



# Staff Handbook

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**Date of Publication: January 2020**

## **Introduction**

This Employee Handbook establishes policies, procedures, benefits, and working conditions applicable to all staff employed by Lincoln College.

Lincoln College strives to provide an employee-friendly environment in which individuals thrive. These policies, procedures and working conditions provide a work environment in which both student interests and employee interests are served.

Lincoln College values the talents and abilities of our employees and seeks to foster an open and cooperative environment. Employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

The policies and procedures outlined in this handbook will be applied at the discretion of Lincoln College. Furthermore, the College reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time. The College will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about College policies, procedures, benefits, and working conditions.

Please review the policies, procedures, working conditions, and benefits described in this handbook.



## **About the College**

Lincoln College was founded in 1427 and is a self-governing institution in which the ultimate authority for all decisions rests with the Rector and Fellows. Lincoln has 600 students in residence, of whom approximately 300 are post-graduates. It enjoys an excellent reputation for its undergraduate education and has been among the top third of Oxford's Colleges academically for the past several years. The College is also a popular choice for

graduate applicants to the University. Lincoln College is located on an attractive historic site in the centre of Oxford, with excellent access to the University libraries and the University's departments and faculty buildings.

Lincoln College aims to achieve and sustain excellence in every area of its teaching and research, maintaining and developing its worldwide standing and enriching national and international communities through the fruits of its research and the skills of its graduates.

More information on the College can be found on its website, [www.lincoln.ox.ac.uk](http://www.lincoln.ox.ac.uk).



## Equal Opportunities

Lincoln College is committed to Equal Opportunities and has committed to ensuring that no prospective or actual student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the College on any of the following grounds, (except where such treatment is within the law and determined by lawful requirements): age; disability; gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation; or length or type of contract (e.g. part time or fixed term).

With regards to staff, this policy applies to, but is not limited to, advertising of jobs and recruitment and selection; training and development; opportunities for promotion; conditions of service, benefits, facilities and pay; health and safety; conduct at work; grievance and disciplinary procedures; and termination of employment.

The College has a Single Equality Scheme which can be found on the College website.



## Your role

### Job Description

You should already have been provided with a job description for the position to which you have been appointed. On occasion amendments may be made to your job description, in relation to the changing needs of the College and changes in your role.

## **Job Flexibility**

### **Contracts of Employment (Terms and Conditions)**

You should have been issued with a written statement of your terms and conditions of employment which will be in accordance with current legislation

If you are happy with the outlined terms of employment then the contract should be signed and returned as soon as possible to the Bursar's Secretary. Any concerns or questions relating to contracts should be discussed with the Human Resources Manager, or alternatively, with your line manager.

### **Employer's notification of changes to conditions**

The College is required to give written notification to you within one month of any alteration to your terms and conditions.



## **Starting work at the College**

### **Induction**

The aim of Induction is to help the new employee to adjust as quickly as possible to their new working environment, in order to achieve maximum working efficiency in the shortest possible time.

The College recognises that Induction should take place over a number of weeks, even months, as new employees need to assimilate a great deal of information.

The length and content of the Induction program will vary depending on the nature of the new employee's role, but on the first day of work the new employee will meet with the College's Human Resources Manager who will talk through College and Human Resources-related information and will be able to answer any employment-related questions that may arise. On their first day of work, the new employee will also meet with their line manager to be introduced to the department and formulate a more comprehensive induction plan specific to their role and training requirements, if applicable.

All new members of staff will be invited to attend a Health and Safety Induction session within their first two months of service.

## **Probation**

Your appointment is usually subject to a 6 month probationary period or as specified in your contract of employment.

The purpose of a probationary period is to ensure that anyone taking up a new appointment is, within a reasonable period of time, able to gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance.

During your probationary period, your progress will be reviewed and discussed with you, normally no later than halfway through the period, in addition to the usual monitoring of your performance as a new member of staff. (Separate procedures for dealing with disciplinary issues in respect of staff on probation are set out in the section on Policies.)

## **Useful Information**

### ***Bike Racks***

The College provides covered bike racks for staff use in the garage on the main site and outside the Turl Yard Lecture Theatre; bikes should not be left anywhere else on College premises.

### ***College map***

In addition to the main site the College has premises on Turl Street, Bear Lane and Museum Road.

A map of the Oxford Colleges can be found in Appendix 1.

### ***Eligibility to work in the UK***

The College is obliged to check that all staff have current and valid permission to live and work within the United Kingdom and for this reason you will be required to show appropriate documentation e.g. passport, birth certificate, Home Office/Border and immigration paperwork etc before you commence work with the College.

### ***Lost property***

If you find any articles of lost property you should hand them to the Lodge who will retain them whilst attempts are made to discover the owner.



### ***Notification of change in personal circumstances***

It is in your interest to ensure that your personal particulars are kept up to date. This should minimise the chance of any administrative difficulties with payroll, pension or other benefit entitlements, or of important communications going astray. Should your name, address, contact phone numbers, bank details, etc, change, please advise the Human Resources Department as soon as possible.

### ***Personal Property***

The College does not accept liability for any loss of, or damage to, property that you bring onto the premises. You are advised not to bring personal items of value onto the premises and, in particular, not to leave any items overnight.

### ***Selling and buying goods***

You are not allowed to sell or buy goods or transact business on your own behalf on College premises or by using College email or mail.

### ***Smoking***

Smoking is not permitted in any College building nor is it permitted in most College areas. This includes the Smoking of E Cigarettes. There are, however, a few designated areas where smoking is permitted, these being:

The Grove, and other designated areas at Bear Lane and Museum Road (providing all cigarette butts are placed in the bins provided).

### ***Staff Room & Staff Changing Facilities***

There is a staff room and a male and female changing room in the basement of the Jackson Building on Staircase 11. There are other staff rooms at Museum Road and at Bear Lane.

### ***Telephones***

Office telephones should be used only for College business. However, should you for example, need to call home to advise of late working this would not be regarded as a private call. Employees should note that telephone usage is monitored in each department.

Should you need to contact another member of staff by telephone, your department should have access to an internal telephone directory which gives details of all employees of the University of Oxford. In addition you can find contact details of University Staff via the University webpage: [http://www.ox.ac.uk/applications/contact\\_search/](http://www.ox.ac.uk/applications/contact_search/).

### **Use of mobile phones**

Private calls should be kept to a minimum, and should be made and taken during permitted breaks.

You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency.

### **Trade Unions**

All employees have the right to belong to a Trade Union, including the right to participate in its activities and/or become an officer. If you want to become a member of UNISON, union membership fees can be deducted straight from members' salaries. Further details on UNISON can be found by visiting the UNISON website: [www.unison.org.uk](http://www.unison.org.uk)

You also have the right to choose not to belong to a Union.

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### **Staff Representatives**

As a way of facilitating consultation and good employee relations, Lincoln College has two staff representatives who serve to represent the Staff body. Staff Representatives are nominated and elected on an annual basis and all permanent members of staff are eligible to be nominated. The Staff representatives can be approached in person, by telephone or via email on [staffrep@lincoln.ox.ac.uk](mailto:staffrep@lincoln.ox.ac.uk). If you are unsure who the current Staff Representatives are, please contact your line manager or the Human Resources Manager.

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### **Staff Welfare Support**

There are a wide range of people that members of the College community, may turn to for help, support and advice including, in the first instance, their line manager. The members of College who share primary responsibility for staff welfare include the Domestic Operations Manager, the Bursar and the Human Resources Manager. Staff may also approach the Welfare Dean and Staff Representative(s) with any welfare concerns. In addition members of staff may also approach the College Harassment Advisors with any concerns about harassment or bullying.

All Members of Staff and Fellows can also draw upon the professional support and advice offered by the Peninsula Employee Assistance 24 hour Helpline [0800 047 4097]. For further information about this service, please contact the Human Resources Manager.

All members of the College Welfare Team work according to the University's Code of Practice on Confidentiality. They are not required to maintain absolute confidentiality, and may at their discretion share information within the Welfare Team. However they will

normally not pass on information elsewhere without permission to do so unless they believe that there is a risk that an individual may harm themselves or another person. Even in such rare circumstances information will be shared only on a strict 'need to know' basis, preserving strict confidentiality in relation to other third parties.

The University's Code of Practice on Confidentiality is available on the website:

[http://www.ox.ac.uk/sites/files/oxford/field/field\\_document/Guidance%20on%20Confidentiality%20in%20Student%20Health%20and%20Welfare.pdf](http://www.ox.ac.uk/sites/files/oxford/field/field_document/Guidance%20on%20Confidentiality%20in%20Student%20Health%20and%20Welfare.pdf)

## **Additional Benefits of being a College Employee**

### ***Bodleian Cards***

All members of College staff are entitled to a 'Bod Card' on request. This is a staff identity card confirming employment as a College member. The Bod Card has a photograph of the employee together with a unique reference number. The card enables the employee to gain access to a number of benefits as specified below.

### ***Access to the Botanic Garden and Harcourt Arboretum***

All members of College staff are entitled to free entry to the University of Oxford Botanic Gardens and Harcourt Arboretum, in Nuneham Courtenay, on production of their Bod Cards.

For more details, including locations, please visit the Botanic Garden website at: [www.botanic.garden.ox.ac.uk](http://www.botanic.garden.ox.ac.uk)

### ***Cyclescheme***

The cyclescheme is open to all employees who have completed their probationary period of six months. It is a scheme where employees can purchase a new cycle and equipment and make repayments through their salary over a 12-month period, with the additional benefit of tax savings. Certain conditions of eligibility apply. Employees who would like more information about the scheme should contact the College Accountant.

### ***Bus passes***

All College staff who have successfully passed their probationary period are entitled to apply for an Oxford Bus Pass. Employees can choose amongst a wide range of bus services and bus companies, including the Oxford Bus Company and Park & Ride buses. By purchasing bus passes via the College, the employee will receive a discounted price. For more information on routes, bus companies and how to make an application, please contact the Bursar's Secretary.

### ***Childcare Services***

The University of Oxford has a range of childcare services which include three University-run

Nurseries, and a number of University places within a selection of private nurseries.

All members of College staff are entitled to subsidised rates at either the University-run nurseries or the selection of private nurseries who have a number of university places.

For full details on prices and locations, please visit the University's childcare services at: <http://www.admin.ox.ac.uk/eop/child/> .

### ***Vouchers for eye tests for computer users***

All members of College Staff who regularly use computers are entitled to an eyecare voucher which covers the full cost of an eye examination when presented to a range of opticians. In addition the College will contribute towards the cost of glasses that have been prescribed for general use which also includes Visual Display Unit (VDU) use. Employees can submit a claim once every three years and will be reimbursed on production of a receipt and prescription from their optician detailing the useage requirements. For further details and/or to collect your voucher, please contact the Bursar's Secretary.

### ***Sports and Social Facilities***

On production of their Bod Card, all members of College staff are entitled to subsidised membership at Iffley Road Complex and Sports Ground and free membership to the University Club at Mansfield Road.

For more information on location and fees at Iffley Road Complex and Sports Ground, please visit: <http://www.sport.ox.ac.uk/oxford-university-sports-facilities>

For more information on location and facilities at University Club at Mansfield Road please visit: <http://www.club.ox.ac.uk>

### ***Meals on Duty***

All full-time employees are entitled to free meals while on duty during their allocated break times. In addition, part-time staff whose work spans the breakfast or lunch period may be entitled to receive a free meal but may be required to make the time up if they are not entitled to a break within their contractual working pattern.

There is a choice of hot food, sandwiches or snacks. Hot meals are served in the Hall except when a private function is running (e.g. conferences). Requests for hot meals/snacks should be written on the lunch sheet in the Lodge before 10.00am.

Sandwiches, salad boxes and/or soup (in winter) are available from Deep Hall. Lists of fillings and salad choice are listed in the Lodge on a daily basis. Employees should sign the appropriate list in the Lodge before 10.00am if they wish to order.

Lunch time for staff is at 12.30pm.

### ***Annual Leave Entitlement***

The College provides a generous annual leave entitlement of 6 weeks per year plus 8 bank holidays (pro rata). In addition, extra annual leave days are awarded with length of service. For further information on annual leave, please see the section marked 'Holidays'.

### ***Pension Scheme***

All members of College staff are entitled to join one of 3 pension schemes subject to scheme-joining conditions. The pension schemes are 'University of Oxford Staff Pension Scheme (OSPS)', the Universities Superannuation Scheme (USS) or a Stakeholder Pension Scheme. Further details of the schemes are given in the section marked 'Terms and Conditions of Employment', on page 13.

### ***Employee Assistance Programme***

We recognise that sometimes you may face certain challenges in your work and home life that are difficult to deal with. We subscribe to a confidential and professional life management service which provides you with a qualified counsellor who can offer personal support for any practical or emotional challenges you may be facing. The service is initially provided via telephone and online advice but face to face meetings will be arranged where this is felt clinically appropriate. This service is totally confidential. More details of this service are available from the Human Resources Manager.

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## **General College Rules**

### ***Confidentiality***

During the course of your employment, you may acquire certain information that is regarded by the College as being highly confidential. Information falling into this category includes the financial and business affairs of the College or any of its members. Any unauthorised disclosure of such information during the course of your employment will be regarded as gross misconduct and may result in your summary dismissal. You should also recognise that this stipulation will continue to apply even when your employment terminates. The stipulation will cease to apply in respect of any such information that reaches the public domain other than through your default.

Lincoln College upholds its staff's rights to freedom of expression and confidentiality. However, the College reserves the right to monitor the usage of IT facilities in order to ensure compliance with its acceptable use policy and its statutory duty under the Counter Terrorism and Security Act 2015 (the Prevent Duty) to have due regard for the need to

prevent people from being drawn into terrorism. Any suspected breaches will be investigated by an independent panel of College members.

### ***Copyright, Inventions and Discoveries***

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

An invention or discovery made by the employee will normally belong to the employee. However, an invention or discovery made by the employee will generally become College property if it was made in the course of their duties.

### ***Record-keeping***

In the course of your work, you may create paper or electronic records. Accurate record-keeping is essential to the efficiency of the College, and each member of staff plays a vital role in keeping records well. For what items to keep and where to keep them, please see your Head of Department and consult your department's retention schedule, if available. For further information, in particular before destroying or transferring College business records, please contact the Archivist.

### ***Data Protection***

All employee data and information will be kept and processed and stored in line with current Data Protection legislation. Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at [www.lincoln.ox.ac.uk/Privacy-Policy](http://www.lincoln.ox.ac.uk/Privacy-Policy). Any employee can request access to their personal information in compliance with the law.

### ***Mobility***

Although an employee is usually based in one particular place, it is a condition of employment that you are prepared, whenever applicable, to transfer to any other of the College sites. This mobility is essential to the smooth running of the College.

### ***Rights of Search***

Although the College does not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises, we would ask all employees to assist us in this matter should we feel that such a search is necessary. The College reserves the right to call the police at any stage.

### ***Prevent Duty***

The College is obliged by law to refer welfare cases to the central university where there is a concern under our PREVENT duty. This is in keeping with our wider welfare policy of not guaranteeing confidentiality in cases where there is a perceived risk of serious harm. For further details on the College's PREVENT policies, please see

<https://www1.admin.ox.ac.uk/councilsec/prevent/> . This should present no cause for alarm. The Chaplain and Student Welfare Coordinator will be happy to discuss it with anyone who has concerns.

### **Standards of dress**

All employees are liable to come into contact with students/conference delegates and other members of the public; consequently it is important that they present a professional image with regard to appearance and standards of dress. Where uniforms are provided these must be worn at all times whilst at work and laundered on a regular basis. Where no uniforms are provided, clothes should be worn which are appropriate to the job responsibility, and they should be kept clean and tidy at all times.

### **Statements to the media**

Employees should not give statements to reporters from newspapers, radio, television, etc in relation to the College. Any requests by reporters for statements should be referred to the Rector or the Bursar, via their secretaries if necessary.



## **Terms and Conditions of Employment**

### **Remuneration**

#### **Rate of Pay**

The title of your post, your grade, commencing rate of pay and salary scale (where appropriate) are stated in your letter of appointment. No payments may be made in addition to this rate of pay, except as set out below: through annual or additional increments; for promotion or upgrading; for temporarily undertaking the duties and responsibilities of a higher graded post; for long service; or for overtime.

#### **Payment**

Salaries are paid directly into employees' bank accounts on the 25th day of each month. If the 25th day of any month falls on a weekend then salaries will be paid on the Friday before. December salaries are paid a week earlier to account for the College closure. Pay slips are distributed to employees after the salaries have been deposited into the bank accounts.

Where paid overtime has been agreed staff are required to record their overtime hours on a weekly basis using timesheets which should be sent to the designated person for processing by the 12th day of each month. It is important that all time sheets are fully completed detailing designated days off, hours worked, including overtime hours worked, and noting any absences (e.g. annual leave, sickness etc).

### **Overtime**

Unless specifically stated otherwise contractually, the following outlines the College arrangements for overtime payments. For the purposes of calculating overtime, a working week starts on a Monday and ends on a Sunday.

#### Domestic Operations Staff

For all employees excluding Heads of Department & Second-line Managers:

For those who work on a rota basis with no set number of days worked per week If you work your contracted hours across up to 6 days and up to 40 hours per week, this is paid at normal time rate. If you work over 40 hours within those 6 days, any additional hours will be paid at time and a half. If you work on a 7<sup>th</sup> Day you get double time.

For those who are contracted to work 5 days per week – if you work extra hours during your 5 days you get time rate up to 40 hours then time and a half over 40 hours. If you work a 6<sup>th</sup> day, you get time and a half even if you don't reach 40 hours. If you work a 7<sup>th</sup> Day, you get double time.

For those who are contracted to work 6 days per week – if you work extra hours during your 6 days you get time rate up to 40 hours then time and a half over 40 hours. If you work a 7<sup>th</sup> day, you get double time.

For Heads of Department & Second-line Managers – If you work additional hours over a 5 day period you do not receive paid over time. If you work additional hours, above you contracted hours on a 6<sup>th</sup> Day you get time and a half. If you work additional hours on a 7<sup>th</sup> day you get double time.

#### Lodge Staff

Additional hours worked at the end of a normal shift are paid at time rate. Hours worked on a day off with less than 5 days' notice are paid at double time. Hours worked on a day off with more than 5 days' but less than 10 days' notice are paid at time and a half. Hours worked on a day off with more than 10 days' notice are paid at time rate.

Bank Holidays worked – Any hours worked on a Bank Holiday are paid at double time and compensated with one day off in lieu.

#### Office/Administrative Staff

Administrative staff are not entitled to overtime payments unless specifically authorised by the Bursar through contractual agreement.



Any agreed hours or days worked in addition to contractual hours will be compensated with time off in lieu on a one-for-one basis.

Bank Holidays worked - Any bank holidays worked will be compensated with two days' off in lieu.

#### Working Time Directive

The College ensures that all employees take breaks from work in line with the Working Time Directive. Any overtime worked will be mutually agreed between the employee and the department, in line with the operational requirements of the College. Any overtime resulting in an employee working 7 days per week will be in exceptional circumstances where the need arises.

Staff should first consult with their Head of Department before undertaking any overtime

### **Changes to Pay**

#### *Annual Increments*

For staff who are eligible for incremental progression, they will normally progress up the pay scale on 1 April each year, until they reach the top of the grade. Payment of the first increment is normally subject to the member of staff having had six months' service in the grade by that date.

#### *Cost of Living Adjustments*

A review of pay scales to reflect changes in the cost of living will be carried out each year to take effect from 1st August. The College's policy is to monitor and where appropriate follow the pattern of adjustments made in the University as a whole and/or nationally, though the College does not consider itself bound to follow these examples.

### **Special Payments**

In cases where members of staff are asked to assume the duties and responsibilities of a higher grade post, for example, during periods of extended absence of the postholder, the College may authorise temporary payments. The level of such payments shall be at the discretion of the Bursar.

### **Travel Expenses**

The College's policy is to reimburse employees for costs incurred whilst travelling on College business. The College has a separate Expenses Policy which can be viewed on the College website.

### **Income Tax, NI, and other deductions**

When you start work you should bring parts 2 and 3 of your P45 Tax Form (which is obtained from your previous employer) and, if applicable, a certificate relating to National Insurance contributions. If you have not worked for an employer before, the College payroll department

will advise you how to obtain a National Insurance number. All questions should in the first instance be directed to the Accounts Office Manager.

The amounts statutorily due for Income Tax and National Insurance are deducted automatically from your earnings, as are pension contributions and any other deductions you may have authorised. At the end of the tax year you will receive a statement of your pay and tax during the year to 31 March (Form P60), which you should keep carefully since you may need to produce it for the Tax Inspectorate or in claiming any earnings-related benefits.

## **Pension and Life Assurance**

### ***University of Oxford Staff Pension Scheme (OSPS)***

Employees are automatically enrolled into the University of Oxford Staff Pension Scheme as soon as their employment commences, provided that the employee will not reach age 61 before the next 31 July. The Scheme provides for benefits in retirement and/or in cases of ill health and death prior to retirement.

Details of the scheme are available on [www.admin.ox.ac.uk/finances/pensions/OSPS](http://www.admin.ox.ac.uk/finances/pensions/OSPS) or through the Bursar's Secretary.

### ***Stakeholder Pensions***

The College provides access to stakeholder pensions through a designated provider, Legal & General. Details of the scheme are available on [www.admin.ox.ac.uk/finances/pensions/stake](http://www.admin.ox.ac.uk/finances/pensions/stake) or through the Bursar's Secretary.

### ***University Superannuation Scheme (USS)***

Some employees may be eligible for membership of USS. Where this is the case the Bursary will advise accordingly. The Scheme provides for benefits in retirement and/or in cases of ill health and death prior to retirement.

Details are available from [www.admin.ox.ac.uk/finances/pensions/USS](http://www.admin.ox.ac.uk/finances/pensions/USS) or through the Bursar's secretary.

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## **Hours of Work**

Hours of work are as specified within your individual Contract of Employment.

### **Working Time Regulations**

The Working Time Regulations contain rules on a range of employment matters one of which restricts the number of hours that an employee can work per week (including overtime) to 48 hours. However, if you wish you have the option to opt out of this provision by signing the relevant form which will be held in your personnel file. Employees who do not agree to opt out of the legislation will not suffer detrimentally as a result.

### **Flexible Working**

The law provides employees with the statutory right to request a flexible working pattern. The College will consider any application an employee makes, and only reject it if there are good business reasons for doing so.

Employees who do not have the legal right to request flexible working are, of course, free to ask their manager if they can work flexibly and the College will consider such requests on a case by case basis.

For more information on making flexible working requests please contact the Human Resources Manager, who will be able to give you the Flexible Working Policy and/or further details on making an application.

### **Lateness/Absenteeism**

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

If an employee arrives for work more than one hour late without having previously notified the College, other arrangements may have been made to cover duties. Consequently the employee may be sent off the premises for the remainder of the day, as appropriate, without pay.

### **Breaks**

All members of College staff are entitled to take rest breaks during the course of the working day as follows:

#### Full-time members of staff

Members of staff whose working day is more than 6 hours are expected to take time off for a meal-break (in most cases this will be lunch), and this constitutes their rest break. The duration of the meal break is specified in each individual's contract of employment and is unpaid.

#### Part-time members of staff

Part-time members of staff are entitled to a 10-minute rest break in any shift lasting between four hours and six hours.

### **Staff Coffee**

Staff coffee takes place each Wednesday from 10.25am – 10.45am in Deep Hall. Tea, Coffee and biscuits are provided and all staff are welcome to attend if their work schedule permits.

Please ensure that you do not take more than your allocated rest breaks. Any cigarette, food or drink breaks taken outside of the authorised rest break times will be considered unauthorised, and formal action may be taken. (Cigarette breaks may be taken with the permission of Heads of Department, but the time is to be deducted from other authorised rest breaks.)

## **Holidays and Holiday Pay**

### ***Holiday Entitlement***

Staff are normally entitled to 6 weeks paid holiday per annum. The leave year runs from 1 October until 30 September.

#### Bank holidays

In addition all staff are entitled to receive time off for Bank Holidays (usually 8 days in one year).

#### Weekend working

All housekeeping staff whose contract states Monday – Friday working are required to work up to 3 weekend days throughout the year, in order to provide a housekeeping service for weekend events and/or conferences. The weekend day may be either Saturday or Sunday depending on need and on department. Staff may of course work more than three weekend days if there is the need, and if they wish to do so. In all cases, notice will be given by your line manager, and staff will be paid at the rates currently stipulated in their contracts or will be given a day off in lieu to ensure adequate rest periods are provided.

Part of the annual holiday entitlement must be taken when the College closes for approximately one week over Christmas. The Kitchen and Buttery Departments also close for approximately 1 – 2 weeks over the Easter period, where annual leave must be taken for members of these departments. Remaining leave should be taken at a time convenient to both the employee and the College.

Leave cannot be taken over into the following year, except in exceptional circumstances,

and in these instances the Bursar's approval must be sought.

Any annual leave taken in the first year of employment will be awarded on a pro rata basis.

Applications for two or more weeks' annual leave should be made at least two months in advance, for odd days at least two weeks in advance. Employees will be notified of holiday request approval immediately.

On termination of employment you are entitled to accrued holiday pay for any leave not taken. If your contract is terminated by reason of gross misconduct, you will only be entitled to be paid for any outstanding statutory annual leave entitlement.

### **Additional Holiday for Long Service**

<b>Years of continuous service</b>		
<b>More than (yrs)</b>	<b>Fewer than (yrs)</b>	<b>Extra Days leave</b>
5	7	1
7	10	2
10	15	3
15	20	4
20	-	5

Staff who have had a break(s) from work for domestic reasons (e.g. maternity leave, care of family members), and who have not taken any other paid employment during this time, will be able to treat each period of continuous service with the College as cumulative for the purposes of calculating long service entitlement.

### **Bank Holidays**

Bank Holidays which fall during term time are few, but on these days the College must continue to function. To this end the following arrangements apply:

The Heads of Department will make arrangements for staff to provide cover.

Compensation for those working is offered on the basis of an enhanced rate of pay and time off in lieu. For those staff not eligible for overtime payments, they will be entitled to time off in lieu plus an additional day off in lieu, to be taken at a time to be agreed with their Head of Department. This compensation can only be taken in the form of holiday - not as pay. The College's policy is that on Bank Holidays a minimum level of staff cover will be provided in each of the following office based departments:

Bursary/Accounts  
College Office/Rector's Office/Admissions  
Domestic Operations Manager/Surveyor  
Library

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## **Other Types of Leave**

Lincoln College has the following Policies that can be obtained by your line manager and/or the Human Resources Manager and they are also on the College Website:

- Maternity/Adoption Leave
- Paternity Leave
- Shared Parental Leave
- Parental Leave
- Dependent Care Leave, Domestic Emergency and Bereavement Leave

In all cases employees intending to take any of these forms of leave should discuss the situation with their line manager and/or the Human Resources Manager at the earliest possible opportunity.

### ***Maternity/Adoption leave and pay***

You may be entitled to maternity/adoption leave and pay in accordance with the current statutory provisions. There are different statutory and College benefits available to women who are pregnant. Eligibility for the benefits will depend on the employee's length of service with the College. If you become pregnant you should notify your line manager at an early stage so that your entitlements and obligations can be explained to you. For further information on your maternity rights and responsibilities please contact the Human Resources Manager.

Note that in order for maternity/adoption leave arrangements to be made a certificate stating the anticipated date of childbirth or placement is required (Form MATB1).

### ***Paternity Leave***

A member of staff whose wife or partner is pregnant or who plans to adopt a baby may be granted paid paternity leave, in accordance with the College's Paternity Leave Policy.

**Shared Parental Leave**

You may be entitled to Shared Parental Leave and pay in accordance with the current statutory provisions. There are different statutory and College benefits available to mothers, fathers, adopters and/or partners. Eligibility for the benefits will depend on the employee's length of service with the College. For further information on your shared parental leave rights and responsibilities please contact the Human Resources Manager.

**Parental Leave**

Parental leave is defined as leave "for the purpose of caring for a child". The reasons for taking the leave, however, need not be connected with your child's health and could be, for example, for settling your child with a carer, to accompany a child during a stay in hospital, checking out new schools, settling a child into new childcare arrangements or to enable the family to spend more time together, e.g. taking the child to stay with grandparents. Notice periods and conditions apply. For further information on your entitlements to take parental leave, please see the Parental Leave Policy and/or contact the Human Resources Manager.

**Time off for Dependants**

Employees 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 their dependants. Should this be necessary you should discuss your situation with your line manager and/or the Human Resources Manager who will advise you in accordance with the College's Policy on Dependant Care Leave, Domestic Emergency and Bereavement Leave.

**Bereavement Leave**

In the case of bereavement within the immediate family, up to one week's leave outside your annual leave will be granted by the College. ("Bereavement within the immediate family" is for this purpose defined as the death of a parent, spouse, partner, a brother or sister or a child. However discretion may be used for more distant relatives who live with the employee or have a particularly close relationship with them). Leave of absence to attend the funeral of another close relative will normally be granted outside your annual leave, on application to the Bursar. In exceptional circumstances, College may grant leave of absence for cases of family sickness, at the discretion of the Bursar. For further details please see the College's Policy on Dependent Care Leave, Domestic Emergency and Bereavement Leave.

### ***Doctors and dentists appointments etc***

Visits to the Doctor, Dentist, Optician etc should be arranged to cause the least inconvenience to the College and, wherever possible, out of work hours. It is appreciated that you will have less flexibility if you are required to attend a hospital appointment.

### ***Leave for Other Reasons***

There may be times when employees are required to participate in specified public duties, attend funerals or visit the doctor.

If an employee is involved in public duties and desires time off, they should consult their manager/supervisor. Time off for Jury Service is usually given with full pay but please contact the Human Resources Manager who will advise on the paperwork needed in order for the College to claim money back from the courts. Under the Reserved Forces Act 1996 leave will be granted when call-out notices are issued: for training courses (two weeks' training camp), one week will be granted as paid leave and the remainder should be taken from annual leave entitlement.

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## **Absence through Sickness**

The College is responsible for paying certain prescribed rates of Statutory Sick Pay (SSP) to its employees, regardless of service but subject to certain exclusions, for up to 28 weeks of sickness in any period of incapacity for work.

### ***SSP Payments***

You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.

Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

Any days of contractual sickness/injury payments which qualify for SSP will be offset against SSP on a day-to-day basis. A deduction will be made for any other state benefits received if you are excluded or transferred from SSP.



If you are entitled to any payments in excess of SSP and your entitlement expires, full or part payment may be allowed at our discretion where it is considered that there are special circumstances warranting it.

Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

The procedures under which you apply for, and qualify for, sick pay are summarised below:

### **Notification of absence**

If you are unable to attend for work because of illness you must phone your manager/supervisor and speak to them personally **before** your expected start time on the first day of absence from work in line with these procedures. Please note it is not sufficient to phone the Lodge or to text your manager/supervisor. If you fail to provide such notification without good reason, sick pay may be withheld. For operational reasons you should ensure that your manager/supervisor is then notified on a daily basis of your absence from work, unless your manager agrees a different arrangement or a doctor's certificate has been provided giving a return date. If an employee fails to notify the College of their absence in accordance with the Policy and Procedure, disciplinary action can be taken.

### **Absence for one to seven days**

If you are absent through sickness for one to seven calendar days you must complete a self-certification form on your return to work. Appendix 3.

### **Absence for more than seven days**

If you are absent from work because of sickness for more than seven calendar days you should obtain a doctor's certificate which should be sent to the College as soon as possible. You should continue to send in doctor's certificates until the doctor decides that you are fit to return to work.

Please note that even though a doctor's certificate is not required for SSP purposes until you have been absent from work for more than seven calendar days, you should nevertheless visit your doctor before that date if you feel sufficiently ill to require medical treatment. If the doctor gives you a certificate at that stage, please forward it to the department immediately.

### **Withholding of sick pay**

A period of absence will be considered to be unauthorised (i.e. unpaid) absence if you fail to report your absence or provide the forms, as described above, without exceptional reason.

If you disagree with this decision to withhold payment, you should contact your manager/supervisor and raise the matter informally in the first instance. It is open to you to progress the matter through the grievance procedure if necessary.

### **College sick pay scheme**

In addition to paying SSP the College operates a contractual sick pay scheme which provides payment during periods of certificated sickness. If you are absent from work through sickness or injury you will be entitled to a payment in addition to SSP equivalent to your rate of salary, and for a period (based on a rolling year), dependent on your length of service with the College, as follows:

<b>Service</b>	<b>Full pay</b>	<b>Half pay</b>	
<i>i. Probationary period or first 6 months, whichever is longer</i>	<i>1 week</i>	<i>1 week</i>	<i>and thereafter, SSP for an absence of up to 28 weeks in total</i>
<i>ii. From the end of "i.", up to 5 years' service</i>	<i>1 month</i>	<i>1 month</i>	<i>and thereafter, SSP for an absence of up to 28 weeks in total</i>
<i>iii. More than 5 years' service</i>	<i>3 months</i>	<i>3 months</i>	<i>and thereafter, SSP for an absence of up to 28 weeks in total</i>

### **Return to Work Interview**

On your first day back at work following sickness absence you must attend a routine Return to Work interview with your manager, deputy or other designated manager to discuss your absence, your fitness to return and if appropriate your general state of health.

### **Occupational Health**

Employees should attend Medical/Occupational Health appointments if required by their Manager as detailed in their individual terms and conditions of employment.

### **Fitness for Work**

Employees' attendance records will be monitored. Where it is felt that frequent repeated instances of short term sickness or a period of long term absence have reached a level which is causing concern, meetings will be held with the employee to see if there is more that can be done to help them to achieve an acceptable level of attendance.

### ***Sickness Absence Trigger Points***

Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence, may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

If you have 4 occurrences or 12 days of sickness absence within a 12 month period, you will be asked to attend an investigation meeting. In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury and will decide whether to invoke the disciplinary procedure.

In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.

If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined.

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### **Attendance at work during adverse weather conditions and other unforeseen circumstances**

Staff should make every reasonable effort to attend work regardless of the weather or any other unforeseen circumstance e.g. bus/rail strikes/school closures; this should not include jeopardizing their own health and safety, but would include:

#### ***Transport and travel***

Making contingency plans, for example for adverse weather:

- Getting up earlier than usual to allow extra travelling time
- Parking your car off the drive if your drive slopes and is difficult to get out of in snow or ice
- Using public transport where this is available

- Listening to local radio and if necessary contacting College to get a full picture of the weather and road conditions – do not assume that because it is bad in your road it is bad everywhere.

### ***Childcare and other carer responsibilities affected by the weather or other unforeseen circumstances***

You are entitled to a reasonable amount of unpaid time off to deal with the unexpected breakdown of childcare – for example the closure of a school or nursery. On a case-by-case basis the College may grant a half a day's paid leave in order to enable you to make the necessary alternative care arrangements; or you may ask to take the time off as annual leave.

Bearing in mind that school closure is now a frequent occurrence in bad weather, parents are advised to have a contingency plan for such occasions.

### ***Contacting the College***

If you feel that you are unable to attend work because of travel problems or because of the breakdown of childcare you should phone your line manager as soon as possible. If you are unable to speak to your manager you may leave a message with the Lodge.

Despite having phoned in you should continue to review the situation over the course of the morning/your shift and if weather/road conditions improve, or you are successful in making alternative arrangements for childcare or dependent care, you should come into work at the earliest possible opportunity; in such instances employees will generally be paid as normal.

### ***Working from home***

Some administrative staff may have roles which could be performed from home. In such cases, which have been predicted, they should anticipate the possibility of working from home, ask permission from their manager and take home any paperwork etc they may need. They will be paid for a full day provided they have sufficient work to occupy them for a complete day.

### ***Adverse weather conditions whilst at work***

On occasion the weather may deteriorate during the working day, causing concerns about the state of the roads, childcare and the availability of buses. Staff who are concerned in such cases may ask permission to leave early. Managers will liaise with the Bursary to get an overview of conditions and to ensure that a consistent approach to the weather conditions and need to ensure the employee's Health and Safety is achieved.

***Payment during adverse weather conditions or other unforeseen circumstances***

During severe weather a short period of absence which has been caused by it being impossible to get into work will be considered on a case by case basis and may be paid. In other cases, dependent upon circumstances the College may decide that it is more appropriate for the individual to be offered the option of unpaid leave or taking a day of annual leave.

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**Termination**

The length of notice which the College or the employee undertakes to give to terminate your employment varies depending on your contract. The College reserves the right to make an appropriate deduction from final salary in the event of failure to give due notice. In cases of gross misconduct employment may be terminated without notice or pay in lieu of notice.

***Return of College 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.

***Termination of email address***

Please note that on the termination of your employment with the College, your email account will be deactivated and deleted at the end of your last day of service in order to comply with data protection regulations. If you have any important emails that need to be retained for future use, or reference, these should be forwarded to your line manager before you leave the College's employment.



**Education and Training**

**Training**

The College is committed to ensuring that training is provided for its employees in accordance with an identified need.

Training is undertaken:

- To ensure that an individual has the necessary knowledge/skills to perform his/her current job.
- To prepare an individual for a future role within the College.

### **Identification of Need**

The identification of training needs should be an on-going process. Managers and supervisors are responsible for recommending training courses for employees, but the identification of those needs is intended to be a joint activity requiring the involvement and commitment of the employee.

### **Mandatory Training**

All members of staff may be required to undertake mandatory training as part of their role. This may be due to Health and Safety legislation and/or for best practice purposes. All staff are therefore expected to partake in training activities as required. Failure to undertake necessary training could result in disciplinary action being taken.

### **Specialist Training**

Numerous courses, including Basic Food Hygiene, Health & Safety, First Aid, Customer Care, etc., are run by and take place locally. Employees are encouraged to attend courses appropriate to their particular jobs. Where necessary, line managers and/or supervisors will reserve places on these courses which the employee will be expected to attend.

College also supports staff who wish to train for professional qualifications relevant to their post and is prepared to provide assistance with course fees and to allow study and exam leave. Staff interested in studying for a professional qualification should discuss their course with their manager/supervisor and/or the Bursar.

Oxford University also offers a wide range of courses, including computing, some of which form a structured series. Details are obtainable by contacting the University Training Department at

[http://www.ox.ac.uk/staff/working\\_at\\_oxford/training\\_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html)



## **Annual Review**

The College has an annual review process whereby all members of staff formally meet with their line manager on an annual basis. The process provides:

- an opportunity for the employee and their line manager to have a one to one conversation about the individual's role and their performance within it;
- a chance for the employee to receive feedback on their performance and progress, and some constructive input about elements that could be developed or improved;
- an opportunity to reflect on training and development activities that have been undertaken since the last review and also to consider further training and development activities for the future, including discussions of the way in which the College can assist in providing what is needed;
- an opportunity to review objectives set at the last annual review meeting and set objectives for the 12 months ahead. These should be related to the job and to the objectives of the department and the College as a whole.

Further details of the Annual Review process, including the Annual Review form can be obtained by your line manager and/or the Human Resources Manager.

# **Policies and Procedures**

## **IT Acceptable Use Policy**

### ***Introduction***

This document establishes the rules for the acceptable use of the Lincoln College IT facilities and network infrastructure. These rules are necessary to preserve the integrity, availability and confidentiality of the college's network resources and services.

The standards in this document must be adhered to by all individuals granted access to any machine on the network at any time, whether physically present or via remote access. Failure to comply with the policies set forth in this document will result in disciplinary action.

### ***Definitions***

"Lincoln College Network" - comprises the network at the main College, Museum Road and Little Clarendon Street, plus any outlying College properties connected to the University network.

"Authorised User" - any person granted authorisation to use any computer or device on the network.

### ***Policy Scope***

The Policy applies to any person granted authorisation to use any computer or device on the Lincoln College Network. This includes (but is not limited to) Fellows, staff, students, temporary workers, contractors, vendors and sub-contractors authorised to access the network locally or remotely, for any reason, including email and Internet or intranet web browsing.

### ***Confidentiality***

Lincoln College upholds its staff's rights to freedom of expression and confidentiality. However, the College reserves the right to monitor the usage of IT facilities in order to ensure compliance with its acceptable use policy and its statutory duty under the Counter Terrorism and Security Act 2015 (the Prevent Duty) to have due regard for the need to prevent people from being drawn into terrorism. Any suspected breaches will be investigated by an independent panel of College members.



## **Policy**

1. All authorised users must conform to the regulations laid out in the University's Regulations and Policies applying to all users of University ICT facilities document at <http://www.ict.ox.ac.uk/oxford/rules/>.
2. All authorised users must conform to any and all requirements laid out by the following Acts/policies:
  - Computer Misuse Act (1990);
  - Data Protection Act (1998);
  - Chest Code of conduct;
  - Regulation of Investigatory Powers Act (2000);
  - The Counter-Terrorism and Security Act 2015
3. Only desktop computers, laptop computers, Tablets/PDAs, or Internet-capable cellular devices ("Authorised Devices") may be registered for connection to the network. No other devices, including all network equipment (switches, hubs, wireless routers etc) may be attached to the network, either directly or indirectly, unless these have first been approved for connection by the IT Office.
4. Any authorised device that will be connected to the network must be registered through the Lincoln On-line Registration System, to the authorised user of that device.
5. Any device connected to the network must be configured solely as a client. No device may offer services on the network, including (but not limited to) email servers, web servers, ftp servers and wireless access.
6. Peer-to-peer applications may not be used on the network. The only exception to this rule is Skype which must be configured according to the University's guidance.
7. The use/misuse of authorised devices connected to the network is the responsibility of the individual to whom the device has been registered.
8. Authorised users are permitted to use only network and host addresses that have been issued to them by the College
9. Any device connected to the network must run up-to-date anti-virus protection (assuming a/v protection exists for that platform) and be up to date with the appropriate operating system security patches. Updates should be performed daily and at a minimum, must be performed weekly.
10. All authorised users must conform to the regulations laid out in the University's "Regulations and Policies applying to all users of University ICT facilities" document and the College's Information Security Policy.
11. All authorised devices must (where possible) be running a properly-configured firewall program, such as the Windows or MacOS firewalls supplied with the operating system.

## **System monitoring**

Although the College does not actively monitor use of the network as a matter of course, it does keep records of usage of various aspects of the Service. The College reserves the right to monitor use where it believes there has been (or is a significant risk of) misuse, or where monitoring is necessary for the legitimate interests of the College, or for statistical purposes. The College may use such records and recover deleted data for this purpose.

### ***Liability Issues***

3.1 Improper statements made when using the Service can give rise to both personal and corporate liability. Users should always exercise caution in the content of any communications, and should at all times comply with the Data Protection Act and the College's own policies.

3.3 When using the Service, you must ensure that you have not inadvertently agreed to terms, made representations or entered into contractual commitments without having obtained proper authority to do so.

### ***Use of College-owned Computers***

Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the College's name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. It is the College's expectation that individuals using workplace computers or telephones for either business or agreed personal use will act responsibly in respect of usage costs and the personal time commitments involved. Reasonable and limited use of these services for social and recreational purposes, where not in breach of this policy and other relevant rules or otherwise forbidden, is permitted outside of normal working hours. This is to be viewed as a privilege and if there is evidence of abuse, appropriate disciplinary action may be taken.

The use of the Internet or e-mail to access and/ or distribute material which may be considered offensive, or material that is not work-related, leaves an individual liable to disciplinary action which may lead to dismissal.

The College has the ability to monitor all internet and telecommunications traffic. The College may monitor network use for statistical purposes, security purposes and misuse detection.

The introduction of new software must first of all be checked and authorised by an appropriate member of the College IT support staff before general use will be permitted.

Only authorised staff should have access to the College's computer equipment.

Only authorised software may be used on any of the College's computer equipment.

No software may be brought onto or taken from the College's premises without prior authorisation. Unauthorised copying and/ or removal of computer equipment/ software may result in disciplinary action.

### ***Specific Regulations Relating to Use of Student IT Rooms***

- Only the designated user of an account may use it. You must not let other people know your password.
- No changes whatsoever may be made to the software configuration of the computers.
- Logged in workstations must not be left unattended - this is a security risk as well as being selfish.
- College makes NO absolute commitment to preserve **ANY** user's data on the hard disks or server. This includes personal configuration files and mail. Although every effort will be made to ensure data is regularly backed up you must not assume that any of your files will be in your account the next time that you log on. It is the user's responsibility to back up their data.
- No smoking, eating or drinking in the computer rooms.
- College computer equipment may not be used for commercial purposes.
- No illegal activities may be carried out using the College equipment.
- No material which may cause offense is to be stored or printed on the computer equipment, e.g. pornography or other offensive material.
- No hardware or software may be used which compromises the security of the network or the privacy of users.
- Please do not MOVE the computer units on the worktops. This can upset the cabling, potentially compromising the network or preventing a workstation from operating.
- No connections may be changed or made to any of the computer hardware without the specific consent of the IT Office.
- There is no reserving of terminals.
- Personal belongings must not be left in the computer suite
- The copying of licensed software from the system is forbidden.

## **Disciplinary and Disciplinary Dismissal Procedures**

It is necessary to have a minimum number of rules in the interests of the whole organisation.

The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen as a means of punishment.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures should ensure that:-

- the correct procedure is used when inviting you to a disciplinary hearing;
- you are fully aware of the standards of performance, action and behaviour required of you;
- disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
- you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on full pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind;
- other than for an "off the record" or trade union official informal reprimand, you have the right to be accompanied by a trade union representative or fellow employee, who may act as a witness or speak on your behalf, at all stages of the formal disciplinary process;
- you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and

- if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

### ***Disciplinary Rules***

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other conditions, procedures, rules etc. within this handbook will also result in the disciplinary procedure being used to deal with such matters.

### ***Rules Covering Unsatisfactory Conduct and Misconduct***

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

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

- failure to abide by the general health and safety rules and procedures;
- smoking in designated non smoking areas;
- unauthorised consumption of alcohol on the premises;
- persistent absenteeism and/or lateness;
- unsatisfactory standards or output of work;
- rudeness towards members of College, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language;
- failure to devote the whole of your time, attention and abilities to our business and its affairs during your normal working hours;
- unauthorised use of E-mail and Internet;
- failure to carry out all reasonable instructions or follow the College rules and procedures;
- unauthorised use or negligent damage or loss of our property;
- failure to report immediately any damage to property or premises caused by you;
- use of our vehicles without approval or the private use of the College vehicles without authorisation;
- failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs;
- if your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction;
- carrying unauthorised goods or passengers in the College vehicles or the use of our vehicles for personal gain; and

- loss of driving licence where driving on public roads forms an essential part of the duties of the post.

**Serious Misconduct**

Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation, you may be issued with a final written warning in the first instance.

You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

**Rules Covering Gross Misconduct**

Occurrences of gross misconduct are very rare because the penalty is dismissal without notice and without any previous warning being issued. It is not possible to provide an exhaustive list of examples of gross misconduct. However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct. Examples of offences that will normally be deemed as gross misconduct include serious instances of:-

- theft or fraud;
- physical violence or bullying;
- deliberate damage to property;
- deliberate acts of unlawful discrimination or harassment;
- possession, or being under the influence, of illegal drugs at work; and
- breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person.

(The above examples are illustrative and do not form an exhaustive list.)

**Disciplinary Procedure**

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

<b>OFFENCE</b>	<b>FIRST OCCASION</b>	<b>SECOND OCCASION</b>	<b>THIRD OCCASION</b>	<b>FOURTH OCCASION</b>
<b>UNSATISFACTORY</b>	Formal	Written	Final written	Dismissal

<b>CONDUCT</b>	verbal warning	warning	warning	
<b>MISCONDUCT</b>	Written warning	Final written warning	Dismissal	
<b>SERIOUS MISCONDUCT</b>	Final written warning	Dismissal		
<b>GROSS MISCONDUCT</b>	Dismissal			

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

In all cases warnings will be issued for misconduct and full details will be given to you. Any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

### ***Disciplinary Authority***

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

Formal verbal warning	Line Manager/Head of Department/Domestic Operations Manager/Bursar
Written warning	Line Manager/Head of Department/Domestic Operations Manager/Bursar
Final written warning	Head of Department/Domestic Operations Manager/Bursar
Dismissal	Domestic Operations Manager/Bursar/Rector

### ***Period of Warnings***

1. Formal verbal warning

A formal verbal warning will normally be disregarded after a six month period.

2. Written warning

A written warning will normally be disregarded after a twelve month period.

3. Final written warning

A final written warning will normally be disregarded after a twelve month period.

### ***General Notes***

If you are in a supervisory or managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct.

Gross misconduct offences will result in dismissal without notice.

### ***Appeal***

The appeal should be made in writing to the individual named in the outcome letter. The employee should clearly state the grounds of appeal, i.e. the basis on which they say that the decision taken was wrong. This should be done within 10 working days after the written notification of the outcome. An appeal meeting will be arranged to take place normally within 10 working days of the submission of the formal appeal, unless an extension to the appeal hearing date has been agreed.

The employee should ensure that they attend the meeting at the specified time. If they are unable to attend because of circumstances beyond their control, they should inform their line manager of this as soon as possible. If they fail to attend without explanation, or if it appears that they have not made sufficient attempts to attend, the hearing may take place in their absence.

The appeal hearing will be conducted by the individual named in the outcome letter. This may be a panel of the Governing Body chaired by the Rector or by an alternate acting on his or her authority. In the case of an appeal panel, the appeal chairperson will be assisted by two Governing Body Fellows appointed by the Chairperson. The appeal panel or individual will consider the grounds that have been put forward and assess whether or not the decision reached was appropriate.

Following the appeal meeting, the employee will be informed of the outcome normally within 10 working days. The outcome of this meeting will be final.





## **Capability Policy – Lincoln College Procedure**

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

This procedure is designed to support staff and managers in dealing with problems regarding performance which may arise from time to time and which leads to the employee not fulfilling the expected requirements of the role or could arise from the employee's inability to fully perform the role. It aims to:

- ensure that any concerns about an employee's ability to achieve acceptable standards of work are addressed effectively through a clear and supportive procedure;
- ensure that supervision, training, counselling and support measures are deployed appropriately to help employees to achieve acceptable standards of work, and
- provide a clear procedure for the termination of employment in cases where it does not prove possible to secure a satisfactory and acceptable level of performance.

Where poor performance is due to a failure to maintain adequate standards of behaviour rather than a lack of skills or application, it should be dealt with through the disciplinary procedure. Capability is defined for the purposes of this procedure as all matters related to an employee's skills, aptitudes or competences and their application.

Where poor performance is linked partly or wholly to a qualifying disability under the Equality Act, the requirements of that Act for reasonable adjustments to the workplace or the job will be taken into account. Where poor performance is linked partly or wholly to medical problems, the University's procedures for dealing with absence from work due to ill-health should be used as appropriate.

This procedure applies to all administrative and domestic employees of the College.

### ***Setting performance standards:***

Employees have a contractual responsibility to achieve an acceptable level of performance at work and will be supported and encouraged to reach that level. Managers should set realistic and achievable standards consistent with the employee's contract and job description. These should ensure that employees understand what those standards imply in

terms of the quality and quantity of work and the time and costs associated with the expected outputs. Any shortfalls in performance should be discussed promptly with the employee concerned and the causes of the shortfall identified. Consideration should be given to whether it is due to inadequate training, supervision or guidance and if appropriate measures should be taken to provide additional support.

### ***Annual Review***

The College has implemented an Annual Review process for Administrative and Domestic members of staff. New employees should be given appropriate targets during their induction and should be given support throughout their probationary period so that managers and employees alike can be satisfied that adequate progress is being made towards the expected performance levels. The Annual Review process is not an appropriate meeting to bring up performance concerns for the first time, however, it is wholly appropriate to refer to on-going performance issues during such a meeting although the Annual Review is not a performance management meeting.

### ***Regular one to one meetings***

Line managers should meet on a regular basis with employees to discuss performance, current work and current work issues, plus any other relevant topics. Poor performance should be raised at these meetings or at an earlier meeting if a one to one is not imminent. How regular a one to one meeting is held is for the line manager and member of staff to decide but where there are performance concerns the regularity of these meetings is likely to increase for the individual concerned.

### ***Principles of the capability procedure***

Problems of poor performance should be dealt with promptly. At each point in the procedure, the employee will be given a full explanation of the perceived weaknesses or deficiencies in performance.

An employee has the right to be accompanied by a fellow employee, at each stage of the formal procedure.

Documentation relating to the use of this procedure will be treated as confidential and will only be made available to those directly involved.

In cases where capability is affected by ill health and the employee does not wish to take sick leave, they should advise their line manager of the health problem. The line manager should consider whether it is possible to adjust the employee's workload and/or working conditions in the light of these problems.

Throughout the procedure, the work of the employee will be considered in the light of any adjustments that have been agreed by their manager.

If an employee is unable by reason of ill health to perform their duties satisfactorily, allowing for any adjustments that may have been agreed with their manager, they may be required to take sick leave. Presenting themselves for work commits the employee to performing their duties to an acceptable standard.

### ***Personal Circumstances***

Personal circumstances may arise which do not prevent an employee from attending for work but which prevent an employee from carrying out their normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, the College will normally need to have details of the employee's medical diagnosis and prognosis so that the College has the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking the employee's doctor for a medical report. The employee's permission is needed before the College can obtain such a report and the College will expect the employee to co-operate in this matter should the need arise. When the College has obtained as much information as possible regarding the employee's condition and after consultation with the employee, a decision will be made about the employee's future employment with the College in their current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances which prevent an employee from attending work, either for a prolonged period or periods or for frequent short periods. Under these circumstances the College will need to know when they can expect the employee's attendance record to reach an acceptable level and again this can usually be most easily obtained by asking the employee's doctor for a medical report. When the College has obtained as much information as possible regarding the employee's condition and after consultation with the employee, a decision will be made about the employee's future employment with the College in their current role or, where circumstances permit, in a more suitable role.

### ***Dealing informally with issues of capability***

When a line manager has concerns about the performance of an employee, they should consult with the HR Manager about the most appropriate means of dealing with the perceived problem.

The line manager, in conjunction with the HR Manager will then:

- let the employee know verbally the nature of the perceived problems and the date and time of a meeting to discuss how they should be addressed and this should be confirmed in writing normally within 10 working days;
- at that meeting, explain why the expected standards of performance do not appear to have been met, and identify occasions when deficiencies have occurred and define the expected standard of performance;
- endeavour to establish the reasons for the unsatisfactory level of performance, taking account of all the factors which might have had an effect on the employee's performance, including the volume of work, the available resources, training, personal matters, ill health and changes in management or working practices;
- the employee's views and perception of all the matters involved should be taken fully into account, and any additional or alternative evidence considered;
- At this point the meeting should end whilst the line manager considers the mitigating evidence presented. If the line manager still has concerns after considering the mitigating evidence then the meeting should be reconvened and an action plan set and
- seek to establish an agreed programme to address the problems, which may involve additional supervisory support, further training, additional resources, organisational changes, changes to workload, or where a personal issue is identified, counselling or a period of special leave may be provided. A clear monitoring and feedback review procedure must also be agreed.

Before agreeing a programme of action, the employee may wish to consult with a colleague.

A programme of remedial action should set targets and dates for meeting objectives a competent holder of the post could reasonably be expected to meet. For most employees, targets of between one week and three months duration will be the norm. The consequences of not meeting the required standards within these time-scales should be outlined. The programme will also include details of when monitoring meetings will be held and how standards will be re-assessed. The programme will normally be a written document, a copy of which is to be retained by the manager, the HR Manager and the employee.

If agreement cannot be reached, the line manager and HR Manager may then impose a programme of action or refer the matter immediately to the formal stages of the procedure.

If the necessary improvement in performance is achieved within the set time-scale, no further action will be necessary and all copies of the documentation involved will be retained on the employee's personal file for the following twelve months. At the end of this period they will be disregarded for capability purposes.

If performance continues to be unsatisfactory, the manager should initiate the formal procedure set out below, in consultation with Bursar/Domestic Operations Manager. In cases

where the manager is confident that an employee's performance, whilst not completely satisfactory, will reach the required level within a reasonable time period, no further action need be taken, but the line manager will continue to informally monitor the situation.

### ***Formal capability procedure***

The line manager in conjunction with the HR Manager will verbally inform the employee as to the aspects of their performance that are considered to be unsatisfactory, and will arrange a meeting to discuss how they should be addressed and this will be followed up in writing, normally within 10 working days. Reasonable notice of the meeting will be given, and the employee may be accompanied by a fellow employee. The employee may ask for this meeting to be postponed if the person who they wish to accompany them is not available on the date proposed.

At the meeting, the manager will:

- remind the employee that this is a formal step in the College's capability procedure;
- indicate how the expected performance standards are not being met and what the expected performance standard is;
- seek to establish the causes for the continued unsatisfactory performance and
- invite the employee to put forward evidence and explanation in their support.

The manager may decide to adjourn to gather further information. In such cases, subsequent meetings will follow the procedure as above:

- the areas in which performance has been deficient;
- specific individual targets or standards that a competent holder of the post could reasonably be expected to meet and the dates by which they should be achieved;
- monitoring and review arrangements;
- any changes in working arrangements and practices designed to support the achievement of the required standard of performance;
- any further training or personal development measures that will be undertaken;
- any further steps and possible sanctions that may result from a failure to meet the required standards.

The details of the discussion and any outcome should be covered in a letter to the employee. Subsequent performance will be monitored as set out in the letter, and periodically reviewed in meetings between the employee and the manager. The manager will keep notes of these meetings detailing the assessment of progress and any further agreed actions. A copy of these notes will be forwarded to the employee.

If performance improves within the agreed time-scale, no further action is necessary and all copies of the documentation will be retained on the employee's personnel file the following twelve months. At the end of this period they will be disregarded for capability purposes.

### ***Formal capability review***

If an employee's performance over the agreed time-scale continues to fall short of the required standard, the line manager, in consultation with the HR Manager, will refer the case to a formal Capability Review Hearing. The hearing will be chaired by either the Bursar or Domestic Operations Manager (if either of them has been involved in the case at an earlier stage they will not be eligible to chair the review hearing) and will include the line manager, and a note taker (normally the HR Manager).

The HR Manager will inform the employee in writing that the case has been referred to a Review Hearing. Other details to include:

- date, time and venue of the hearing, giving reasonable notice;
- names and job title of the hearing members and
- the right to be accompanied by a fellow employee

The letter of notification will also identify the areas in which the line manager considers that performance continues to fall short of the expected standards and the supporting evidence and of the possible outcomes from the Review Hearing including compulsory transfer to another post and dismissal.

The Review Hearing will:

- take evidence from the manager and the employee concerning the deficiencies in performance and the steps that have been taken to secure improvements;
- review the outcomes of any training that has been undertaken to secure an improvement in performance;
- review the written documentation from the intermediate monitoring meetings;
- call for any other evidence which they feel is necessary to establish whether the employee is failing to meet the reasonable expectations of performance for the post;
- if the failure to meet the expectations of the post may have been influenced by illness or disability the hearing will consider whether all appropriate adjustments have been made and
- the employee and the manager may call witnesses and the chair, the manager and the employee may all ask questions of these witnesses.

The Chair of the hearing may take one or more of the following courses of action, according to the circumstances of the case:

- take no further action;
- in consultation with the manager they may set further performance targets appropriate to the post and to the deficiencies that have been identified, setting a time period in which the improvement in performance is required. This will normally be between one and three months;
- recommend changes to the working practices, working arrangements and patterns of work for either the individual employee, and/or the department in which he/she is employed. Detail support and training provisions that are available to the employee concerned;
- recommend consideration of the scope for redeployment to a post elsewhere in the College that would be appropriate to the skills and capabilities of the employee.
- recommend dismissal in cases where redeployment is not a realistic option and/or
- in cases where incapability is due to ill-health, require the employee to take sick leave until certified fit to return to work by the Occupational Health Department.

### ***Written Confirmation of the Decision of a Capability Review Hearing***

- The Chair of the hearing will inform the employee, in writing, of the decision of a capability review hearing normally within 10 working days of the hearing. The letter will cover:
  - the issues;
  - any conclusion that has been proposed and the reasons for the conclusion;
  - any remedial action required of the employee and the consequences of any recurrence of unsatisfactory capability, including any dates for review, and
  - the procedure for exercising the employee's right of appeal.
- Records of formal capability action will be retained on the employees personal file for future reference.

### ***Appeals against decisions***

#### **Appeal**

The appeal should be made in writing to the individual named in the outcome letter. The employee should clearly state the grounds of appeal, i.e. the basis on which they say that the decision taken was wrong. This should be done within 10 working days after the written notification of the outcome. An appeal meeting will be arranged to take place normally within 10 working days of the submission of the formal appeal, unless an extension to the appeal hearing date has been agreed.

The employee should ensure that they attend the meeting at the specified time. If they are unable to attend because of circumstances beyond their control, they should inform their



line manager of this as soon as possible. If they fail to attend without explanation, or if it appears that they have not made sufficient attempts to attend, the hearing may take place in their absence.

The appeal hearing will be conducted by the individual named in the outcome letter. This may be a panel of the Governing Body chaired by the Rector or by an alternate acting on his or her authority. In the case of an appeal panel, the appeal chairperson will be assisted by two Governing Body Fellows appointed by the Chairperson. The appeal panel or individual will consider the grounds that have been put forward and assess whether or not the decision reached was appropriate.

Following the appeal meeting, the employee will be informed of the outcome normally within 10 working days. The outcome of this meeting will be final.

### ***Short Service Staff***

The College retains discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal but you will retain the right to a hearing and you will have the right to appeal.

## **Grievance Procedure – Lincoln College Provisions**

It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if matters cannot be resolved informally, then they should be raised formally, in writing.

You have the right to be accompanied at any stage of the procedure by a trade union representative or fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly. You may ask for any meeting to be postponed if the person who you wish to accompany you is not available on the date proposed.

If you are complaining about an individual, the person complained against will be made aware of the complainant's identity and the nature of their complaint. It will also be made clear to them that any attempt at victimisation as a result of the complaint will be treated extremely seriously under the College's disciplinary procedures.

If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure), you should first raise the matter with your Line Manager, explaining fully the nature and extent of your grievance. If your grievance is with your Line Manager, you should raise the matter with your Line Manager's Line Manager. You will then be invited to a meeting normally within 10 working days at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within 10 working days of the meeting, including your right of appeal.

Every attempt will be made to complete the investigation as quickly as possible and normally it will be completed within four weeks. If this is not possible the complainant will be given the reasons why and will be given further information about the expected completion date.

### ***Appeal***

The appeal should be made in writing to the individual named in the outcome letter. The employee should clearly state the grounds of appeal, i.e. the basis on which they say that the decision taken was wrong. This should be done within 10 working days after the written notification of the outcome. An appeal meeting will be arranged to take place normally

within 10 working days of the submission of the formal appeal, unless an extension to the appeal hearing date has been agreed.

The employee should ensure that they attend the meeting at the specified time. If they are unable to attend because of circumstances beyond their control, they should inform their line manager of this as soon as possible. If they fail to attend without explanation, or if it appears that they have not made sufficient attempts to attend, the hearing may take place in their absence.

The appeal hearing will be conducted by the individual named in the outcome letter. This may be a panel of the Governing Body chaired by the Rector or by an alternate acting on his or her authority. In the case of an appeal panel, the appeal chairperson will be assisted by two Governing Body Fellows appointed by the Chairperson. The appeal panel or individual will consider the grounds that have been put forward and assess whether or not the decision reached was appropriate.

Following the appeal meeting, the employee will be informed of the outcome normally within 10 working days. The outcome of this meeting will be final.

## **Whistleblowing Policy and Procedure**

Lincoln College encourages a free and open culture in its dealings between its Fellows, employees and all people with whom it engages in business and working relations. In particular, the College recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the College's success ensured.

This policy is designed to provide guidance to all those who work with or within the College who may from time to time feel that they need to raise certain issues relating to the College with someone in confidence.

### ***PROCEDURE***

#### ***Subject Matters of Disclosure***

1. This policy will apply in cases where you genuinely and in good faith believe that one of the following sets of circumstances is occurring, has occurred or may occur within the organisation:
  - that a criminal offence has been committed, is being committed or is likely to be committed
  - that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
  - that a miscarriage of justice has occurred, is occurring or is likely to occur
  - that the health and safety of any individual has been, is being or is likely to be endangered
  - that the environment has been, is being or is likely to be damaged
  - that information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

While it is not necessary that you prove the malpractice or misconduct that you are alleging, but may simply raise a reasonable suspicion, please note that you will not be protected from the consequences of making such a disclosure if, by doing so, you commit a criminal offence.

2. If you wish to raise or discuss any issues which might fall into the above category you should contact the Bursar who will treat the matter in confidence. In such cases it is likely that further investigation will be necessary and you may be required to attend a disciplinary or investigative hearing as a witness. Appropriate steps will be taken to ensure that your working environment and/or working relationship is/are not

prejudiced by the fact of your disclosure.

3. If you reasonably believe that the relevant failure (ie one of the set of circumstances listed above) relates wholly or mainly to the conduct of a person other than your employer or any other matter for which a person other than the College has legal responsibility, then you should make that disclosure to that other person.

Also, you may make such a disclosure to <http://www.pcaw.co.uk>, the leading authority on public interest whistleblowing, if you consider that they have an interest in the matter and, despite the best efforts of the College, you believe that disclosure within the College is inappropriate or has been unsuccessful. Disclosures made to your legal adviser in the course of obtaining legal advice will be protected.

4. You should be aware that the policy will apply where a disclosure is made in good faith and where you reasonably believe that the information disclosed and any allegation contained in it are substantially true. If any disclosure is made in bad faith (for instance, in order to cause disruption within the College), or concerns information which you do not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence for the purposes of the College's Disciplinary Policy and Procedures and may constitute gross misconduct for which summary dismissal is the sanction.
5. While the College hopes that such disclosures will never be necessary, it also recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own facts.



## **Health and Safety**

The College operates a Health & Safety policy consistent with current legislation

The College's Health & Safety Officer is the Domestic Operations Manager.

It is the College's policy to ensure, as far as is reasonably practicable:

The health, safety and welfare of all its employees while they are at work, of the students and visitors to the College and members of the general public, and the provision of a safe means of access to, movements within, and egress from places of work.

The provision of equipment and systems of work that are safe and without risk to health, with necessary supervision and controls to ensure health and safety.

The maintenance of a working environment that is safe and without risks to health and the provision of adequate welfare facilities at work.

The provision of adequate information, instruction, training and supervision as necessary to ensure the health and safety at work of employees, and information to contractors and others who may be affected by the College's operations.

It is the legal duty of persons employed by, or members of, the College, and personnel working in or those visiting the College to ensure that:

Reasonable care is taken for their own health and safety, and that they exercise a duty of care towards others who may be affected by their actions or omissions at work.

Full co-operation is given to the College in pursuance of health and safety.

There is no damage to, interference with or misuse of any equipment, including fire-doors, smoke detectors and fire extinguishers, provided in the interests of health and safety.

The College's Health and Safety Policy and Procedures manual is available for consultation in the Bursary. Managers/Supervisors also have copies in their offices. Employees must ensure, under the direction of their managers/supervisors, that they are familiar with those aspects of the Health and Safety Policy which relate specifically to their areas of work.

That said, noted below is summary information on those aspects of Health and Safety Policy which are of general relevance to employees.

### **Fire**

In the event of discovering a fire, the following procedure should be adopted:

1. Sound the nearest alarm (if it has not already been activated).
2. Report to the Lodge immediately. The Porter on duty will summon the fire brigade and will alert the relevant College Officer(s), as per the Health and Safety Procedures manual. If this is not possible, go to the nearest telephone, without endangering life, and dial 999.

3. Immediately after the fire alarm has sounded, you should leave the building via the nearest fire exit:

- a) Do **NOT** run.
- b) Do **NOT** stop to pick up personal belongings.
- c) Report to your nearest evacuation point (shown on staircase fire notice).
- d) Do **NOT** re-enter the building until you are told that it is safe to do so by the Fire Officer. To do so will be treated as gross misconduct, putting the life of others at risk.

If you have the opportunity as you evacuate the building, please also:

- a) Turn off gas and electrical equipment.
  - b) Ensure doors and windows are shut.
  - c) Escort any persons who may require help out of the building by the nearest available exit.
4. You may tackle a small fire if you have been trained to do so, after raising the alarm. Under **NO** circumstances must you put your life, or the lives of others, in danger.

### **Accidents**

The majority of staff at the College have had some basic training in first aid. There are also qualified College first aiders, a list of whom is displayed in the Lodge, Staff Room and in each first aid box. First Aid boxes are located in the, Lodge, Kitchen, Buttery, Bursary, Rector's Office, Mitre, Staircase XV, Lincoln House, Head Scout's Museum Road, Bear Lane, St Johns Street, Domestic Operations Manager's Office, Deep Hall and Maintenance workshop.

Accidents should be reported immediately to one of the qualified first aiders. The accident should be logged in the accident book held in the Porter's Lodge by the manager/supervisor, work colleague or first aider who attended the incident. If the injured party is likely to be absent from work for more than 3 days then a report must also be submitted to the Bursar.

Fatal accidents, major injury accidents/conditions and dangerous occurrences must be reported immediately (normally by telephone) to the enforcing authority, hereafter referred to as the Health & Safety Executive (HSE). A written report on form F2508 (revised) must then be completed and sent to the HSE within seven days.

Accidents causing more than three days incapacity for work must also be reported on form F2508 (revised) within seven days, although no telephone notification is needed. It should be noted that the day of the accident is not included, but days which would not normally be working days do count.

The form F2508 should be completed by either the Bursar or manager/supervisor in the



area where the accident took place. It should be completed as soon as possible after the accident so that the memory of it will still be fresh in everyone's mind. Copies of the completed log/form are held by the Bursar.

All accidents must be logged in the College accident book held in the Lodge.

Written records of reportable accidents and dangerous occurrences must be kept for a minimum of three years. If the patient can be moved safely without further injury take him/her to the appropriate accident service. If the patient cannot be moved phone the ambulance service, Tel 999, or the College Doctors, Naomi Drury and Dr Marykate Kirkaldy Tel 01865 242657. **If in doubt, never move the casualty, unless in immediate danger (eg. fire, risk of electrocution, falling objects etc) and phone for an ambulance.**

### **Smoking**

The College takes the view that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of 'passive smoking').

The College does not allow its employees or visitors to smoke in areas where smoking is prohibited.

There are, however, a few designated areas where smoking is permitted, these being:  
- outside next to the cigarette bins provided. Your line manager will be able to tell you the location of the cigarette bins. (You must ensure all cigarette butts are placed in the bins provided)

### **Alcohol, Drugs, and Solvents**

The College endeavors to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health of its employees. Supervisors/managers and colleagues should be aware that the misuse of drugs or alcohol by employees may come to light in various ways. The following characteristics, especially when arising in combinations may indicate the presence of an alcohol or drug related problem.

### **Absenteeism**

Instances of unauthorised leave, frequent Monday and Friday absences, lateness, excessive sickness levels etc.

### **High accident level**

At work, elsewhere eg. driving, at home.

**Work performance**

Difficulty with concentration, tasks take more time, problems with remembering instructions or own mistakes.

**Mood swings**

Irritability, depression, general confusion.

**Misconduct**

An employee's alcohol or drug problem may come to light as a mitigating factor in a disciplinary interview. It may be treated as a mitigating factor for certain less serious disciplinary offences eg. poor timekeeping, lateness if a recognized course of rehabilitation is being pursued in conjunction with the employees GP and or Occupational Health.

**Serious/Gross Misconduct Caused by Alcohol or Drugs:**

If an employee is known to be, or strongly suspected of being, intoxicated by alcohol or drugs during working hours, the relevant manager/supervisor and/or the Bursar must be advised. The College Doctor will be consulted. Arrangements will be made for the employee to be escorted from the premises immediately. Disciplinary action will take place when the employee has had time to become sober.

**Consumption of Alcohol on the Premises:**

Employees may drink in the College Bar, though not, in the regular course of events, during their working hours. However, any employee found to abuse this facility, or consume excessive amounts as to affect their work will be disciplined. The College's disciplinary procedure will apply.

**Drug Abuse on the Premises:**

Employees who take drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to be summarily dismissed as will any employee believed to be buying or selling drugs, or in possession of unlawful (ie. unprescribed) drugs.

Employees who are taking medication or prescribed drugs which may affect their performance should inform their manager/supervisor, with a view to temporary redeployment if appropriate.

### ***Display Screen Equipment***

The College's intention is to optimise the use and application of display screen equipment within the College, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.

The College will give sufficient information as is necessary to ensure the health and safety of workers who use display screen equipment. This provision will also apply to those persons who are not in direct employment (eg. agency staff and contractors). The Health & Safety Officer will assess and evaluate health and safety risks associated with work on DSE and seek to minimise those risks.

Employees are entitled to a free eye test on request and vouchers are available from the Bursar's Secretary, Tel (2)79810.

### ***Welfare and 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.

### ***Hygiene for Food Handlers***

- You must wash your hands immediately before commencing work and after using the toilet.
- Any cut or burn on the hand or arm must be covered with an approved dressing
- Head coverings and overalls/uniforms, where provided, must be worn at all times.
- No jewellery should be worn, other than wedding rings, without permission of the Domestic Operations Manager.
- You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn.
- If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection you must not report for work without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.



## **List of College Policies & Procedures**

The College has a comprehensive number of policies and procedures, which are listed below. All the policies and procedures can be found on the College website. If you would like hard copies please speak to your line manager or the Human Resources Manager.

- Single Equality Scheme
- Disciplinary & Disciplinary Dismissal Procedures
- Grievance Procedure
- Freedom of Speech
- Data Protection
- Freedom of Information
- IT Acceptable Use Policy
- Health & Safety (including Food Safety)
- Guidelines on Confidentiality in Student Health & Welfare
- Absence through Sickness Policy
- Dependent care leave, domestic emergency and bereavement leave
- Lincoln College Harassment Policy
- Prevention of Work-Related Stress Policy
- Capability Policy
- Flexible Working Policy
- Shared Parental Leave Policy
- Maternity & Adoption Leave Policy
- Paternity Policy
- Parental Leave Policy
- Expenses Policy
- Policy Regarding the Employment of Close Friends or Relatives
- Support for Professional Studies Policy & Procedure
- Prevention of Bribery and Fraud Policy
- Archives Policy
- Whistleblowing Policy & Procedure

## **Standards**

### ***Wastage***

The College maintains a policy of “minimum waste” which is essential to the cost-effective

and efficient running of all our operations. Employees are able to promote this policy by taking extra care during normal duties, by avoiding unnecessary or extravagant use of services, time, energy etc. The following points are illustrations of this:

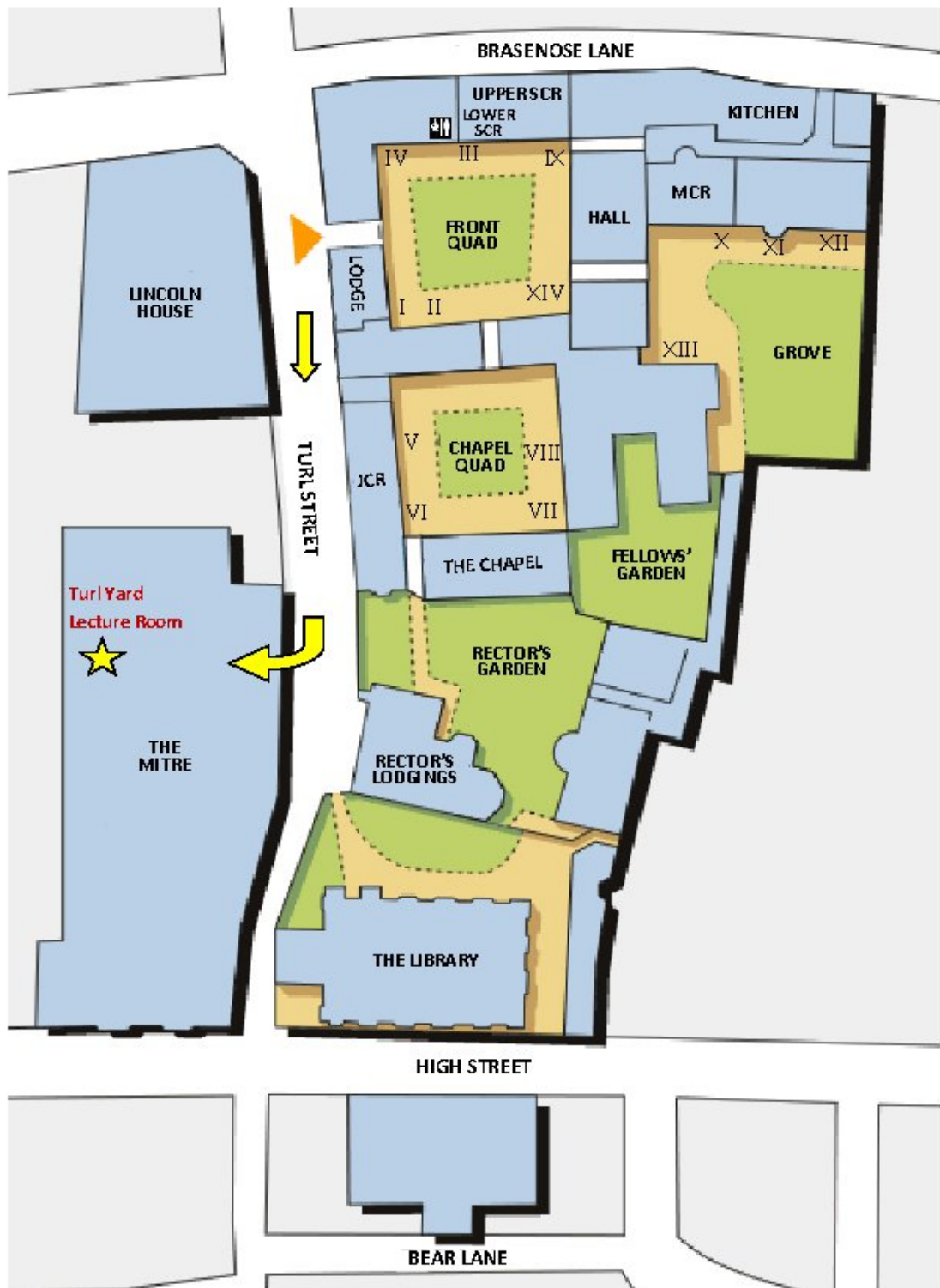
- Handle machines, equipment and stock with care.
- Turn off any unnecessary lighting and heating. Keep doors closed whenever possible and do not allow taps to drip.
- Ask for other work if your job has come to a standstill
- Start with the minimum of delay after arriving for work and after breaks.
- Avoid excessive use of the telephone, particularly in relation to personal matters.
- The following provision is an express written term of your contract of employment:-
- Any damage to vehicles, stock, property or equipment that is the result of your carelessness, negligence or deliberate vandalism will render the employee liable to pay the full or part cost of repair or replacement.
- Any loss to the College that is the result of the employee's failure to observe rules, procedures or instruction, or is as a result of negligent behaviour or unsatisfactory standards of work will render the employee liable to reimburse the College the full or part cost of the loss.
- In the event of failure to pay, the College has the contractual right to deduct such costs from the employee's pay.

### ***Housekeeping***

Both from the point of view of safety and of appearance, work areas must be kept clean and tidy at all times.



# Appendix 1 – Lincoln College Map



## Appendix 2 – Internal Telephone/Department List

<b>Name</b>	<b>Job title/Department</b>	<b>Internal telephone number</b>
	Lodge/Enquiries	79800/79979 (Fax)
	Web: <a href="http://www.lincoln.ox.ac.uk">www.lincoln.ox.ac.uk</a>	
Prof H Woudhuysen	Rector	79804
Mrs S Lacey	Rector's PA	79804
Prof H Woudhuysen	Rector's Lodgings	79824
Mr A Spain	Bursar	79811
Mrs R King	Bursar's Secretary	79810
Mrs L Crowder	Bursar's Secretary	79810
Mrs M McCartney	Domestic Operations Manager	79815
Miss M Cizek	Assistant to the Domestic Operations Manager	79799
Mr L Bullivant	Conference & Events Manager	87342
Miss L Tarrant	Accommodation Manager	16841
Mrs J Underdown	Academic Administrator	79801
Mrs L Stokes-King	Academic Administrator	79801
Mr R Little	Admissions Officer	79836
Miss K Osmon	Schools Liaison Officer	79973
Dr L Matthews	Senior Tutor	87347
Mrs C Elan-Gaston	Graduate Officer & Academic Assistant	79844
Mr M White	IT Manager	79805
Mr P Good	IT Assistant	79805
Ms S Harrison	Development Director	79838
Miss J Uwins	Alumni and College Communications Officer	79841
Ms J Campsall	Database and Annual Giving Officer	79793
Ms J Mitchell	Deputy Development Director	16843
Ms S Davison	Development & Events Administrator	87421
Mrs C Harker	Accountant	87351
Mrs S Williams	Accounts Office Manager and Payroll Officer	78813
Miss P Cripps	Accounts Assistant	87301
Miss C Riseley	Accounts Assistant	87420
Mrs N Thompson	Human Resources Manager	87478
Ms S Adams	Human Resources Advisor	79770

Mr C Bates	Land Agent	79983
Rev Dr M Marshall	Chaplain	79789
Miss L Matheson	Librarian	79831
Mrs L A McCormack	Archivist	87315
Miss M Sotiriou	Assistant Librarian	79832
	Senior Common Room	79806
Mr J Mitchell	Clerk of Works	87346
	Maintenance	79816
Mr T Daly	Butler & Buttery	79807
Mr R Malloy	Chef	79808
Mr S Faulkner	Deep Hall	79809
Ms L Archer	Housekeeper	79985
Mr J Tripkovic	Lodge Manager	79798
Ms V Mills	Nurse	79817

### Appendix 3 – SELF-CERTIFICATION FORM

If you are absent from work through sickness for one to seven calendar days you will be asked by your department to complete a self certification form on your return to work.

FULL NAME: .....

ADDRESS: .....

.....

.....

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PERIOD OF SICKNESS:

DATE SICKNESS COMMENCED	
DATE OF FIRST DAY OF ABSENCE FROM WORK	
DATE OF RETURN TO WORK	
TOTAL NUMBER OF <b>WORKING DAYS</b> ABSENCE	



Did absence result from an accident or incident whilst at work? YES/NO  
If yes, has accident/incident been reported? YES/NO

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**DETAILS OF SICKNESS**

I WAS UNFIT TO ATTEND WORK FOR THE FOLLOWING REASON:

(Please note that words like 'unwell' or 'illness' are not enough)

I DECLARE THAT I WAS UNFIT FOR WORK DURING THE PERIOD STATED ABOVE AND THAT THE INFORMATION GIVEN IS TO THE BEST OF MY KNOWLEDGE CORRECT AND COMPLETE. I UNDERSTAND THAT MAKING A FALSE STATEMENT MAY RESULT IN DISCIPLINARY ACTION BEING TAKEN AND LOSS OF SICK PAY

EMPLOYEE'S SIGNATURE:.....DATE:.....

**To be completed by employee's Manager**

How many days off sick from work has the employee had previously in the last 12 month .....  
(not including this episode of sickness)

How many working days have they been absent for on this occasion? .....

Has a Return to Work Interview taken place and been recorded? YES/NO

Signed..... DATE.....