has general duties to protect staff under other Health and Safety at work legislation and so therefore provides every employee with a full eye test and a contribution towards glasses, not just those required to have them under current legislation.

Procedure for Eye Sight Testing

The College's eyecare scheme is administered by Specsavers. Staff must use this scheme if they want the College to fund eye tests and spectacles.

The College will provide a £35 eVoucher, which provides a full eye test at any Specsavers store. If glasses are required, staff will be able to select a pair of glasses from the £49 range, fitted with CR39 single-vision lenses plus scratch-resistant treatment, as standard. Alternatively, staff can use the £50 contribution towards a pair of glasses from a higher price range or have bifocal or varifocal lenses and simply pay the difference themselves. If the eye examination indicates that a staff member does not need corrective glasses, they can choose a pair of non-prescription sunglasses from a selected range.

The process for arranging an eye test with Specsavers is as follows:

1. Request and receive an eVoucher from Human Resources at: [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk)
2. Book an appointment online or by phone at any Specsavers store
3. Present eVoucher prior to the eye test

For further information please see <https://www.specsavers.co.uk/corporate/employees>

1. HSE Guidance Notes on DSE Regulations 1992, (Amended 2002)

#### **CHILDCARE PROVISIONS**

The University of Oxford has a number of nurseries in Oxford as well as a number of places at other nurseries in and around Oxford.

St Hugh's College has two sponsored places, which enables the College to nominate an academic or non-academic member of staff for a priority place on the nursery waiting list. This does not guarantee a place at a particular nursery, or indeed any nursery; it is merely a way of obtaining priority on the waiting list.

Further details can be obtained from the Bursary, or otherwise you should notify the Bursary if you wish to be considered for this sponsored place.

#### **ANNUAL FLU JAB**

The College offers an annual flu jab to staff towards the beginning of each academic year.

#### **THE COLLEGE LIBRARY**

The Howard Piper Library is one of the largest College libraries in Oxford. The Library is at the heart of the college academic life, supporting members with a wide range of books and comfortable study spaces in a beautiful 1930s art deco building. It is open to staff. The entrance to the Library is on the ground floor between MGA (Mary Gray Allen) Building and the Wolfson Building.

The Library's purpose is to support the academic work of all members of the College. It is home to a varied collection, which covers all undergraduate and graduate taught subject areas. Additionally, our collections include DVDs, popular literature, and titles by Fellows of St Hugh's. Exhibitions of Library holdings are mounted regularly, and colleagues are invited to visit these.

The Library is open 24 hours a day and via card access.



# Safeguards

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## **CONFIDENTIALITY**

All employees must exercise reasonable care to keep safe all documents, files and other sources of confidential information, and must return any confidential material at the end of your employment.

You must not disclose at any time without permission, including when you are no longer employed by us, all information that:

- a) is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
- b) relates to the business of the College, or that of other persons or bodies with whom we have dealings; and
- c) has not been made public by the College;
- d) is confidential (save in the course of the College business or as required by law).

## **DATA PROTECTION**

The General Data Protection Regulation (GDPR) and the current Data Protection Act regulate our use of your personal data. As an employer, it is our responsibility to ensure that your personal data is processed in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

We will process data in line with our privacy notices for job applicants and employees.

You have several rights in relation to your data. More information about these rights is available in our “Policy on your rights in relation to your data”. We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for overseeing this.

We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. If consent is provided, you can withdraw consent at any time.

You must comply with all College policies and procedures regarding processing data. Failure to do so may result in disciplinary action up to and including dismissal.

The College’s Data Protection Officer is Gemma Sedgwick.

## **COLLEGE PROPERTY AND COPYRIGHT**

All written material, whether held on paper, electronically or magnetically, which was made or acquired during the course of your employment, is the property and, where appropriate, copyright of the College.

## **STATEMENTS TO THE MEDIA**

Only the Principal, the Communications Manager, or an appropriate senior officer of the College is authorised to make statements or comments to the media about any College business. You should direct any media enquiries to the Communications Manager in the first instance.

### **USE OF COMPUTER EQUIPMENT**

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

- a) only authorised staff should have access to the College's computer equipment;
- b) only authorised software may be used on any of the College's computer equipment;
- c) all staff who work with computer equipment must complete the University's information security training within [period] of the start of their employment, and annually thereafter; and
- d) unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

### **VIRUS PROTECTION PROCEDURES**

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

- a) unauthorised software including public domain software, USBs, external hard drives, CDs or internet downloads must not be used; and
- b) all software must be virus checked using standard testing procedures before being used.

### **USE OF SOCIAL NETWORKING SITES**

Social media can be a useful tool and the College promotes its appropriate use. It is essential that all College-related social media activity takes place on official College social media accounts and is overseen by the appropriate members of staff.

You must not post on your private social media accounts any College-related issue or material that could identify an individual who is a student or a work colleague, which could adversely affect the College, a student, or a work colleague. Members of College staff must not add or accept "friend requests" from College students on their private social media accounts.

### **CLOSED CIRCUIT TELEVISION**

CCTV is operated on the College premises for several reasons, including the prevention of crime and the safety of employees and students.

We reserve the right to use CCTV evidence obtained in any disciplinary issue. We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act. You may refer to the employee privacy notice for more information on the data we hold, the reasons we hold it and the lawful basis which applies.

# Standards

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## **STANDARDS OF DRESS**

Where uniforms are not provided you should wear clothes and footwear appropriate for your job responsibilities. If you are in doubt about what is appropriate for your job role, please speak to your line manager. Where uniforms are provided these must be worn at all times whilst at work and laundered on a regular basis.

At the end of your employment, you must return all items of uniform to us. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.

## **PERSONAL RELATIONSHIPS**

We recognise that, from time to time, close personal relationships may develop between members of staff. In order to ensure that potential conflicts of interest are avoided, employees are required to inform their line manager of any relationship which may affect their work or compromise the College in any way. In particular, employees must notify their line manager of any family relationships, outside business connections, or sexual relationships with other members of staff, and nobody may line-manage or be line-managed by someone with whom they have a close personal relationship. The College fully acknowledges the right of employees to privacy in their personal affairs, and any such information will be treated in the strictest confidence.

## **CLEAR DESK POLICY**

We operate a Clear Desk Policy outside of normal working hours. At the end of the working day, employees are expected to tidy their desks and to lock away all office papers in the desk locker or filing cabinets provided.

The purpose of the policy is to:

- a) Demonstrate the right image when our students visit the College;
- b) Ensure confidential and sensitive information is kept secure and our data protection policies are adhered to at all times to ensure compliance with the General Data Protection Regulation and the current Data Protection Act; and
- c) Ensure efficiency and effectiveness.

## **CARS AND BICYCLES**

Bicycles may be left at the front of College and there are additional racks at the Canterbury Road entrance; no bike may be taken further into the site than the racks at any entrance. A very limited amount of car parking is available at sites around College. All cars should be registered with the Lodge. All cars parked in College grounds must display a valid parking permit, which can be obtained from the Head Porter.

# Health, Safety, Welfare and Hygiene

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## **SAFETY**

You are required to familiarise yourself with our Health and Safety Policy and your own health and safety duties and responsibilities.

No employee must take any action that could threaten the health or safety of themselves, other employees, students or members of the public.

Personal Protective wear and other equipment that may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You should report all accidents, injuries, and near misses at work, no matter how minor, in the accident book located in the main lodge and to your line manager.

Your induction will provide the necessary information regarding the fire and evacuation procedures and the action you should take in the event of such an emergency.

## **STAFF COMMON ROOM AND REFRESHMENT MAKING FACILITIES**

We provide a staff tea room for your use (Main Building) with refreshment making facilities, which must be kept clean and tidy at all times.

## **ALCOHOL & DRUGS POLICY**

The College has an Alcohol Policy that applies to all members of College. The use of alcohol and/or drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

Managers should seek guidance from HR if they suspect a member of staff is under the influence of alcohol or a substance. It is the responsibility of the manager to discuss with members of staff as soon as possible if their behaviour, performance or absence may indicate a possible problem.

If the College believes that an employee is dependent on drugs or alcohol, HR may refer the individual to Occupational Health for assessment. Advice may also be sought from the individual's GP or counsellor as appropriate (with the consent of the member of staff concerned).

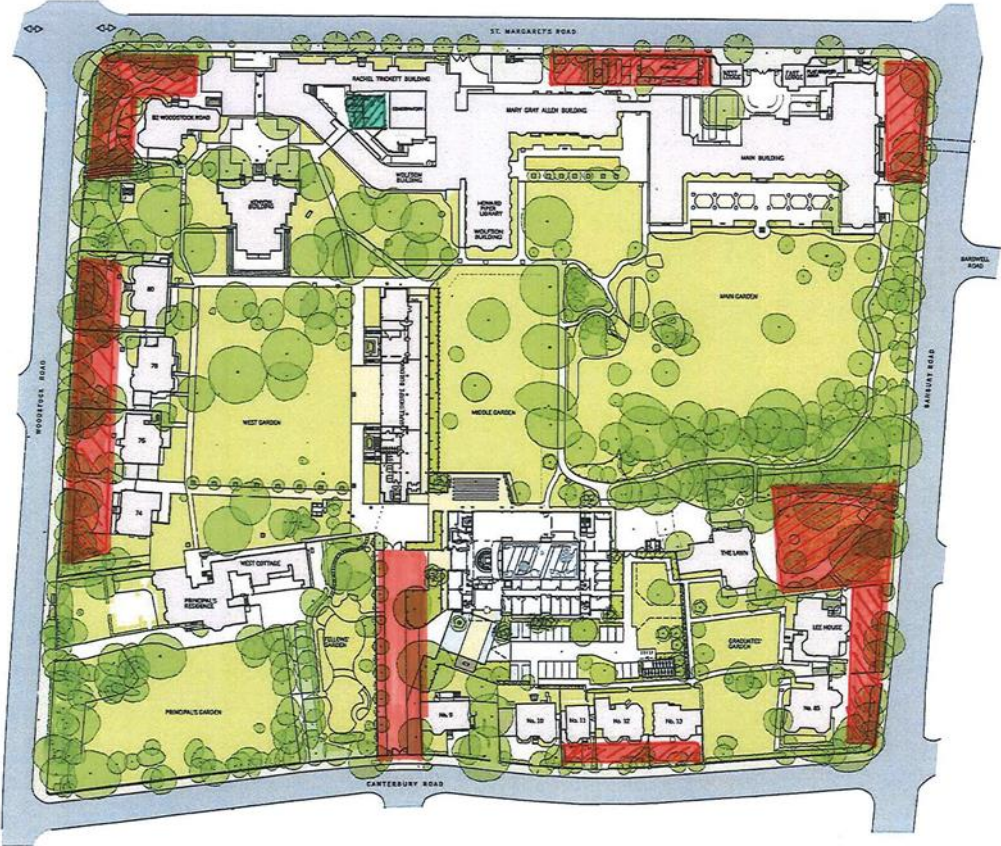
Reasonable periods of absence for advice and treatment for dependence on alcohol or drugs will be treated in accordance with usual policies on sickness absence and time off for medical and/or counselling appointments.

If, because of alcohol or drug dependency, an employee behaves or undertakes their work in such a way as to endanger the health and safety of themselves or of others, prompt corrective action will be taken to prevent damage or harm. The individual may face disciplinary or formal action in relation to any consequential behaviour where there are health and safety risks.

## **SMOKING**

Smoking (including "vaping") is forbidden by law anywhere within the College's buildings, including its balconies. More generally, smoking at St Hugh's College will be permitted ONLY in the designated smoking areas marked in red on the map below. Smokers are requested to remain 2m away from buildings to prevent smoke drifting in through open windows.

The designated smoking areas will be equipped with suitable receptacles for cigarette butts, and you must not leave cigarette butts on the ground. A covered smoking area can be found in the MGA car park.



**HYGIENE**

Any exposed cut or burn must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

**FITNESS FOR WORK**

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

**MANUAL HANDLING**

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

**EMPLOYEE ASSISTANCE PROGRAMME**

The College has an Employee Assistance Programme for staff with AXA Health. Staff can speak to a fully trained mental health practitioner 24/7, 365 days a year for support with issues ranging from

family, financial and legal matters to emotional support for mental health concerns. The helpline number is 0800 072 7072. For further information, please speak to Human Resources.

**OCCUPATIONAL HEALTH**

The College has additional occupational health support available to you, more details on this can be found at <https://occupationalhealth.admin.ox.ac.uk/>.

**OCCUPATIONAL SICK PAY**

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness from your first day of employment as follows:-

<b>Service (*)</b>	<b>Full pay (*)</b>	<b>Half pay (*)</b>
First three months	2 weeks	2 weeks
Remaining nine months of first year	2 months	2 months
Second and third years	3 months	3 months
Fourth and fifth years	5 months	5 months
After fifth year	6 months	6 months

**WHISTLEBLOWING**

If you have serious Health and Safety concerns these can be reported in line with our Whistleblowing procedure. Examples of Health and Safety concerns which could be reported under this policy include:

- committing a criminal offence – serious breaches of Health and Safety may constitute a criminal offence
- failing to comply with a legal obligation – we have an obligation to under the Health and Safety at Work Act 1974 to provide a safe working environment.
- endangering the health and safety of an individual – if any of our actions put any of our employees, workers, or contractors at risk.
- concealing any information relating to the above.

# General Terms and Procedures

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## **CHANGES IN PERSONAL DETAILS**

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

## **OTHER EMPLOYMENT**

If you propose taking up employment with another employer or pursuing separate business interests, you must discuss the proposal with your line manager in order to establish the likely impact of these activities on both yourself and the College. You will be asked to give full details of the proposal and consideration will be given to:

- a) Working hours;
- b) Competition, reputation and credibility;
- c) Conflict of Interest; and
- d) Health, safety and welfare.

The College may refuse to consent to your request. If you work without consent this could result in the termination of your employment.

If you are unhappy with the decision, you may appeal using the Grievance Procedure.

## **TIME OFF**

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. Where this is not possible, depending on the length of time off needed, you may at our discretion be able to make up the time otherwise it will be unpaid. To minimise the impact, you should try to get the first/last appointment of the day.

## **EMERGENCY LEAVE**

To deal with unforeseen emergencies, the College allows up to two working days, which will be allowed to be taken flexibly, in blocks of a minimum of one hour with pay in any 12-month rolling period. Entitlements are pro-rata for part-time employees. Any requests after you have exhausted the two working days detailed above will be unpaid or you may choose to use your holiday entitlement to cover this time.

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

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. You may also be entitled to the College's maternity or adoption pay scheme, which is inclusive of statutory maternity pay (SMP) or statutory adoption pay (SAP). If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify your line manager at an early stage so that your entitlements and obligations can be explained to you. Further information is available in the College's Maternity, Paternity, Adoption, and Shared Parental Leave Policy.

## **PARENTAL/SHARED PARENTAL LEAVE**

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

circumstances and the operational aspects of the business. You may be entitled to the College's Shared Parental Pay Scheme (ShPP). Further information is available in the College's Maternity, Paternity, Adoption, and Shared Parental Leave Policy.

#### **PARENTAL BEREAVEMENT LEAVE**

In the unfortunate event that you experience the loss of a child, you may be entitled to parental bereavement leave and pay in accordance with the current statutory provisions. You should discuss your circumstances with your manager and agree time off.

You are reminded that you have access to the Employee Assistance Programme, a confidential telephone counselling service offered by the College where you can talk to a trained counsellor about your circumstances. You can access this by accessing online resources or calling the number provided, further details are available from your line manager or the HR Department.

#### **FLEXIBLE WORKING**

You have the right to request flexible working in accordance with the College's Flexible Working Policy. Further information on the application process can be obtained from the HR department.

#### **REQUESTS FOR FLEXIBILITY OF WORKING HOURS FOR RELIGIOUS OBSERVANCE**

All staff, regardless of religious belief or non-belief, are required to work in accordance with the arrangements set out in their Statement of Main Terms. However, your line manager will make every effort to ensure that, if your religion requires you to pray at certain times during the day, you are free to do so. Please discuss any requests for flexibility with your line manager so that any agreed time away from work can, if necessary, be made up.

Information on local facilities for prayer in Oxford are available on the Equal Opportunities website.

#### **TIME OFF FOR DEPENDENTS**

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

#### **CARER'S LEAVE**

Employees with caring responsibilities may be entitled to take Carer's Leave in line with current statutory provisions. You should discuss your situation with your Line Manager who will explain your entitlements and if appropriate, agree time off.

#### **BEREAVEMENT LEAVE**

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

#### **JURY SERVICE**

You are entitled to time off work to attend jury service. If you are called for jury service, you will receive a jury summons letter in the post. As you are required to respond to the summons within seven days of receiving it, you must notify your line manager about the summons immediately.

You must also provide your line manager with a copy of the summons as evidence to support your request for time off.



In most cases, jury service lasts for 10 working days. If you are informed at court that your jury service is likely to last longer than 10 days, you should let your line manager know immediately. This will help us to ensure that we are able to plan for your absence.

You will continue to be paid your normal rate of pay while you are absent on jury service. There is no requirement for you to claim loss of earnings from the court.

#### **TRAVEL EXPENSES**

We will reimburse you for any reasonable expenses incurred while travelling on our business. The rules relating to travel expenses will be issued separately. You must provide receipts for any expenditure.

#### **EMPLOYEES' PROPERTY AND LOST PROPERTY**

We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are asked not to bring personal items of value onto the premises and not to leave any items overnight. Articles of lost property should be handed to your line manager who will retain them whilst attempts are made to discover the owner.

#### **COLLEGE TOOLS/EQUIPMENT**

The College provides the tools and/or equipment necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost, damaged or mislaid tools and/or equipment to your line manager. You must return all College tools and/or equipment upon termination of employment by either party.

Failure to return any tools and/or equipment, or any loss or damage suffered as a result of your negligence, will result in a deduction to cover the cost of the tools and/or equipment being made from monies due to you.

#### **ADVERSE WEATHER/TRAVEL ARRANGEMENT DISRUPTION**

Every reasonable effort should be made to attend work in accordance with your contract. In the event that you are unable to attend work owing to inclement weather conditions and/or severe disruption to your travel arrangements, you should report your absence through the normal absence reporting procedures. Your manager will consider the following options and agree with you:

- Working from home - in certain circumstances your line manager may agree that you can work from home. This would be on the understanding that you can perform duties that are relevant to your normal workload and grade.
- To take the day/s as annual leave
- To take the day/s as lieu time
- To work the appropriate extra hours unpaid
- To take unpaid leave
- A combination of the above
- Flexitime

#### **CONDUCT OUTSIDE OF WORK**

The College recognises the importance of work-life balance and while we do not intend to restrict your activities outside of working hours it is important to remember that activities which result in adverse publicity to the College, or which cause us to lose faith in your integrity, may give us grounds for your dismissal.

When attending any College-related social function an appropriate standard of conduct is expected from all employees. This includes but is not limited to any Christmas lunch, nights out, dinners or other social events with suppliers, alumni, etc.

College-related social functions can be a great opportunity to celebrate and get to know your colleagues better. However, it is important to remember that our Harassment Policy and Procedure, Disciplinary and Grievance Procedures and Equality, Inclusion and Diversity Policy continue to apply fully at these events. These procedures are available from your line manager and you should ensure that you familiarise yourself with them and are mindful of your obligations to adhere to each of them.

The use of drugs and/or excessive consumption of alcohol is prohibited at all times at College-related functions. For the purposes of this policy, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.

You must respect all property and premises when attending any social function and you may be liable for the cost of any repair or replacement as a result of your actions. We reserve the right to make an appropriate deduction from your pay should it be found that any damage at a venue was a result of your actions. Disciplinary action may also be taken against you.

### **THIRD PARTY INVOLVEMENT**

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, or grievance (this is not an exhaustive list). Where we are required to share special category data to any third parties as part of that hearing, we ensure that a relevant condition of processing is met and we do not rely upon your consent for the processing.

### **RECORDING OF FORMAL MEETINGS**

We reserve the right to record any formal meetings whether conducted by us or a third party. A copy of the recording can be made available on request. All personal data collected for this purpose will be processed in line with the current Data Protection Act.

### **OTHER POLICIES AND PROCEDURES**

The college has a number of other policies and procedures that will have been explained to you during your induction. These include but are not limited to:

- Anti-Bribery Policy
- Capability Procedures
- Disciplinary Procedures
- Equality, Inclusion and Diversity Policy
- Grievance Procedure
- Harassment Policy and Procedure
- Prevention of Sexual Harassment Policy
- Sickness Absence Policy and Procedures
- Whistle-blowers

Copies of these will have been provided to you separately or are available on request from the HR department and or your line manager.

# Termination of Employment

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## **TERMINATION OF EMPLOYMENT BY NOTICE**

The period of notice which you are obliged to give to terminate your appointment is laid down in your Statement of Main Terms. Notice to terminate your appointment should be given to your line manager in writing.

The length of notice of termination of your employment by the College that you are entitled to receive is similarly stated in your Statement of Main Terms, but there are certain minimum periods laid down by legislation, which are as follows:

- 1 week if your period of continuous employment is less than two years;
- not less than one week's notice for each year of continuous employment if your period of continuous employment is two years or more, but less than twelve years;
- not less than twelve weeks' notice if your period of continuous employment is twelve years or more.

## **TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE**

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

## **RETIREMENT**

You may elect to retire at, or at any time after, the minimum pension age stipulated in the rules of the pension scheme to which you belong, on giving the amount of notice that would be required to terminate the appointment by ordinary resignation. Eligibility for retirement benefits, and the benefits payable, will be in accordance with the provisions of the pension scheme to which you belong.

## **RETURN OF OUR PROPERTY**

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

## **GARDEN LEAVE**

If either you or the College serves notice on the other to terminate your employment, the College may require you to take "garden leave" for all or part of the remaining period of your employment. In this case, you will continue to receive your full pay and contractual benefits and will not be required to attend College for some or all of the period, but will also not be permitted to undertake other paid work during the period of garden leave.